



Librarian

SESSET 6

Required as soon as possible

Closing date for applications: Thursday 27 April 2023 at 10:00am

This vacancy will close should a suitable candidate be appointed.

For further information, please contact Karen Ehren, HR Officer, on 01737 764356 x208 or hr@carringtonschool.org

Carrington School

I am the Headteacher, Kerry Oakley, and I joined the school in September 2018. During the Easter break 2021, we moved into our new building which includes: 8 science labs, 2 ICT suites, Library, Dining area, Hall, performance space, 3 DT rooms, 9 teaching rooms and a range of small learning spaces, workrooms and offices. This is a very exciting time to join the school, as it is in the process of building on the strong foundations of many successful years as a prominent and reputable school in the Redhill and Reigate area of Surrey. In September 2021, on the back of the move to our new facility we changed our name and look, becoming 'Carrington School'. This was based on the famous astrologer Richard Carrington who in 1853 lived in Redhill.

The school is part of SESSET (South East Surrey Schools Education Trust) which is made up of ourselves, Therfield School, Leatherhead and The Ashcombe School, Dorking. Mr David Blow is the Executive Headteacher of the Multi Academy Trust. It is a partnership, built on a mutual respect for each other. Within the Trust each school remains autonomous in many decisions made and in their own vision.

Carrington School staff are a team of professionals who dedicate their lives to providing students with a high-quality education. Our core values are Aspire, Innovate and Respect and our aim across the coming year is to ensure that we all live and breathe these so they become embedded into our everyday lives and will support success for everyone. Our students want to learn, however under the new progress measures we were found to be in a position where not every child made expected progress and where in July 2019, were moved into RI by Ofsted. We have been addressing their suggested improvements to ensure that we would be in a strong position to move back to 'good' at their next visit.

The working environment is stimulating and very busy; however, we do try to place importance on coming together regularly. We know how important provision of career opportunities is and will be expecting staff to be ambitious in their own development.

I am looking for people to work in the team with great drive and determination, someone who is not afraid of challenge, who is personable and flexible but overall who has a passion for making improvement for students which will enable them to make better lives for themselves in the future. I am keen to speak with you further should you be interested in a position within our school. Please do feel free to come and visit us if you want to really get an understanding of the work we do.

Safeguarding

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will carry out a Disclosure Check by the Criminal Records Bureau before making an appointment.

Job Profile

POST TITLE	Librarian
LINE MANAGER	Assistant Head
HOURS	36 hours per week/39 weeks per year
SALARY	SESSET 6 £22,232 to £24,934 (£26,080 to £28,617 FTE)
JOB PURPOSE	To support teaching and learning in the school by providing Library resources and services to meet the information needs of students and staff and to maintain and promote the Library as effectively as possible.

Strategic purpose

The key role of this job is to ensure that the Library is a vibrant, stimulating space where students can access the resources they need in order to support their learning.

Main Responsibilities

- Keep on top of the organisation of library resources through classifying learning resources accurately making effective use of ICT.
- Monitors the content within books and learning materials to ensure they are appropriate.
- Manage the budget effectively.
- Organises and co-ordinates library inductions for new pupils and plans for national and school literacy events e.g. World Book Day.
- Monitors book loans and ensures materials are returned by staff and students as well as maintaining a record of any issues with library resources.
- Maintains a record of library stock and ensures they maintain the appearance of stock and displays
- Be responsible for ordering new library stock and removing out-of-date material.
- Ensures that the library is a welcoming and friendly learning environment for all.
- Assists pupils and staff in their daily use of the library and ensures that the space is a friendly learning environment for all.

Provide support for students

- Provides advice to students of the use of the library's resources and facilities
- Supervises and provides support to pupils with SEND or who have barriers to learning.
- Assists with supporting students' learning in the library when required
- Supervises and manages the behaviour of students whilst in the library.
- Assists in the creation and maintenance of policies that help to promote the library as a resource to support teaching and learning.

- Trains students on use of the library resources as necessary

Provide support for the school

- Provides advice to staff of the use of the library's resources and facilities
- Works with curriculum leaders to ensure that resources in the library support the curriculum
- Collaborates with others across the school to achieve common goals.
- Collaborates with teaching staff to aid students reading and literacy.
- Actively seeks ways to improve the library's functionality
- Ensures that reading materials are age-appropriate

Communication

- Communicates ideas to relevant staff members on how to improve the library's functionality
- Informs school management and teaching staff of library resources which can support the delivery of the curriculum when required
- Communicates with teaching staff when planning and delivering learning activities in the library
- Liaises with external agencies to maximise the quality of library resources
- Attends meetings as necessary and communicates relevant information to the appropriate person
- Collaborates with others across the school to achieve common goals.

Other Specific Duties

- Each post holder will have a specific whole school responsibility to uphold as part of their day to day duties to include: first aider, oversight of Behaviour for Learning; use of MIS; Transition etc to be agreed once skill sets of staff have been identified.
- Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task may not be identified. Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.
- The school will endeavour to make the necessary adjustments to the job and working environment to enable access to employment for disabled job applicants or continued employment for any employee who develops a disabling condition.
- All staff at Carrington School, teaching and support, have a crucial role to play in setting standards. Through a professional, caring and sensitive approach based in mutual respect we achieve a great deal. In particular we expect staff to be committed to our aims and to play an active part in our initiatives.
- All job descriptions at Carrington School complement the agreed pay conditions for the relevant post. There is no intention to ask any employee to do anything that infringes their pay and conditions.
- The purpose of these job descriptions is to clarify and sharpen the focus of the role of the postholder.
- This job description will form part of an annual review to discuss your professional development. This review will be between you and your line manager.

Person Specification	Essential	Desirable	How this is assessed
Qualifications & Training			
Good English and Maths GCSE	✓		Application
Trained First Aider (or willingness to undertake relevant training)		✓	Application
Skills and Abilities			
Ability to prioritise own workload	✓		Application / Interview
Awareness of strategies to support young people's mental well-being	✓		Application / Interview
Ability to communicate with young people, both individually and in a group setting.	✓		Application / Interview
Ability to motivate and engage young people to address the difficulties they are experiencing at home/school that affect their ability/willingness to learn	✓		Application / Interview
Ability to assess the needs of young people and their families and to work with other agencies to formulate and deliver packages of support.	✓		Application / Interview
Able to build constructive relationships with parents and carers and carers and carers	✓		Application / Interview
Able to develop and maintain close links and work effectively with staff from other agencies	✓		Application / Interview
Able to gather information and produce reports	✓		Application / Interview
Confident basic user of ICT	✓		Application / Interview
Must be numerate and well organised	✓		Application / Interview
Good planning and organisational skills and a flexible approach to the management of work.	✓		Application / Interview
Personal Qualities and Attributes			
Self-motivating with the ability to multi-task.	✓		Application / Interview
Good interpersonal skills, and the ability to enthuse and motivate others.	✓		Application / Interview

Excellent interpersonal skills and ability to work with people at all levels.	✓		Application / Interview
Flexible and adaptable.	✓		Application / Interview
Resilient and able to work under pressure	✓		Application / Interview
Work well both as part of a team and independently, demonstrating initiative (Regularly review own (and team's) work and take the initiative to suggest ideas to make improvements)	✓		Application / Interview
Deal with enquiries in a professional and sensitive manner	✓		Application / Interview
Handle challenging conversations with confidence and sensitivity and seek support when appropriate	✓		Application / Interview
Experience			
High standards of achievement and professionalism	✓		Application / Interview
Excellent communication skills both written and oral and the ability to communicate effectively with staff and students.	✓		Application / Interview
Good organisational and planning skills including prioritising tasks.	✓		Application / Interview
Ability to work as part of a team and on own initiative and with resilience.	✓		Application / Interview
Thinking creatively to anticipate and solve problems.	✓		Application / Interview
High expectations of others.	✓		Application / Interview
Staying calm and cheerful when working under pressure.	✓		Application / Interview
Confident in offering support and guidance to staff, students and parents and carers.	✓		Application / Interview
Commitment to the personal development of all students, staff and self.	✓		Application / Interview
Being prepared to take advice, recognising own need for development and keen to learn new skills.	✓		Application / Interview
To have a good health and attendance record, and being committed to maintaining this to carry out a busy and demanding post.	✓		Application / Interview
Being prepared to take advice, recognising own need for development and keen to learn new skills.	✓		Application / Interview

Sharing and contributing to the aims and ethos of Carrington School including a positive attitude to working with people with disabilities	✓		Application / Interview
Successful experience of managing and organising own work.		✓	Application / Interview
Having a sense of humour.		✓	Application / Interview
Experience of working in an educational setting with students with challenging behaviour.		✓	Application / Interview
Demonstrable experience of working with young people and families.		✓	Application / Interview
Experience of working in a multi-agency setting		✓	Application / Interview
An understanding of the specialist support services available to young people locally.		✓	Application / Interview
Hold relevant professional qualification in education, youth or social work or has other relevant experience of working in the police, youth offending or health sector that would demonstrate an ability to work with young people.		✓	Application / Interview

How to Apply

We hope that you would like to apply; please complete our application form for Support staff posts on the vacancy page and send it to us with a supporting statement explaining what attracts you to the post and details the skills and experience you would bring to it.

Your completed application can be submitted online or emailed to Karen Ehren, HR Officer:
hr@carringtonschool.org

Alternatively, you may deliver or post it to:

Karen Ehren
HR Department
Carrington School
Noke Drive
Redhill
Surrey
RH1 4AD

If you would like any further information, please contact:

Karen Ehren, HR Officer on 01737 764356 x208 hr@carringtonschool.org

The deadline for receipt of completed applications is Thursday 27 April 2023 at 10:00am