



**BRIDGE ACADEMY**

# **Academy Librarian Information Pack**



*'At The Bridge Academy, we believe that every child deserves the chance to succeed and we all work hard to make sure that happens'*

**| Hard Work | Integrity | Kindness |**

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Dear Applicant,

Our Academy is an academic, inclusive and inspirational environment where innovative thinking and creativity are encouraged and aspirations are raised.

Our core values of Hard Work, Integrity and Kindness underpin everything that we do, and from the moment our students arrive at The Bridge Academy we ask them to live these values 100% of the time. Our approach of high expectations, rigour and a relentless focus on success means that it is cool to be smart at Bridge and all students work hard to reach their full potential.

Our award-winning building is outstanding. We have state of the art facilities and a wide variety of community groups we work with benefit from this. We value our staff members and we offer a professionally stimulating and supportive working environment. We hold a strong commitment to professional development and our staff enjoy a range of rewards and benefits, as outlined from page 5.

Our sponsors UBS, a leading global financial services firm, has led the establishment of our school from the outset and they continue to support us significantly.

Thank you for your interest in this position and we look forward to receiving your application by **9:00am on Thursday 9<sup>th</sup> February 2023.**

Yours faithfully,

Mr C. Brown  
**Principal**

## THE BRIDGE ACADEMY MISSION, VISION AND VALUES

We are an Academy on a mission: to ensure that every student can succeed at a good university or equivalent, thrive in their chosen field and live a great life. This has led us to develop The Bridge Academy values to guide our decision making and set our expectations for both students and staff:

### Hard Work

- We do what it takes for as long as it takes.
- We remain positive and never give up.
- We never stop trying to get better.

### Integrity

- We do the right thing, even when no-one is watching.
- We are always honest and do not make excuses.
- We take responsibility and do our best every time.

### Kindness

- We have high standards because we care.
- We treat others fairly and respectfully.
- Helping a member of our team is helping ourselves.

## SAFEGUARDING CHILDREN

The Bridge Academy is committed to safeguarding and promoting the welfare of children. We expect all staff and to share this commitment, therefore all positions will involve a degree of responsibility for the safeguarding and welfare of children.

CVs will not be accepted in place of application forms and references will be sought for applicants at the short-listing stage.

All positions are exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). At the short-listing stage applicants will need to complete a self-declaration form, providing details of any previous convictions and cautions, including those which would normally be considered "spent", except those that are classed as protected offences.

**All appointments will be subject to the necessary safeguarding checks, which include:**

- A satisfactory Enhanced DBS check (including a barred list information).
- Additional overseas checks where required.
- A fitness health questionnaire to verify the individual's mental and physical fitness to carry out their work responsibilities.
- Verification of the individual's right to work in the UK and professional qualifications as appropriate.
- A Prohibition Check for teaching staff.
- A section 128 direction check for individuals who will be undertaking management positions.

Please refer to further information on our safeguarding and child protection procedures via the following link: <https://www.bridgeacademy.hackney.sch.uk/Safeguarding/Safeguarding/index.asp>

## STAFF REWARDS & BENEFITS

We believe that working at The Bridge Academy is different from working at other Academies - we are always prepared to go the extra mile for our students to succeed. Our Academy has many unique aspects and one of them is the degree to which we care for our staff. A snapshot of some of the particular rewards and benefits are outlined below.

### **Annual Salaries**

We offer competitive salaries including recruitment & retention allowances, in some cases.

### **Annual Season Ticket Loans**

Staff members can apply for an annual season ticket loan where the cost of the season ticket is spread over 10 monthly payments, interest free.

### **Cycle Scheme and Green Commute Initiative**

<http://www.cyclescheme.co.uk>

<https://www.greencommuteinitiative.uk/>

These bike schemes provide staff members with the opportunity to purchase a bike of their choice, tax free. This for most people means a saving of around 32-47% of the total cost. Payment(s) are deducted via payroll over a specific period.

### **Employee Assistance Programme**

The Employee Assistance Programme, offered via UBS is a 24/7 confidential service giving all Bridge Academy employees access to a range of support from lawyers, health and wellbeing professionals, financial and debt specialists and counsellors. This free service can be used to support you with any personal or work-related issues that may be affecting your wellbeing.

### **Mindfulness Programme**

Headspace is a mindfulness programme offered by UBS to all Bridge staff. It is an app-based solution of guided techniques designed to help you find more balance, wind down after a long day and reduce stress levels. It also gives helpful advice on physical exercises and healthy living, improving your sleeping habits and increasing your energy levels overall.

### **Optical Expenses**

A contribution up to the amount of £30 is paid on behalf of the Academy for staff who require an eye tests. A contribution of £80, is also available towards glasses, for staff who frequently use Display Screen Equipment (DSE) and require glasses solely for this use.

### **Work + Family Space Services (Sponsored by UBS)**

This service provides practical support, resources and information to working parents and carers, in order to assist them in juggling the demands of work and family. This includes:

- Backup Care: staff can book nannies, nurseries, childminders and/or adult and eldercare specialists when and where they need them. Staff are eligible to receive 10 free sessions of back up care per year.
- Help for fathers: topical information and Q&A responses looking at work and family from a father's point of view
- Confidential expert advice over the phone for all work and family challenges.
- Access to a range of holiday clubs nationwide, ideal for filling in awkward care gaps during the school holidays.
- Access to blogs, insider guides and webinars which provide guidance on a wide range of topics.

### **Our Award-Winning Building**

The quality of the working environment at The Bridge Academy contributes to the positive working atmosphere. We offer our staff members state of the art facilities & fantastic resources at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London. Our facilities include the following:

#### **Art Floor**

- 3 designer classrooms
- A Kiln room
- An Art terrace affording views of London landmarks including the Olympic Park, Canary Wharf and the City and the BT Tower

#### **ICT suites**

- 3 purpose-built ICT suites, with retractable I-desks
- ICT facilities on all floors within the Academy

#### **Music Facilities**

- A large separate and dedicated, fully equipped music area, with three large classrooms and 12 practice rooms
- A separate music media suite, equipped with bespoke Mac desks and music keyboards
- Hi-tech recording studio

#### **Performance Hall**

- 370 seat auditorium with bleacher seating and a retracting dividing wall to create spaces on two levels.

- Cinema projection capability, instruments and AV lighting and sound systems.

#### **Sixth Form**

- A bespoke Sixth Form block
- Provides both Cisco training and Microsoft in-house

#### **Sports Facilities**

- A large sports hall, with a variety of sports resources
- Basketball facilities
- An Off-site Multi User Games Area (MUGA) and two Astro turf football pitches

#### **Pension Scheme Contributions**

We pay in a high percentage of monthly contributions for teaching staff (Teachers' Pension Scheme) and Support Staff (Local Government Pension Scheme) members enrolled in these pension schemes.

#### **Relocation Support for Teaching Staff**

New appointees joining The Bridge Academy on an annual salary below £30,000 may be eligible for additional support towards relocating to London. Applicants whom wish to be considered, should provide an additional statement with their application form, confirming details of the proposed relocation. Relocation support is not mandatory and the decision to provide support will be based on the applicant meeting a set of criteria.

**Social Events:** Lively staff social events are organised during the year, to ensure that staff members get the opportunity to unwind and enjoy a well-deserved break from work.



## JOB DESCRIPTION

<b>Job Title:</b>	Academy Librarian
<b>Reporting to:</b>	Literacy Co-ordinator
<b>Annual Salary Spine Point Range:</b>	26 - 30
<b>Working Pattern</b>	Term time only. 42.5 hours per week: 8:00am - 17:00pm. (30 minutes lunch break)

### Key Responsibilities:

#### 1. To promote core library services - foster a love of reading and reading for pleasure.

- Promote the development of reading for recreation and take a lead in creating a whole-school environment which encourages reading for pleasure.
- Develop the VLE portal to support and encourage reading for pleasure.
- Manage and promote a wide range of resources in a variety of formats and where appropriate, the equipment to access them.
- Lead a programme of events and activities aimed at raising the profiles of reading e.g. World Book Day, author events and competitions.
- Create and update display boards, providing an attractive environment which is conducive to achieving optimum use of the library - both for purposeful study and for leisure.
- Forge Links with the community and other schools/organisations to promote reading e.g. other primary and secondary schools and libraries, the Shoreditch Trust, librarian networks.

#### 2. To support the quality of teaching and learning across the Academy

- Support the educational aims and objectives of the Academy by liaising with Subject Leaders to ensure the library provides appropriate resources to support Independent Learning and other research activities.
- Work with senior/middle leaders and external organisations where necessary to develop literacy strategies to support learning.
- Mediate between learners and resources to enable learners to identify, locate and access the information they need.
- Promote independent research and learning skills by training students and staff to use information resources in order to promote learning and extend patterns of teaching.
- Enable teaching staff to maintain a high level of awareness of professional development and relevant resources through the provision of appropriate professional materials and information.
- Advise and work with the Literacy Co-ordinator and the Senior Leadership Team on reader development initiatives.

- Where appropriate, advise staff on policies for the provision of learning resources across the curriculum.
- Support intervention programmes relating to reader development.
- Ensure that the library supports the academic development of students through various avenues. E.g. library-based activities, PSHE programme, local or national events and initiatives etc.

### **3. To develop and manage the Academy's Library**

- Manage the study environment for both curriculum-based and independent learning. This involves the management and integration of both physical areas and virtual learning environments to create positive learning spaces.
- Monitor stock usage within the library, making necessary orders in accordance with the appropriate procedures. Maintain appropriate records of stock and provide usage statistics of books and other items.
- Select, acquire, maintain and withdraw library stock, ensuring a balance between subject and ability levels and show an active engagement in diversity and equality issues.
- Plan the library budget, monitor the budget spend, and evaluate the use of the budget to ensure that resources are being used efficiently and effectively.
- Analyse current educational initiatives and trends in library and information services so that the service is based on the best and most up-to-date information and methods/conduct benchmarking exercises where appropriate.
- Ensure the library operates in a secure, safe and tidy manner - the resources and materials are maintained in an orderly state for easy retrieval.
- Supervise students in the library at break, lunch, during library lessons and after school.
- Lead a group of student librarians/library leaders who support in the library.

### **Other**

- Attend fortnightly line-management meetings with the literacy Coordinator.
- Carry out any reasonable request from your line manager or member of the Senior Leadership Team.

# JOB SPECIFICATION

## Qualifications and Experience

- Professional qualifications relevant to the role.
- At least 2 years' experience of working in a Library within an educational establishment or an Information Centre.
- Previous management experience. (Desirable)
- Experience of working with/supervising young people, including behaviour management.
- Conversant with library management systems/packages and ICT software.
- Member of The Chartered Institute of Library and Information Professionals-CILIP. (Desirable)
- Evidence of continuing professional development.

## Knowledge and Skills

- Sound knowledge and understanding of teaching and learning, of educational issues and the National Curriculum as they relate to the provision of learning resources.
- Knowledge of how ICT can be used to support reading development.
- Knowledge and understanding of child protection, safeguarding children and promoting the welfare of children. (Training will be provided)
- An understanding of budget management.
- Excellent communication and organisational skills.
- The ability to strategically plan towards the library's key aims and objectives to ensure the desired outcomes are met.
- The ability to demonstrate an innovative and passionate approach to books and reading.
- The ability to manage and disseminate information in a range of different media.
- Commitment to equality and diversity issues in the provision of library services.

## Personal Qualities - the successful candidate will:

- Commit fully to the Academy mission of ensuring that every student will go on to a good university or equivalent, thrive in a top job and live a great life.
- Be committed to excellence, self-motivated, demonstrating a positive approach with a "can do" attitude.
- Have a strong sense of moral purpose and believe that every child, no matter their background or ability, deserves the chance to reach their full potential.
- Have a genuine love of reading, a high level of personal drive and consistently set extremely high standards for themselves and students.
- Be willing to learn and positive.

- Be able to build effective relationships with staff, students and external parties at all levels.
- Be able to make key decisions with good judgement.
- Have a proven track record of success and demonstrate a willingness to work flexibly to meet the best interests of the Academy.
- Understand the importance of, and be able to work to, a very high level of detail and accuracy.

## Academy Librarian

<b>Job start:</b>	Immediate upon the completion of the pre-employment checks process.
<b>Scale Point Range:</b>	26 - 30
<b>Annual Salary:</b>	Pro Rata: £29,609 - £33,392 (FTE: £30,701 - £34,624)
<b>Location:</b>	South Hackney

*'The best school I've ever worked at: the culture, the staff and students, the training, everything!'* (staff member)

*'I was amazed at what a great atmosphere the school exuded, how well turned out the children were and how polite and bright they all seemed'* (visitor)

The Bridge Academy is a truly exceptional school. Our students' progress is consistently excellent for GCSE and A level, and our superb personal development offer means that over the last few years we have been national debating champions, enjoyed a host of sporting successes and won both the Incorporated Society of Musicians Gold Award and the Hackney Mayor's award for music.

### Why choose us?

- Excellent student behaviour and highly supportive Senior Leadership Team.
- An Achievement-oriented culture where students work hard and it is cool to be smart.
- A warm/strict approach, meaning that our high standards do not come at the expense of inclusion.
- The belief that teaching must be a sustainable profession: clear systems and structures, sensible approach to feedback and no 'late night culture'.

We are seeking to appoint a Librarian who is totally aligned to our values of Hard Work, Integrity and Kindness, and completely committed to our mission: to ensure that every student will succeed at a good university or equivalent, thrive in their chosen field and live a great life. The successful candidate will:

- Manage the day to day operations of the Academy's library.
- Promote the library's core services, the development of reading for recreation and lead in creating a whole-school environment which encourages reading for pleasure.
- Support the quality of teaching and learning across the Academy by ensuring the library supports the academic development of students through various avenues.
- Work with staff members to ensure the library provides appropriate resources to support Independent Learning and other research activities.

Our sponsors UBS provide significant support to the Academy, and we also work with a wide variety of community groups to ensure the best for all our students. Our award-winning building is

outstanding and is based at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London.

To apply for this position, please complete the online application form via TES [here](#). Please ensure that you also read our school workforce privacy notice. We encourage applicants from all sectors of the community to apply. If you are up for the challenge we would love to hear from you. **The deadline for applications is: 9:00am on Thursday 9<sup>th</sup> February 2023.**

**The Bridge Academy is committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. All appointments will be subject to the necessary safeguarding checks, including receipt of a satisfactory Enhanced DBS check with barred list information.**