

THE CASTLE PARTNERSHIP TRUST

Executive Headteacher: Sarah Watson



The Castle Partnership Trust

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THE CASTLE SCHOOL

Wellington Road, Taunton,
Somerset TA1 5AU
Tel: 01823 274073
www.castleschool.co.uk

COURT FIELDS SCHOOL

Mantle Street, Wellington,
Somerset TA21 8SW
Tel: 01823 664201
www.courtfields.net

July 2018

Dear Applicant

Librarian vacancy at The Castle School

Thank you for your interest in the above post. The Castle School offers a rewarding and positive environment in which to work and I hope that these details encourage you to submit an application.

We are looking to appoint an enthusiastic Librarian who is passionate about reading and has the ability to inspire and motivate students to want to read. The successful candidate will be able to maintain the high standards within our library, creating a professional and welcoming atmosphere. The post holder will liaise with staff to help improve levels of literacy, organise in-school events to promote reading, including involvement in our successful Accelerated Reader programme and will work closely with our Pastoral team to help monitor attendance. We would wish our Librarian to be knowledgeable and enthusiastic about a wide range of fiction, able to offer advice and recommendations to our keen readers as well as those who are less confident or enthusiastic.

A commitment and passion for working with young people is essential and the successful candidate will ideally have previous experience of working in a busy environment, combined with meticulous organisation, excellent interpersonal skills and strong written and verbal communication. Previous experience in a similar role or school is desirable but not essential as training will be provided.

This position is for 35 hours per week from 8:30am until 4:00pm Monday to Friday, with half an hour lunch break, and for school term time plus 3 of the 8 school INSET days (38 weeks per annum). This represents an actual starting salary £14,609 per annum, based on a full time annual salary scale of £18,672 rising to £20,541.

The most important thing for our children is their safety. We foster a culture of vigilance amongst staff, students and parents. We always listen to children and take their concerns seriously. The Castle School is committed to safeguarding and all staff have a duty of care towards our young people. All complaints and concerns are fully investigated.

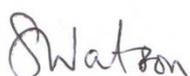
Please note that for posts working with children the successful candidate will be required to undergo an Enhanced Disclosure and Barring Service check (previously known as a CRB check).

Applications should be emailed to recruitment@castle.somerset.sch.uk or posted to
Mr Rob Trowbridge
Assistant Business Manager
The Castle School
Taunton
Somerset
TA1 5AU

Please do not send copies of DBS (Disclosure and Barring Service) certificates, or additional materials with your form. Any CVs must accompany a fully completed application form.

The closing date for applications is 9am on Monday 16 July 2018 with interviews due to take place later in the week

Yours sincerely



Sarah Watson, Headteacher

JOB DESCRIPTION

Job Title:	Librarian
Reports to:	Office Manager
Liaising with:	School Leadership Team, teaching and support staff, external agencies, organisations, students, parents/carers.
Grade:	School Support Staff Grade 13 (£9.67 to £10.64 per hour)
Working Time:	35 hours per week, 38 weeks per year (term time plus 3 of the 8 school INSET days, equivalent to 43.1281 paid weeks per year)

Main Purpose of Job:

The Librarian will support students in achieving their full academic potential by taking a leading role in promoting literacy in school, organise in school events to promote reading, including our successful Accelerated Reader programme and work closely with our Pastoral team to help monitor attendance.

Role:

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Responsibilities and Principal Accountabilities:

- To be responsible for the library area, creating a professional and welcoming atmosphere and supervising students using the facility
- Develop and administer the Accelerated Reader Programme in KS3
- Devise and present sessions for KS3 students aimed at developing students' knowledge of the library and its resources
- Support the monitoring of attendance

Duties:

- To work closely with middle and senior leaders across the school to ensure the provision of literacy
- To liaise with staff across the school to ensure appropriate learning resource provision
- To be responsible for the library budget
- To manage the issuing and returning of the library stock
- To shelve stock and keep the library in good order
- To resource, purchase and process new stock
- To manage the library management system and support its use by students
- To operate the overdue system to ensure that books are returned or renewed promptly
- To help library users find material to meet their needs

- To encourage students and staff in using the library through supporting a range of library based activities
- To supervise students using the library
- To book Accelerated Reader computer lessons
- To compile Accelerated Reader data and attend AR assemblies
- To use the school SIMS system to record student late attendance and students signing in and out during the day
- To ensure that the school's learning needs are met

Standards and Quality Assurance

- Support the aims and ethos of the school
- Set a good example in terms of dress, punctuality and attendance
- Attend team and staff meetings
- Be proactive in matters relating to health and safety across the school

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. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.

This job description is current at the date shown, but, in consultation, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title.