



**RAINHILL
HIGH SCHOOL**



RainhillSixth

CANDIDATE

RECRUITMENT PACK

SCHOOL LIBRARIAN



LEARN THINK CONTRIBUTE CARE



LFC ACADEMY
EDUCATION
CENTRE
LFC WOMEN



Artemark
Platinum Award
Awarded by Arts
Council England



WELCOME FROM THE HEADTEACHER



Thank you for your interest in Rainhill High School. I hope you find this information pack helpful. If you would like to know more about us before you apply please see our website rainhillhighschool.org.uk or alternatively contact jobs@rainhillhigh.org.uk

Our school has a long and strong record of academic success, the highest of which was in 2022. The destinations that our students move onto are strong. Our continued focus is on raising the aspirations, achievements and confidence of all our students to ensure they have the best life chances; that all of our students leave us ready to take on the world with conviction and self-assurance. We make no apologies for having the highest expectations of all our students.

Our curriculum is ambitious. Students are expected to work hard, and this is complemented by our excellent pastoral care, support and guidance. You will find the staff here are determined to support academic achievement but also provide a wide range of enrichment and extra-curricular activities both within and beyond the classroom, ranging from trips to New York to football teams in school; all of which are important in building the confidence, resilience and experiences of every child.

Our school's mission is 'In Pursuit of Excellence' in everything that we do and our core values; Learn, Think, Contribute, Care, embody our determination to ensure that all our students receive a first-class education that enables them to take their place in society with confidence. We are a popular and high achieving school on the edge of Merseyside with a very strong reputation locally and significantly oversubscribed.

I am very proud of the continued success of Rainhill High School.

Mrs J Thorogood
Headteacher

SCHOOL LIBRARIAN

Role Overview

DIRECTLY RESPONSIBLE TO:
Head of English Faculty,
Literacy Co-ordinator

COMMENCING:
September 2024

CLOSING DATE:
Monday 10th June 2024
9am

INTERVIEW DATE:
Friday 14th June 2024

Prospective candidates can visit the school by prior appointment by calling 01744 677205

Do you have a love for literature? Do you want to be part of an outstanding and unique organisation which is passionate about literacy and reading initiatives, with a library at its heart?

We are looking for a dynamic and highly organised individual with excellent communication skills, who believes that reading and literacy should be at the centre of every school, as an essential resource for student learning and research. This is a fantastic opportunity for the successful candidate to use their expertise and initiative to promote a first-class learning and study environment, enhancing and developing the school's resources and aligned to the School's vision and ethos.

The ideal candidate will have experience in organising, managing and maintaining a library on a daily basis; our librarian will need to ensure that the library provision meets the needs of all its users, developing and promoting the library and a love of reading to students and staff.

You will effectively control stock including researching resource availability to teaching staff relevant to the curriculum, and make purchases in line with the library budget; you will also develop links with external library services

Previous experience of working in a school environment is desirable but not essential. This is a challenging but rewarding role and the successful candidate will have a sense of humour, a smile and an empathy for young people, with a dedication for high expectations of student behaviour, engaging all students, including those who have special educational needs or display challenging behaviour.

If you believe you have the skills and dedication to meet our standards, Rainhill High is the school for you. The Academy is working hard to make a difference to staff workloads by investing time, technology, and support to make Rainhill an attractive place to work.



“Staff felt that leaders are supportive of their well-being and cognisant of their workload”

OFSTED

“When I started I thought the school was massive and that I would get lost every day but you soon find your way, I really enjoy it here”

Year 7 student

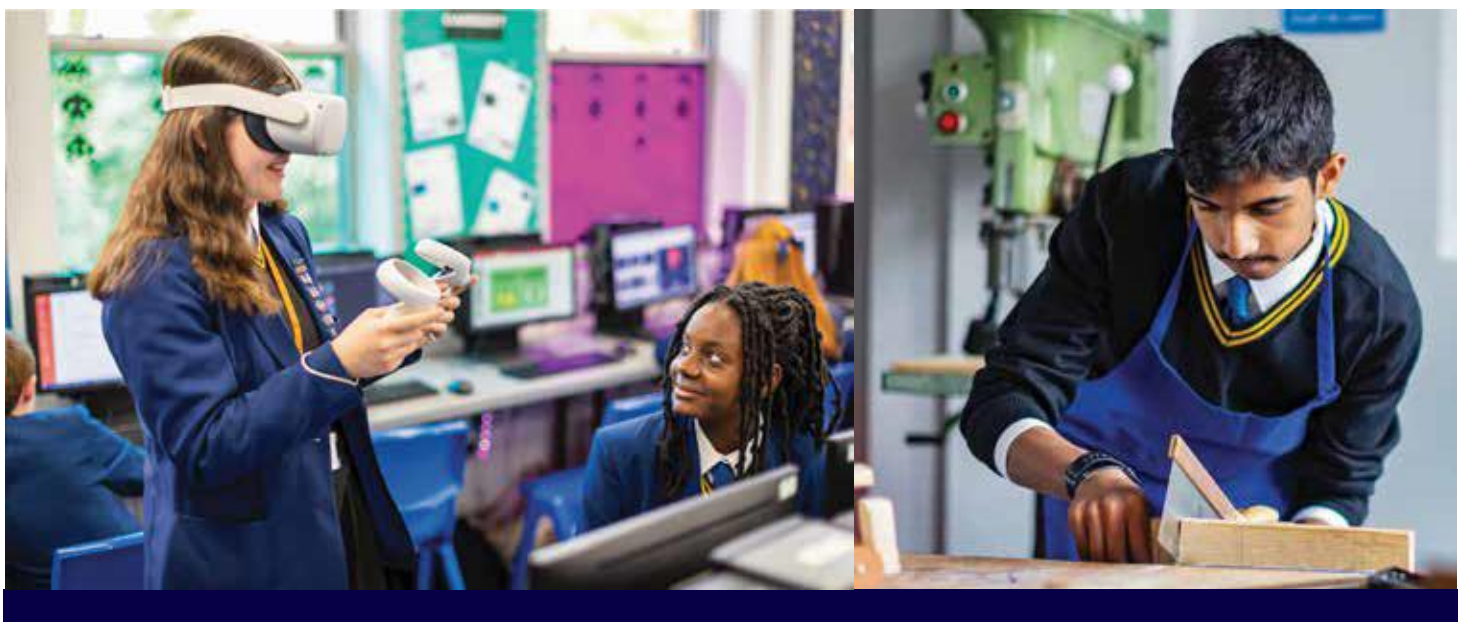
“I go to Zoology club to learn about animals and how to look after them. The school has loads of opportunities for you to get involved in”

Year 8 student

“My teachers are all really helpful, if you get stuck they help you to understand”

Year 9 student

“Leaders follow up on any concerns quickly and effectively”OFSTED



<u>Job Title:</u>	School Librarian
<u>Grade</u>	NJC SCP 12-17
<u>Contract</u>	37 hours per week, Term-time only plus 3 weeks
<u>Responsible to:</u>	Head of English, Literacy Coordinator

Purpose of the post:

Manage the operational process and day-to-day running of the school library. To possess a genuine love of literature partnered with the zeal, creativity and drive to inspire a reading culture that develops impassioned life-long readers.

Specific Responsibilities**1. Library Management**

- Use the “Eclipse” library system to catalogue books and other library resources; issue, return and renew books, generate reports and ensure that an effective system is in place to recall library books, so ensuring no loss of stock.
- Manage resources within the library, including the selection and organisation of books and other learning materials, subject to approval from the library budget holder.
- Ensure that the library is a well-ordered and an aesthetically pleasing space, encompassing the creation and upkeep of visually pleasing, changeable library displays.
- Manage the student librarian team, student helpers and volunteers assigning tasks and ensuring that student voice remains integral to the development of the school library.
- Assist in the promotion of a school-wide culture of reading through the implementation of library events, competitions and challenges; and the creation and development of after-school library clubs.
- Assist students in the selection of reading materials, recommending books as appropriate.
- Support the facilitation of library events.
- Ensure that library events and activities are represented in assemblies and form- time messages.
- Maintain a photographic and electronic record of key library events, to assist the Literacy Co-ordinator and Marketing Manager in the elevation of the library’s public profile through external communication channels, including social media.
- Manage behaviour within the library at break and lunch-times, promoting high standards of conduct by establishing a positive, friendly and engaging working atmosphere.

2. Literacy Assessment online

- Support the English faculty in administering and recording reading tests to students as per the agreed calendar.
- Occasionally deliver small group interventions, as directed by the Head of English or Literacy Coordinator.

3. Other

- High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements.
- To be responsible for improving your own practice through observation, evaluation and discussion.
- To comply with the Data Protection Act and School policies and procedures.
- The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.
- To comply with the School's Health and Safety Policy and associated safe working procedures and guidelines.
- To comply with the School's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
- To comply with the School's Data Protection Policy and Code of Practice within the service area of the post.

Generic responsibilities:

- To work consistently to uphold school’s aims.

- To work in a co-operative and polite manner with all stakeholders.
- To work with students in a courteous, positive, caring and responsible manner at all times.
- To take an active and positive role in the school's commitment to the development of staff and their annual review procedures.
- To uphold all school policy and procedure towards safeguarding and promoting the welfare of children and young people.
- To work with visitors to the school in such a way that it enhances the reputation of the school.
- To seek to improve the quality of the school's service.
- To present oneself in a professional way that is consistent with the values and expectations to the school. The appearance of all staff should at all times be supportive of school policies for the students; e.g. 1 professional, and appropriate, appearance at all times including when out of school, eg trips, CPD etc.

Additional Duties

To be willing to be trained as, and to be one of the School's many First Aid Officers.

Any other duties deemed reasonable, as directed by the Headteacher.

Review of Performance

Performance Management reviews will focus on the post holders' responsibilities. There is recognition that however good we are at our jobs, we should embrace the notion of 'continuous improvement'.

PERSON SPECIFICATION



RAINHILL
HIGH SCHOOL

Criteria	E/D	A/I
<u>Knowledge and Experience</u>		
Experience of working with young people of all ages	E	A/I
Experience of delivering to deadlines and achieving set targets to a high standard	E	A/I
Experience of allocating and prioritising workload effectively to gain maximum productivity	E	A/I
Previous experience in a similar role	E	A/I
Strong IT Skills including knowledge of MS Office	E	A/I
Experience of working in a school, library or other learning environment	D	A/I
Knowledge of or experience with Eclipse library system	D	A/I
Experience of working with confidential information	D	A/I
Awareness of current issues in the Education sector	D	A/I
<u>Qualifications and Training</u>		
Excellent literacy and numeracy skills - Minimum of GCSE or equivalent grade C in English and Maths	E	A/I
Training in the literacy/numeracy strategy	E	I
Training in special educational needs strategies	E	I
Willingness to undertake first aid training	E	I
Degree in Information, English or another relevant subject	D	A/I
A qualification in Librarianship	D	A/I
<u>Skills and Abilities</u>		
Strong interest in children's and young adult literature – both classic and contemporary	E	A/I
Passion for reading	E	A/I
Excellent time management, planning and organisational skills	E	A/I
Ability to work independently to organise own workload	E	A/I
<u>Criteria</u>		
Strong interpersonal skills with the ability to demonstrate engaging oral and written communication	E	A/I
Highly motivated individual with an innovative approach	E	I
Problem solving and analytical skills	E	A/I
Good team player	E	A/I
Flexible approach	E	A/I
Good Behaviour Management	D	A/I
<u>Commitment to Equal Opportunities</u>		
Ability to understand and demonstrate commitment to equality and diversity in the workplace	E	A/I

E = Essential requirement of the role
D = Desirable requirement of the role

A = Assessed via the application form
I = Assessed at Interview

P = Presentation
T = Task

The English Faculty

Welcome to Rainhill High School's English Faculty. We are an ambitious team and over time have built up a high performing faculty in both English Language and English Literature at KS3, KS4 and KS5.

It is through the study of English and the development of sophisticated skills of communication that we can unlock doors for our pupils and support them to thrive. The English Faculty at Rainhill High School is dedicating to fostering student success, skill and love for English in all its forms by providing a solid and diverse academic foundation to allow us to maximise intellectual and creative potential in each pupil.

Aims

- To provide an exceptional experience of the English Curriculum both in and out of lessons.
- To stimulate and maintain pupil interest in English through the highest quality teaching and learning, taking into account starting points and any barriers to learning.
- To develop pupils' ability to communicate, orally and in written form, at all levels, using appropriate strategies to address different audiences and purposes equipping them to meet both the demands of external examinations and to be effective communicators in their adult lives.
- To maximise the achievement of pupils in English language and in English Literature at Key Stages 3, 4 and 5 against national and locally agreed benchmarked targets.
- To promote good citizenship by incorporating concomitant skills and issues into all our schemes of work across all Key Stages.

English Faculty Ethos

- We are a forward-thinking and dedicated team of experienced English specialists.
- We are committed to the development of best practice in all aspects of English teaching.
- We value teamwork and commitment.
- We value the ability to communicate enthusiasm for our subject to our learners and colleagues alike.
- Our major concern is the nurturing of the individual child within a secure learning environment, while promoting independent learning and challenging each pupil to achieve his or her potential.

Curriculum

- At Key Stage 3, all pupils follow a 3 year curriculum structured and delivered according to the updated NC guidelines for English. Our schemes of learning are designed to ignite an enthusiasm for both English Language and English Literature and include the study of diverse and challenging texts from all genres, providing our learners with a solid foundation for GCSE and A Level study.
- Pupils will begin Key Stage 4 in Year 10 and study EDUQAS GCSE English Language and Literature.
- At Key Stage 5, we offer two distinct A Levels in English; AQA English Language and AQA English Literature A.

Examination Performance

All students sit both English Literature and English Language

	GCSE				
	2023	2022	2021	2019	2018
English overall			CAG		
A8	10.29	10.78	10.75	10.44	10.66
P8	-0.01	-0.02	+0.14	+0.19	-0.04
9-7	21%	21%	20%	22%	26%
9-5	65%	65%	64%	75%	67%
9-4	82%	81%	83%	89%	84%

English Language					
9-7	16%	20%	20%	21%	19%
9-5	54%	65%	69%	68%	59%
9-4	75%	84%	89%	85%	81%
English Literature					
9-7	22%	23%		8%	24%
9-5	61%	64%	59%	57%	56%
9-4	77%	79%	78%	80%	75%

	A Level				
	2023	2022	2021	2019	2018
English Language			CAG		
A*B	67%	56%	44%	68%	43%
A*C	100%	94%		92%	57%
English Literature					
A*B	33%	55%	75%	75%	40%
A*C	83%	100%		88%	60%

English Faculty Staff List

Personnel

Position in Faculty

Claire Dickman	Head of Faculty and Whole School Literacy
Wendy Segal	Deputy Headteacher – Raising Standards
Hannah Pagan	Head of Key Stage 3 English
James McCrea	Head of Key Stage 4 English
David Luckwell	English Teacher / Lead Practitioner Literacy
Laura Melia	English Teacher
Laurissa Farrell	English Teacher
Maria Ball	English Teacher
Claire Dean	English Teacher
Sage McParland	English Teacher
Katherine Kane	English Teacher
Nicola Evans	English Teacher
Rachael Chandler	English Teacher
Victoria Tyrer	Reading Recovery
Vacancy	School Librarian

Resources and Rooming

- Twelve dedicated and well-equipped English classrooms.
- One dedicated English Intervention classroom.
- Purpose built new library which includes a classroom area for the teaching of library lessons.

ICT Provision

- All English classrooms are fitted with an IWB.
- Laptops are available for booking across the school.
- Good access to ICT.

Curriculum Enrichment Activities:

- Visits by authors and poets, most recently Anthony Mc Gowan in 2022 and Curtis Jobling in 2019.
- Regular theatre visits, most recently 'An Inspector Calls' in March 2023.
- Curriculum-related drama workshops and performances in school, most recently 'A Christmas Carol'.
- Poetry and prose writing competitions – in house, local and national.
- Literature and Language workshops for A Level students.
- Celebration of 'World Book Day'.
- Scholars' Reading Club for A Level students.
- Newspaper Club.
- Board Games Club.
- First News Club.

- Scholastic book fairs visit twice yearly.
- BASH reading group and library visits.
- 'Literature Academy' for pupils in Y11,12 and 13.
- National Theatre Live screenings in school and screening of film adaptations of set texts.
- Board Games Club.
- Locomotive School Newspaper Club.
- Poetry Club.
- Reading Club.
- Seminars to support English Literature study at GCSE.

"The English Faculty at Rainhill High School has a supportive, caring culture within which our students thrive and achieve. We are a collaborative team who demonstrate cutting edge approaches to teaching and learning and a genuine love of English as a subject. We ensure a love of English is shared with our students by our own passion for the subject; this is across all year groups and in the sixth form. The faculty has close links to the school's five main feeder schools to ensure a smooth academic transition. We challenge and engage our learners but we also guide them to analyse, explore and apply their knowledge in a variety of different forms. Joining our team would not only provide you with agile, enthusiastic learners but also the opportunity to work within a friendly and dedicated team of teachers."

Teaching and learning is at the heart of what we do; we pride ourselves on our supportive and collaborative approach to planning, delivery and feedback/marking.

Mrs Wendy Segal
Deputy Headteacher

GUIDANCE FOR COMPLETING YOUR APPLICATION FORM

Your application form should be submitted to the school by email to the school's job vacancies email address provided, or by hard copy to the school postal address. Your application consists of two parts; the application form and the optional Equal Opportunities form.

Your application form will be used to measure you against the essential criteria as identified on the person specification. This is your opportunity to sell your skills, abilities and experience. It is important that you read the job description and person specification carefully and ensure that your application is tailored to the role you are applying for. You may also wish to submit a covering letter outlining how your career to date has prepared you for the post.

Take time to check your application form to ensure that you have completed all sections. Also check for any spelling and grammatical mistakes.

The Equal Opportunities form will be used to assist in monitoring the effects of the school's equal opportunities policy in recruitment and selection and will help us to develop and improve.

If you are applying for a post that includes working with children or vulnerable adults please include the date that you left secondary education. We may contact any of your previous employers to confirm information provided in your application.

Section 6: This is your opportunity to demonstrate to the shortlisting panel how you meet the essential criteria of the person specification. Use specific examples and evidence of your skills, abilities and experience to demonstrate how you meet the criteria.

Section 7: Please provide details of two referees, one of whom must be your current or most recent employer. Referees cannot be relatives or people writing solely in the capacity of friends. If you are applying for a post which involves working with children or vulnerable adults and you are not currently working with children or vulnerable adults, but have done so in the past, please provide details of the most recent employer of this type of employment.

Section 14: In line with the statutory guidance document Keeping Children Safe in Education (2023) the trust will conduct online searches after the shortlisting process for any candidates who accept an invitation to interview.

You are required to sign the form to confirm that the information you have provided is accurate and true. Providing false or misleading information could result in your application being rejected, a conditional offer being withdrawn or lead to disciplinary proceedings which may result in dismissal. If you send your application by email, it will be deemed that you have signed the declaration. You will be required to sign a copy of your application form if you are invited for interview or if you are offered the post subject to further checks.

Application forms should be returned to jobs@rainhillhigh.org.uk

Please note it is our policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed.

[Click here for the Non-Teaching Application Form](#)

OUR PARTNERS



Founded in 2015 by former Liverpool and England striker, Robbie Fowler, The Fowler Academy's results are impressive. Receiving glowing reports from OFSTED and Pearson qualifications, The Fowler Academy were awarded 'Most Inspirational Post 16 Provider in 2019's Educate Awards and were shortlisted in the 2021 TES Awards, as best national provider and have recently moved to their new home, the former first team training ground for Liverpool FC, Melwood.

Partnerships with the LFC Foundation and Rainhill, The Fowler Academy's blended offer of football and post 16 education is both exciting and innovative, ensuring excellent outcomes for students.

