

Great ambition.
Great teaching.
Great students.



GREATFIELDS SCHOOL
Dream it. Believe it. Achieve it.



Job pack

Post: School Librarian

Start date: 1st February 2022

Salary: APT&C Scale 5 pro-rata (approx. £21,606)

Deadline for applications: Monday 13th December 2021

Interviews: Thursday 16th December 2021

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

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About us:

We are based in the middle of the Gascoigne community in Barking, East London. We are the first secondary school to be built on the estate, which is itself undergoing significant regeneration. We have the opportunity to make a genuine impact on the future of our students and the community over the coming years.

- 1) The development of a teaching and learning culture in which students are challenged and are regularly taken out of their comfort zone. We want to develop independent and resilient learners who are able to think for themselves.
- 2) A culture of positive behaviour based upon high expectations, clear routines and mutual respect between staff and students.
- 3) Aspiration for all of our students. We want our students to dream big and to have high expectations for themselves.

Greatfields is a partner school within the successful Partnership Learning multi-academy trust.

The library:

We are fortunate to be located in brand new, modern accommodation. Two of the three phases of our permanent building have been completed and the main building is due to be completed by February 2022. A central part of the main building will be our brand new library.

The role:

This is a unique opportunity to set up a new school library from scratch. The successful candidate will be responsible for setting up the indexing and classification system for the library; setting up an electronic library management system; establishing a positive and warm environment which encourages both students and staff to read more widely both for pleasure and for academic interest.

The staff:

Everyone who visits the school comments upon what a friendly and welcoming group of staff we have. Our staff are absolutely committed to the students, the community and what we are aiming to achieve as a school. Professional development is a central part of what we do here. We do not conduct formal, graded lesson observations; instead we carry out regular drop ins to coach staff and develop their teaching. As a result staff are able to constantly reflect upon and improve their practice.

The governors:

We are extremely fortunate to have a Local Governing Body who are very supportive and care deeply about the school. Our governors come from a range of backgrounds but they all have a connection to the local area and to the community and have a commitment to securing the best possible outcomes for our students. They have played and will continue to play an important role in the school's development.

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Job description for Librarian:

Line manager:

The postholder will be responsible to a member of SLT.

Core responsibilities and duties:

- Plan the organisation and management of the library, including the financial management of the library resource budget.
- Contribute to curriculum development through departmental discussions and informal liaison with individual teachers to provide suitable resources to support the curriculum.
- Select, acquire, organise, promote, maintain and control book and non-book resources to cover the full age and ability range of the School community. Promote and encourage the maximum and most efficient use of these resources taking into account the differing needs of individuals.
- Arrange materials for effective retrieval including the systematic indexing, classification and cataloguing of all library resources. Disseminate information relating to those resources to staff and students as appropriate.
- Set up and maintain the electronic library management system.
- Develop strategies that extend and promote reading and library skills through the use of the library resources.
- Promote reading for pleasure and liaise with teaching staff to optimise use of the library.
- Supervise students at break and lunch times in the library.
- Ensure all members of the school community are registered on the electronic library management system.
- Uphold the school's policies and practice in relation to GDPR.
- Recruit, train and encourage student librarians.
- Give guidance and assistance to staff and students on selection of resources for curriculum support and for reading for pleasure.
- Liaison with external agencies to ensure that the maximum use is made of appropriate materials and information provided by key support services and outside organisations, e.g. the public library service, the museums service etc.
- Responsibility for personal professional development making full use of advisory services and maintaining a high level of current awareness regarding children's literature and developments in education and librarianship.

This job description will be reviewed regularly and may be subject to change at any time after consultation with the postholder.

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Person specification:

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Educated to GCSE standard (level 2) or equivalent, with English and mathematics. • Use of ICT, in particular, office packages such as Word and Excel 	<ul style="list-style-type: none"> • Librarian experience • Use of library electronic management system • Experience of working in a school or with young people.
Abilities and skills	<ul style="list-style-type: none"> • Ability to form strong, positive relationships with students and staff. • Hard working and committed to the job. • Enthusiastic and able to bring a positive energy to the school. • Willing to accept constructive feedback in order to improve teaching and develop professionally. • Ability to learn from mistakes. • Ability to reflect on practice and constantly striving to improve. • Ability to be an effective team player. 	
Personal qualities	<ul style="list-style-type: none"> • Values driven with a genuine desire to make a difference • Ambitious and driven • Willingness to constantly improve and develop professionally • Willing to 'go the extra mile' 	