



## **Job Application Pack Library Manager**

Permanent, Full time, Term Time Only + 2 weeks  
Salary: Grade 7, Points 12 to 19, £21,589 - £24,799 FTE  
Actual salary: £19,488 - £22,358 per annum

## Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

*S. Hampton*

## About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. The Trust comprises of Bluecoat Aspley Academy which includes the Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy and Bluecoat Primary Academy and more recently the Trust are pleased to have had The Nottingham Emmanuel School join.

Our aim as a Trust is to be recognised nationally and internationally as we develop our innovative approach to inclusive, enriching and balanced cross curricular teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.



Bluecoat Aspley Academy



Bluecoat Beechdale Academy



Bluecoat Primary Academy



Bluecoat Wollaton Academy



Nottingham Emmanuel School

## Bluecoat Aspley Academy

Bluecoat Aspley Academy has over 1500 students, including over 550 in the Sixth Form. Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust). The Academy is both distinctively Christian and inclusive with all students being part of the large, diverse and multi ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy holds a strong and positive reputation within the city benefitting from its long history, success and prominent position.



**Bluecoat Aspley**  
believe in yourself, in others, in God



**Bluecoat Wollaton**  
believe in yourself, in others, in God

## Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has over 780 learners aged 11-16 and is both distinctively Christian and inclusive with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its recent Ofsted inspection in 2018 and has a strong pastoral and academic reputation across the city. It is also pioneering some new approaches to curriculum and the celebration of knowledge at the heart of that. The school's outcomes place it in the top 10% in the country and visitors frequently comment on how the children are polite and keen to learn.

## Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



**Bluecoat Beechdale  
Academy**  
Believe, Belong, Achieve



**Bluecoat Primary**  
believe in yourself, in others, in God

## Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located nearer our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and this new accommodation will be home to 420 primary aged children; 26 three year olds and like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.

## The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.



**Bluecoat SCITT Alliance**  
Nottingham

## Bluecoat SCITT

Based at Sherwood Rise, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training OUTSTANDING teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.



## Welcome from the Principal



Cath Rowell, Principal provides leadership to the Trusts successful and passionate Bluecoat Aspley Academy.

Bluecoat Aspley Academy offers a caring, nurturing and secure environment that enables every member of our academy to be the best they can be. We have high aspirations for ourselves, our students and the community we serve. Whilst we are extremely proud of our reputation for academic excellence, we place equal value on ensuring students grow and develop both personally and socially and leave us thoroughly prepared to become well rounded and successful citizens in a modern society.

We make no apologies for the high standards that we have here at Bluecoat Aspley Academy. We expect our staff to role model excellent behaviour, attendance and attitudes to learning for our students. We are absolutely delighted that during our recent Ofsted inspection our Personal Development and Welfare, as well as our Leadership and Management were rated as 'Outstanding' with an overall judgement of 'Good'. All at Bluecoat Aspley Academy are very proud of our rich history, faith and belief as well as our truly inclusive nature. Our vision is to ensure that all students make progress, regardless of their background, ability or starting point and we celebrate the impact of our specialist SEN provision on site.

We also expect our staff to be excellent too, by delivering inspirational teaching that ignites a love of learning and instils a belief in learners that anything is possible. Belief is central to all we do: we believe in ourselves, in others, in God and it is this belief that ensures Bluecoat Aspley Academy continues to offer the best educational experiences possible for our students, our staff and our community.

## The Vacancy

The Trust is looking to appoint a confident, enthusiastic and motivated Library & Resource Centre Manager. The successful candidate will lead, manage and develop the facilities in the LRC. They will have excellent communication, I.T, and interpersonal skills and be able to work confidently with both students and staff.



Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

The role will be based at the Trust's Bluecoat Aspley Academy but the post holders may at any time be required to support or work at any of the sites within Archway Learning Trust.



## Applications

For more information about Archway Learning Trust, please visit [www.archwaytrust.co.uk](http://www.archwaytrust.co.uk). To apply for the role please download the 'Support Staff Application Form' from the 'Vacancies' section on our website and submit to [recruitmentbaa@archwaytrust.co.uk](mailto:recruitmentbaa@archwaytrust.co.uk) clearly demonstrating your suitability for the role.

**Closing Date:** 9am, Monday 15<sup>th</sup> July 2019

**Interview Date:** Wednesday 17<sup>th</sup> July 2019

## Vision & Ethos

The vision statement of the Trust demonstrates its Christian ethos and faith foundation.

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.

### We believe:

- That a Christian ethos underpins and informs all that we do
- That the focus of the Trust is to promote collaboration between schools within a strategic locality in order to secure mutual improvement
- That through managed collaboration between academies there will be increased and improved opportunities for the development of all staff, students/children, parents and community
- In the development of a broad and balanced curriculum that supports young people's personal development and preparation for life
- That the family of academies within the Trust, working together, will secure continuity and progression for all
- That there should be high expectation for all children/students and young people whatever their circumstances or starting point and addressing disadvantage
- That, through its structures and work, the Trust can create and support effective Governance for all members
- That, through the Trust's work across its academies, expertise and capacity will be developed so that they can be supported with their development needs and economies of scale achieved

## Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)

## Job Description

**POST TITLE:** Library Manager

**GRADE:** Grade 7, Points 12 to 19, £21,589 - £24,799 FTE  
Actual salary: £19,488 - £22,358 per annum

**RESPONSIBLE TO:** Vice Principal (Business and Finance)  
Director of Learning English and MFL

### JOB PURPOSE

To lead, manage and develop the LRC and provide an excellent standard of service to ensure the needs and objectives of the academy, its staff and students are met.

### GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Extremism & Radicalisation Policy
  - Health, Safety and Security Policy & Guidance
  - Keeping Children Safe in Education (Part 1) Guidance
  - Safeguarding Policy and Training Slides
  - Whistleblowing Policy
  - IT Pack including Acceptable Use Statement
  - Health, Wellbeing and Benefits Policy
  - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

### SPECIFIC RESPONSIBILITIES

- To lead the development and implementation of Library and Resources strategy and policies, updating appropriately in line with growth and change.
- Keep abreast of sector trends to identify and implement best practice to ensure delivery of a high quality library service.
- To monitor, analyse and evaluate performance of the services to ensure processes and practices are developed, library throughput and efficiencies are increased, and provide management statistics as and when required
- Recruit, lead and motivate staff in the Library team to deliver an excellent standard of service, ensuring appropriate resources are deployed to meet objectives
- Ensure staff are equipped to ensure the LRC provides a welcoming environment and atmosphere conducive to student learning, taking into account the broad range of user records
- Liaise with the library team and teaching colleagues to develop new strategies and plans to best integrate library services into teaching and learning
- To encourage and lead study clubs, reading and literacy initiatives and other lunchtime and after school initiatives
- Recruit, lead and motivate staff to ensure an excellent standard of service

- Evaluate staff learning needs through the performance appraisals to plan future development of the library team's skills, knowledge and behaviours
- Responsible for the management and allocation of the library budget

#### LRC management

- Assume responsibility for the day to day supervision and management of the Library Team
- To increase student throughput and take up of broader learning opportunities with the LRC, including promotion of library facilities to student and staff through displays, promotions and trust-wide promotional activities
- Provide guidance and support for users of the academy's Learning Resource Centres
- Provide guidance and support for users of ICT and other educational technology available in the Library areas
- Serve as the principal source of resources, issuing and discharging books and other materials
- Discharge duties connected with the ordering and receipt of new materials; and completion of project collections for use by teaching staff
- Maintain an automated library system and the accompanying administrative routines, maintaining effective cataloguing, classification and circulation systems to support service delivery
- Develop the library resources for lessons and information skills for students in conjunction with members of teaching staff and support students and staff in their use
- Lead on promoting literacy levels across the Academy. This will include attending parents evenings and other Academy events providing demonstrations of Accelerate Reader to parents
- Maintain and develop the use of the Accelerated Reader programme.

#### STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

#### DRESS CODE

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.
- When working in the kitchens or any food outlet at the Trust, staff are expected to wear full protective clothing at all times.

PERSON SPECIFICATION – LIBRARY MANAGER		
	ESSENTIAL	DESIRABLE
<b>EDUCATION &amp; TRAINING</b>		
Further or Higher Education		*
Excellent numeracy and literacy skills	*	
Understanding and commitment to academic librarianship in the context of current educational developments	*	
<b>EXPERIENCE</b>		
Effective use of specialist ICT packages	*	
Experience of working at management level with a library, with working knowledge of library policies and systems		*
Previous experience of working in a library or, Resource Centre or working as a relevant Service Manager	*	
Experience of successful project management	*	
<b>PROFESSIONAL SKILLS</b>		
Develops responsive client focused services, operates professionally and with sensitivity	*	
Possesses strong communication skills (both written and oral)	*	
Is self-aware, acts proactively, accepts personal responsibility and communicates effectively	*	
Excellent organisational skills with a willingness to respond positively to changing circumstances	*	
Possesses strong coaching and mentoring skills and is able to lead a growing team of librarians	*	
Able to use and develop ICT in educational contexts	*	
<b>PERSONAL QUALITIES</b>		
Confidence and independence to work using own initiative	*	
Assertive, enthusiastic, motivated and committed	*	
Ability to work as part of a team understanding Trust and Academy roles and responsibilities and your own position within these.	*	
Ability to work as part of a team understanding school roles and responsibilities and your own position within these	*	
Willingness to keep self-up to date with pertinent information and local initiatives, respond to feedback and pass on knowledge and good practice on to others.	*	
Builds and maintains effective relationships with colleagues and stakeholders in a fair and equitable manner	*	
Commitment to Equal Opportunities	*	
Willingness to work within the Christian framework of the Academy	*	
Tact, sensitivity, integrity, good judgement	*	
Suitability to work with children. Enhanced DBS check to be undertaken on appointment	*	