



Abbey Gate College

Job Description & Person Specification

Role	Librarian
Contract	15 hours per week, term-time only
Start Date	Required to start September 2024, or as soon as possible thereafter
Salary	£8,931 (based on 15 hours per week, term-time only)

Introduction from the Head:



Our wonderful Senior School and Sixth Form are enviably located in the historic Saughton Grange buildings, with stunning views across beautiful countryside towards the Welsh mountains and the Cheshire sandstone ridge; and our dedicated Infant and Junior School is just down the road in the charming and picturesque village of Aldford.

Our College is a unique, inspiring, and memorable place to learn and grow, where our caring and committed teaching and support staff will do all that they can to help our young persons to be the best that they can be.

We are a safe and friendly school community, where we look out for each other and where we work with each child's individual interests, passions, and strengths; while also encouraging them to try new things, take risks, and be creative.

Our Mission:

We are committed, within our safe and caring community, that each one of our young persons will become the best that they can be and have the self-belief to go forward into this changeable world with courage and with compassion.

Our Aims:

We pursue our whole College mission, guided by three defining and aspirational aims:



SELF

Each pupil cares for their mental and physical wellbeing; learns and achieves to their individual potential; and is content, comfortable and confident to be who they are in our diverse and inclusive College.



SERVICE

Each pupil makes a positive difference to the lives of others in our College, as well as in our local and in wider, global communities.



SUSTAINABILITY

Each pupil contributes towards preserving and protecting the planet we all inherit and share, and has the opportunity to be creative and innovative; to help further humanity's progress in the future.

Thank you for taking the time find out more about us. If you feel that you could bring the right balance of care, commitment, expertise, and enthusiasm to this role, we would welcome your application.



Craig Jenkinson, MA (Oxon), PGCE, MInstLM, MCCT

The Post:

We are seeking a friendly, nurturing, enthusiastic and suitably qualified Librarian, to join our dedicated staff, on a permanent, part-time basis. The working pattern is 10.30am – 1.30pm, Monday to Friday, term time only.

Reporting to the Head of English, the successful candidate will play a key role in promoting literacy, across all year groups, enhancing and complementing the College's curriculum.

As our champion of literacy, our Librarian will curate, develop and manage a dynamic and varied library provision, including the use of ICT, as appropriate.

This role involved the supervision of small groups of children in the library at morning break and over the lunch break, providing stimulating, inclusive activities to encourage children's participation, and increase their confidence.

Working closely with the Head of English, our Librarian will support lessons taking place in the library, intervening with children who may need further support in this key area.

This really is an exciting time to join Abbey Gate College as our Librarian, as you will have a genuine opportunity to revitalise our library provision, bringing your ideas and experience with you, as we continue to promote literacy across the curriculum.

Job Description:

- To manage and maintain the day to day running of the College's library
- To promote a love of reading by designing, and delivering, engaging programs that encourage students to become lifelong readers
- To select engaging and age-appropriate resources that cater to diverse student interests and support the curriculum across all subjects
- To collaborate with teachers to integrate literacy skills and library resources into the curriculum, enhancing learning across all subjects
- To provide research support for students, developing research skills and navigating information sources, empowering them to become independent learners
- To create a welcoming and inclusive space designed to foster a love of learning and encourages students to see the library as a hub for exploration and collaboration.

In addition to the day-to-day responsibilities of the role, you will also be expected:

- To support the College's commitment to safeguarding children and promoting their welfare, at a level appropriate to this role.
- To be aware of, and comply with, policies and procedures relating to health and safety, security, confidentiality, and data protection, reporting all concerns to the appropriate person.
- To support the College in its aims and objectives.
- To contribute to and promote the overall ethos / work / aims of Abbey Gate College.
- To comply with the College's Staff Code of Conduct and exercise mutual respect of young persons and staff.
- To participate in training, meetings, and performance development activities as required and attend Staff Training days.

- To undertake such duties as may, from time to time, reasonably requested within the level of the post.

Person Specification:

The successful candidate will demonstrate the following:

Essential Experience:

- Relevant training and experience of working with students of secondary school age.

Desirable Experience:

- Relevant training and experience of managing a library.

Qualifications:

- GCSEs in English / Maths / Science at Grade C or above, or equivalent.
- Basic Emergency First Aid at Work training, or a willingness to complete relevant training.

Skills / Personal Qualities:

- A genuine love of reading and the ability to spark this same passion for reading in our children, within a welcoming and nurturing environment.
- A passion for inspiring students to explore a wide range of texts and develop a love of reading.
- The ability to create a safe and inclusive learning library space.
- The potential to lead the library in new initiatives and activities to engage all students.
- Adaptable, with a good sense of humour and able to take the initiative.
- Ability to enable and promote independent learning.
- Nurturing, supportive and positive demeanour.
- Positive 'can do' attitude.
- Excellent communication skills with the ability to use clear, concise language and provide clear expectations.
- Ability to modify resources as required.
- Excellent team player with the ability to build relationships at all levels across the College and also build strong relationships with external therapists.
- Strong time management / organisational skills, with the ability to prioritise and meet deadlines whilst work under pressure.
- Attention to detail, accurate and methodical.
- High standard of literacy and numeracy, reflecting the College's high standards in this area.
- Ability to deal with sensitive information with the utmost discretion and to maintain confidentiality at all times.
- Ability to think strategically.
- Ability and willingness to adapt to and embrace change.
- Willingness to learn new skills and promote new initiatives.
- Willingness and adaptability in tackling the variety of tasks arising in a school environment.

- Willingness to be flexible regarding the variety of tasks arising within the College environment, and to be flexible regarding working hours, within reason, in response to the needs of the College.
- Willingness to attend evening meetings and events as required (not a frequent requirement).
- Commitment to CPD and training opportunities.

Safeguarding & Child Protection:

Abbey Gate College is committed, as a priority, to safeguarding and promoting the welfare of children, and expects all staff and volunteers to share this commitment.

Applicants will, therefore, be subject to stringent vetting and induction processes, including an enhanced DBS disclosure. **References for shortlisted candidates will be requested prior to interview;** please inform your referees.

Whilst criminal convictions are not necessarily a bar to appointment, this safety consideration will be central to all decisions regarding the employment of staff, approval of volunteers, and standards of external contractors.

Equality, Diversity & Inclusion:

We are committed to equality of opportunity for all staff and to treating all staff with dignity and respect. Therefore, applications from individuals are encouraged, regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief, and marriage and civil partnerships.

Salary:

The salary for this position is £8,931 per annum based on the working hours of 10.30am to 1.30pm, Monday to Friday, term-time only.

Process for Applications:

Closing date for applications: Monday 29th July 2024 at 9.00am

In order to apply for our Librarian vacancy, please complete our Abbey Gate College application form (available at <https://www.abbeygatecollege.co.uk/about-us/vacancies/>).

Please also include a covering letter, which should be addressed to our Head, Mr Craig Jenkinson, outlining your interest in, and suitability for, the role and the College.

Your completed application form and covering letter should be returned to Mrs Sue Moran, HR and Staff Wellbeing Manager, at: sue.moran@abbeygatecollege.co.uk by the above closing date.

Should you require any additional information or assistance regarding your application, please also contact Sue Moran. Please visit our website at www.abbeygatecollege.co.uk for more information about the College.