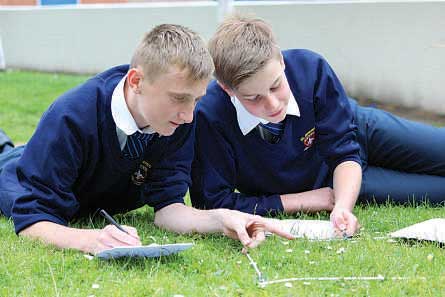
St. Joseph’s Catholic High School

*Business & Enterprise College*

*Living, Loving & Learning Through Christ*



School Librarian

St Joseph’s Catholic High School - serving the community

• Judged ‘Good’ in their recent Ofsted

• Improved GCSE results

• Improved A\* As

• Excellent Pastoral Care

Harrington Road, Workington CA14 3EE. 01900 873290

www.st-josephs.cumbria.sch.uk

19th September 2017

Dear Colleague,

Thank you for expressing an interest in the advertised post and I hope you find the details in our application pack informative.

St Joseph’s is a school recently judged “Good” by Ofsted. I arrived here last September and I have found St Joseph’s to be a school with positive relationships throughout. We are a happy school with students who are well mannered and welcoming. Our systems for behaviour and student support ensure that this remains the case and we work hard to maintain our standards of behaviour, dress and attendance. Pupils feel valued here, staff feel a sense of support and parents see us as a trustworthy partner in bringing their sons and daughters to their full potential.

We are a Catholic school which means that we have a Mission Statement based on our Catholic Faith. Our Mission Statement sets out our promise to parents and pupils. We endeavour to fulfil our Mission Statement through our lessons, through our celebrations, our worship and in all our day to day activities.  This Mission Statement is enclosed in your pack.

We value all our staff and never underestimate the contribution our support staff make to the school community. This post is a front line post and the successful applicant will be representing the school on a daily basis.

We face many challenges in school and we hope that this is a challenge which appeals to you and if it does, I would very much welcome your application.

Yours sincerely

Jacky Kennedy

Head teacher

**St Joseph’s Catholic High School**

Business & Enterprise College

Harrington Road, Workington, Cumbria CA14 3EE

Western Lake District, Cumbria

NOR 670 - 11-16.

LIBRARIAN –CE5 £17,419, pro rata £14,865

37 hours per week Monday to Friday

Required from November an enthusiastic forward thinking person to organise, run and promote the Library/Resource Centre for independent learning for our pupils.

You should have a passion for books and an excellent knowledge and awareness of children’s literature and resources. You should be friendly and approachable and at the same time command respect.

You will assist other departments and work with pupils as individuals or in small groups particularly with reading intervention programmes.

Candidates should have 5 GCSE’s including English and Maths at grade C or above, an NVQ 3 in a relevant subject and have good computer skills.

For application packs further information ring Julie Gaffney on 01900 873290 [email jw@st-josephs.cumbria.sch.uk](mailto:email%20%20%20%20jw@st-josephs.cumbria.sch.uk) , [www.st-josephs.cumbria.sch.uk](http://www.st-josephs.cumbria.sch.uk)

Closing date noon 6th October interviews W/c 13th October 2017.

**The school is committed to safe recruitment procedures. Applicants are subject to an enhanced DBS.** This is not an equal opportunities school.

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**Information for the post of School Librarian**

Required from November 2017 an enthusiastic forward thinking person to organise, run and promote the Library/ Resource Centre for independent learning for all our students.

You will promote the Learning Resource Centre as an effective centre for independent learning for all students. You should have a passion for books and excellent knowledge and awareness of children’s literature and resources. You should be friendly and approachable but at the same time command respect. You will also support and assist curriculum areas with the development of learning resources. You will be responsible for the selection, acquisition and management of resources and information in all formats, in consultation with members of the teaching staff, to support the curricular and recreational activities within the school so you will need good communication skills and some knowledge of the education system. As part of the job you will organise these resources so that they are accessible to all so experience of working on a library system (Eclipse.net) is essential. You will estimate the budget requirements and control and account for income and expenditure of the LRC budget in liaison with the school finances officer.

You will work with the English department with the running of the Accelerated Reading Programme. You will work with students in small groups developing their literacy skills. We have held a number of events including Author visits, book fairs, spelling competitions etc. promoting reading. We would expect the new member of staff to continue to grow this area of work

The Centre is open until 5.00pm every evening for homework study and we would expect you to work until 5.00pm three evenings a week.

The hours are 37 per week Monday to Friday 8.30 – 5.00 over 3 days and 8.30 to 3.30 over two days. You will get ½ hour for lunch. In addition to this you will be required to work evenings when we have school events on or evenings where you have promoted events.

The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level or responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post.

**LRC Information**

There are approximately 5,000 books located in the LRC and in English and we also supply a selection of newspapers and magazines for the students to read. There are 18 notebooks which are well used both in lesson time and when the LRC is open before school, at break time, lunchtime and after school. There are on average about 350 issues of books to students . Of these approximately 75% is fiction and the remaining 25% non-fiction resources.

CUMBRIA COUNTY COUNCIL

CHILDREN’S SERVICES

JOB PROFILE

# POST TITLE: School Librarian

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PURPOSE OF THE JOB

Organise and develop the library and information services in which the post holder is designated to supervise, and assist in the overall strategy and development of library services within the School in line with the School Development Plan.

PRINCIPAL ACCOUNTABILITIES

* + Ensure the efficient and effective day to day running and development of the resource centre services for the benefit of the Students and Staff and the Community.
  + Organise, catalogue and classify library resources both electronic and print based books.
  + Develop and make available professional skills for the benefit of the School in order that resources may be used to their best advantage.
  + To develop young people to become Librarians giving them the appropriate training
  + To maintain a welcoming, stimulating and attractive learning environment.
  + Acquire together with other staff a balanced and effective stock using all media to meet the educational, recreational and informational requirements of the local School.
  + Plan, together with the Line Manager and in accordance with the School Development Plan, the priorities for the School Library so that resources can be allocated with these in mind.
  + To help with the reading programme.
  + To assist with small group work
  + Ensure, that the services offered by the School Library are publicised and promoted so that the School can make optimum use of them.
  + Contribute within the context of LRC to whole school programmes for the teaching of information and study skills.
  + Ensure that the purchase and retention of LRC stock promotes the school’s equal opportunities policies.
  + Induct new year 7’s into the Library
  + Set up opportunities for students to experience Author visits, competitions etc.
  + To assist with our Primary days for years 5 and 6.
  + To place information on the website

**CUMBRIA COUNTY COUNCIL**

**CHILDREN’S SERVICES**

**PERSON SEPCIFICATION**

#### POST TITLE: School Librarian CE 5

|  |  |  |
| --- | --- | --- |
|  | ESSENTIAL | DESIRABLE |
| Qualification/Training/Competences | NVQ 3 in relevant subject or equivalent  5 GCSE A-C inc Maths and English | Professional qualification in librarianship, information management or Library Services |
| Relevant Experience | Experience of relating well to children and adults.  Experience of self-evaluating learning needs and actively seeking learning opportunities | At least 2 years within a learning resource centre within an educational institution or a similar information centre |
| Knowledge | Good use of ICT and other specialist equipment/resources | Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation |
| Skills | The ability to manage and disseminate information in a range of different media.  Able to communicate effectively at all levels  A knowledge of the current education framework.  A wide knowledge of available literature in order to guide and advise library users.  Behaviour management skills.  Learning support skills to assist library users.  Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.  Willingness to embrace new Technologies and work to research technologies available  Willingness to undertake further training and development. | Strategic planning skills to support the writing and implementation of the learning centre’s policy.  Financial management skills for management of library budget. |

**Staff development/ Career development**

We are part of the Western Lakes Teaching Schools Alliance and are continuing to build on the already strong links with other schools in the area. We are now into our third year where we have dedicated staff training time allocated each Thursday afternoon. This time is used for whole school training, sharing best practice and work in departments.

The development of our staff is of the highest importance and it is a strong feature of our school and many staff have benefitted from internal promotions over the years. Career development is one of our schools priorities in the school improvement plan 2016/2017 and we will be working with each member of staff to identify where they want to be in their stage of their careers and finding opportunities to gain experience receive mentoring a and training to help the individual achieve their goals.

**Business and Enterprise:**

The school became a Business and Enterprise College in 2003 and we were re- designated as part of our Ofsted inspection in March 2009. We were awarded the ‘Centre for Excellence in Enterprise Education’ by the University of Warwick in May 2011. We were one of the first schools to receive this award in Cumbria.

Our Business and Enterprise is delivered through the curriculum where possible; as part of our Life Days and as one-off Enterprise activity days. We celebrate National Enterprise week in November through form activities; Careers talks at breakfast and lunch time; extra-curricular events after school.

We have developed many partnerships with local business and commerce that help us out with events and in curriculum areas throughout the year. We hold a work ready day with mock interviews for Year 10 pupils.

A member of the Senior Team has taken a lead role in working with the Cumbria Enterprise Learning Partnership covering Enterprise Education from 4-19. This involved working with business commerce, Secondary, Primary School and FE Colleges. We delivered training programmes and shared best throughout to schools and Colleges throughout Cumbria. This work is on-going but in a slightly different format.

Students take part in a number of external competitions throughout the year.

The Maths department play a key role in the delivery of Financial capabilities both through the subject and through delivery on Pupil Development Days.

# Conditions of Service

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

These duties may be amended as necessary at the discretion of the Headteacher in light of the future development of the school.

The creation of a truly Christian environment in which the Gospel is lived and experienced by all members of its community, is the central aim of St Joseph’s. All applicants are expected to be supportive of this central aim.

# Additional Features of Teaching in St Joseph’s Catholic High

Each department head is linked with a member of SMT to develop the strategic direction of their work.

There is a strong culture of sharing best practice in the department. This has helped colleagues develop their professional competence and is set in a developmental culture

Closing date for applications is 12.00 noon on the 6th October 2017. Interviews will be week commencing 13th October 2017 .

