

BURNTWOOD

AN ACADEMY FOR GIRLS

Principal: Mrs Helen Shorrocks BSc PGCE

Burntwood Lane, London, SW17 0AQ

Tel: 020 8946 6201

Email: info@burntwoodschoo.com

Website: www.burntwoodschoo.com

Roll: 1,665 (Sixth Form 451)



Recruitment Pack

Join us

School Librarian

Closing date: Friday 26th May 2023, 1pm

Start Date: ASAP

‘The best education today, for the women of tomorrow.’

Job Advertisement

Role: School Librarian

Full time/Part time: Term Time Only + 3 weeks

Working Hours: 36 hrs per week (9am to 5pm, with willingness and flexibility to work 8am to 4pm occasionally)

Salary Grade: NJC Scale SC6, SP18 to SP20 (currently £30,320 to £31,341)

Reporting to: Nominated Member from Senior Leadership Team/ Principal

Commencing: ASAP

We are seeking to appoint a highly motivated, experienced and well qualified CILIP accredited Librarian with strong management skills to be in charge of the School Library. We are looking for someone with vision and energy to develop the use of the library for staff, students and the wider community in a way that supports our commitment to academic success and the development of effective, considerate members of the community.

The successful candidate will:

- Be a qualified Librarian and have experience of working in library services;
- Effective written and oral communication skills;
- Ability to work constructively in partnership with teaching staff and senior management;
- Ability to work as part of a team;
- Knowledge of current professional and educational concerns and curriculum developments;
- Knowledge of effective use of library resources by staff and students;
- Ability to use the ICT in the Library;
- An understanding of and a commitment to equalities and be able to demonstrate how these policies could be carried out in all aspects of this post;
- Have experience of working with young people in a multicultural inner city environment;
- Knowledge of Health and Safety regulations and how these apply to a school library environment;
- Good knowledge of Microsoft Office, other relevant software and a library management system.

Burntwood is a popular, highly successful, multi-cultural school. We put equality, safeguarding and inclusion at the heart of our ethos. Burntwood has a strong corporate identity characterised by our firm commitment to the UNICEF Convention on the Rights of the Child. We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. The successful applicant will be subject to pre-employment checks including an enhanced DBS check.

If this role is of interest to you, an application pack is available on our website:

<https://www.burntwoodschool.com/staff/current-vacancies/>. Should you require any other details please contact our HR team at recruitment@burntwoodschool.com

Please apply via TES website www.tes.com or send completed application forms to recruitment@burntwoodschool.com

Closing date for applications is **Friday, 26th May 2023 at 1pm.**

Interviews are likely to be held in the week commencing **5th June 2023**

If you have not been called for interview by **Friday 26th May 2023**, you should assume that you have not been successful on this occasion.

School Information

About Burntwood – An Academy for Girls

Thank you for your interest in working at Burntwood. We hope that the information provided here and on [our website](#) will help you with your application and give you a flavour of our school.

Burntwood is a highly successful academy for girls. We are an 11-19 comprehensive school with 1,665 students, of whom 451 are in our mixed Sixth Form. The majority of our students progress to our Sixth Form and the vast majority then on to university and higher education.

Burntwood was rated as “Good” by OFSTED at our last Inspection in January 2020 and we are very proud to be one of only two secondary schools in London (and one of only 16 secondary schools in the United Kingdom) to have been awarded the highest level of the UNICEF Rights Respecting School Award: Level 2. We also have Artsmark Gold, Sportsmark and Healthy Schools status as well as SMSC Quality Mark and International Schools Mark.

We work in partnership with a number of higher education providers, local schools, and other educational bodies to enable our staff to access a range of different learning opportunities. In recognition of the quality of our professional development we have been awarded the Professional Development Platinum Mark by UCL (Institution of Education).

At Burntwood, staff work in a harmonious atmosphere with students who get on well together and happily respect each other’s cultural backgrounds. They openly acknowledge and celebrate their different abilities and talents. Students enjoy a wide range of extra-curricular activities including choir, orchestra, shows and sporting activities.

Burntwood School was rebuilt in 2015 and the quality of the design of the School led to it winning the prestigious Stirling Prize for 2015. We are proud of our new state of the art learning environment which is fully equipped to enable us to continue to deliver an excellent education and broad and balanced curriculum to our students and the wider community.

As a member of Burntwood staff, you would join a team of dynamic and committed professionals who work to develop enquiring, informed and resilient students who are able to meet the demands of a rapidly changing world.

Cluster Information

Library

Burntwood has a large and welcoming Library, open to all year levels throughout the course of the day.

Our students in Year 7 to Year 11 can visit the Library during their break and lunch time, as well as before and after school. Our 6th Form students have access to the Library study areas and computers during their free periods.

The Library has a collection of over 13,000 books, both fiction and non-fiction, to support the students throughout their studies and encourage reading for pleasure. Students are able to download the 'Sora E-book App' and access e-books via a mobile phone, tablet or computer. The Library also stocks more traditional reading materials such as newspapers, magazines as well as journals to support our A Level students. Students can also access black/white and colour printing facilities in the Library.

All students are encouraged to visit to make use of reading books and study and revision materials. Our Year 7 students visit the library for an induction session with their English class at when they join the school. During the week we run a number of social lunch time clubs including book club, craft club, games club and drawing & manga club. As well as book fairs, themed displays, competitions, book club participation in local and nationwide Book Award programmes, the Library also host visits by a variety of authors.

The Library is open to students from 8am to 5pm, Monday to Friday during term time.

Person Specification

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Commencing: ASAP

The person specification below outlines the key knowledge, experience, skills and qualities required for this position. Candidates will be expected to demonstrate knowledge and understanding of each area and to show evidence of having applied (or an awareness of how to apply) this knowledge and understanding in the school context. The selection panel will assess each candidate against the below criteria listed.

	Criteria	Essential	Desirable
1	An relevant librarian qualification, accredited by the Chartered Institute of Library and Information Professionals	X	
2	Experience of working in library services	X	
3	Enthusiastic, well organised, conscientious and flexible	X	
4	Ability to work constructively in partnership with teaching staff, support staff and senior management	X	
5	Effective written and oral communication skills	X	
6	Ability to work as part of a team	X	
7	Ability to work to deadlines	X	
8	Knowledge of effective use of library resources for staff and students	X	
9	Ability to make use of ICT	X	
10	Good knowledge of Microsoft Office, other relevant software and a library management system	X	
11	Commitment to equal opportunities	X	
12	Commitment to continuous professional development	X	
13	Strong record of punctuality and attendance	X	
14	Promote the love of reading	X	
15	Have experience of working with young people in a multicultural, inner city environment		X
16	Lively, enthusiastic and positive personality		X
17	Willingness to support extra-curricular activities and the wider life of the school		X

Job Description

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General Responsibilities

Library management and planning

- To organise, manage and be responsible for maintaining a vibrant library environment, with a diverse collections of books, resources and other materials, representing the diversity of the student body and supporting the range of the educational programmes.
- Setting and implement the vision, policy and procedures for the Library which incorporate the educational aims and objectives of the school, and complies with copy right, GDPR, health and safety legislation and the school's disciplinary code.
- To support the School Improvement Plan, by producing a library improvement plan in conjunction with the Senior Team Link and to evaluate the plan and produce a report on how well the plan was adhered to.
- Taking responsibility for estimating and managing the library budget, including putting in bids for extra funding, e.g. The Excellence Challenge Fund.
- To be responsible for selection and acquisition of a range of resources in consultation with HOCs, staff and students and also based on knowledge of stock gaps in the provision of books, including items in other languages and of use to the Learning Support Department.
- To regularly do stock work, on the resources, to ensure items are as up to date and useful as possible.
- To do a stock check every year to ensure library catalogue is as accurate as possible.
- To monitor and evaluate library use by producing termly reports on items issued, which year groups use the library, at which times, and for which reasons.
- Training, management and supervision of library staff, undertaking staff appraisals and inducting new staff as appropriate.
- Management of student helpers; these include 6th Form students during lesson time and at lunchtime, and students in Years 7-11 during break time or lunchtime.
- Liaise effectively with other information agencies, school and public libraries and professional associations.
- To continue to develop the use of information technology to support library management.
- To use Burntwood Connect/Teams/Website to promote the library and develop more involvement with feedback from students, staff and parents.
- To develop access to and use of the library by the wider community and to ensure liaison with the Wandsworth Professional Centre to encourage the widest possible use of the library.
- To carry out any additional task reasonably requested of the librarian by the Principal or her designated representative.

Curriculum

- To promote the love of reading and enjoyment of reading in all its forms.

- To develop information skills and liaise with other staff to support initiatives to develop literacy programmes and monitor the effectiveness of these. These to include 'Drop Everything and Read', 'Booked Up' and other national initiatives.
- To write and deliver a Year 7 Information skills lesson and to carry out Library inductions for Year 7s and Year 12s.
- Promote and support Burntwood's academic support programmes e.g. More Able, students with EAL and Learning Support.
- To develop the use of new technology in the Library to support the curriculum offer, in consultation with relevant staff. To pass to staff, on any relevant information about online resources and other technological developments.
- To continue to develop the careers information services in liaison with appropriate teaching staff and outside agencies.

Staff

- Produce a termly written report to the Governing Body on the Library's work; summative end of year reports to Senior Team and liaise with Head of Clusters/ Head of Departments to ensure most relevant items are bought for their subject areas.
- Represent and promote the Library through participation in meetings with Heads of Cluster, middle leaders and other course planning groups.
- Advise and train all staff in the use of the library and information resources.
- Attend and contribute to continuing professional development programmes.
- Attend relevant training courses to ensure own continuing professional development.
- Actively promote the Library as a learning resource during the school day.

Students

- To ensure that the school library is a central support for all students in doing their homework/coursework, reading for pleasure and research.
- To ensure high standards of behaviour by all users of the library in line with the school's behaviour policy, maintaining a welcoming, supportive atmosphere conducive to positive learning experiences.
- To develop effective library facilities for the 6th Form, supervise all students using the library and encourage independent learning.
- To promote a love of reading through literacy initiatives and book displays, book events, author/poet/illustrator visits and whole school and year assemblies.
- To involve and consult students in the running of the library by ensuring adequate scope for student voice.
- To train and advise students in the use of the library.
- To organise initiatives to ensure as wide a range of students use the library e.g. Library Sleepover, Carnegie Book Award, Visiting Authors, Book Clubs, as well as source a wide range of resources to meet the needs and abilities of all the students.
- To encourage library use by giving library commendations to students for reading a certain number of books and prizes for top borrowers in Years 7-13.

General

- To ensure that the Librarian line manager is made aware and kept fully informed of any concerns which the Librarian or other library staff may have in relation to safeguarding and /or child protection.

- To adhere to and promote the school's policies, including The Staff of Conduct.
- To contribute to extra-curricular activities and events.

Safeguarding

- Be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the role within the organisation.
- Be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the role.
- Ensure that the Safeguarding Team, particularly the Designated Safeguarding Lead, is made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.

Data Protection

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information.

Equal Opportunities

Actively support the School Equality Policies. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

Health and Safety

Employees are required to work in compliance with the school's health & safety policies and under the Health & Safety at Work Act, ensuring the safety of all parties they come into contact in premises or sites controlled by the school.

Safer Recruitment

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check and satisfactory references. In line with [Keeping Children Safe in Education \(KCSIE\)](#), the school may consider carrying out an online search as part of due diligence on shortlisted candidates, in order to identify any safeguarding or suitability issues.

Additional Information

The main duties and responsibilities indicated are subject to the general duties and responsibilities contained in the written statement of particulars of employment (the contract of employment). Other duties of an appropriate level and nature may also be required, as directed by the Principal and the nominated Senior Team link. Please note that the post holder may be required to work outside of normal school working hours for school events, meetings and emergencies. The job description may be reviewed annually in the light of those changing requirements and in consultation with the post holder and Principal.

I have carefully read and understand the contents of this job description and person specification. I understand the responsibilities, requirements and duties expected of me (to be signed if appointed).

Print name:

Sign:

Date: