

Haggerston **School**

Information Pack Librarian



Aspiration | **Creativity** | Character

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Dear Candidate,

Thank you for expressing an interest in working at Haggerston School. We are a successful inner-city community school, with a very diverse student population. You would be joining us at an exciting stage of our development from a Good to an outstanding school. Our aspiration is to become one of the best schools in the country and you could play a key role in realising that vision and ambition.

We are looking for someone who has drive and energy, optimism and belief in themselves and others. Someone who believes that all children and young people can achieve excellence, given the right educational support and crucially, the highest standards of teaching. You will also bring resilience, determination and a motivation to transform the opportunities of young people in all parts of the community we serve.

Haggerston is a great place to work. There is a warm and supportive culture and staff feel valued because the school invests in their professional development and wellbeing. We focus on developing simple, sustainable systems which staff can execute well and consistently because we feel this is the key to long-term school improvement. We want our staff to be positive and energetic, with a real investment in the school so we believe in fostering a culture of healthy work-life balance and strong professional relationships. You would also be working in a Grade II listed building, designed by Erno Goldfinger, in a vibrant part of London.

If you are interested in finding out more about the opportunity to work at Haggerston School, please visit our website. To apply you will need to complete the application form which can be found at: <https://haggerston.hackney.sch.uk/our-school/recruitment/> by 1:00pm on **Friday 2nd October 2020**. Alternatively, you can also request and submit your application by email at: recruitment@haggerston.hackney.sch.uk. If you would like any further information or wish to discuss this role, please contact the HR Department on **020 7749 4579** or recruitment@haggerston.hackney.sch.uk.

I look forward to receiving your application.



Yours sincerely,

A handwritten signature in black ink, appearing to read 'Ciara Emmerson', written over a light-colored rectangular background.

Ciara Emmerson – Headteacher

THE HAGGERSTON WAY - OUR MISSION

Aspiration

We strive to be the best versions of ourselves. We work hard every day to master the knowledge and skills we need to lead successful, fulfilled lives.

Creativity

We create beautiful work to inspire others. We are independent-minded, creative thinkers and problem-solvers.

Character

We are articulate, confident and determined individuals. We work to build the qualities of Resilience, Ambition, Curiosity and Community Spirit.



STAFF REWARDS AND BENEFITS

Incentives:

- Generous **annual leave allowance** for support staff
- **Cycle Scheme**
- **Tech Scheme**
- **Pension Scheme** - Auto-Enrolment into the Local Government & Teachers' Pension Schemes
- **Season Ticket Loan scheme** (to support with travel expenses)

Professional Development:

- **Performance Appraisal** process enables tailored, personalised professional development
- Access to high quality in-house and external **professional training, including NPQML/SL & NPQH**
- **Annual programme of Leadership development opportunities**, including Leadership lectures and coaching
- Support to complete further academic study and professional qualifications
- Two INSET days per year devoted to **curriculum planning time** in faculties

Lifestyle & Wellbeing:

- **Health and Wellbeing weeks** - three meeting-free weeks over the course of the year, which include wellbeing events for staff such as yoga, massages and mindfulness classes
- **Healthy Eating Options** - subsidised meals available from the canteen and a designated staff coffee shop selling healthy sandwiches, hot and cold drinks, cakes and pastries
- **Parking** - Onsite car parking facilities and bike sheds
- **Staff counselling service** - Aspace provide a professional service free of charge to staff
- **Occupational Health Service** - Medigold Health provide free health advice and support to staff
- **Access to school 3G pitch** - Staff football after school on Fridays
- **CSSC Sports and Leisure (Civil Service Sports Council)** - Staff are eligible to join for £4.25 per month and gain access to Free Entry to English Heritage sites for the member and family, half price cinema tickets, 2 for 1 Tastecard for use in a range of restaurants, 50% off theme park entry

EQUALITY & DIVERSITY - ACTIVELY BUILDING OPPORTUNITIES FOR ALL

Haggerston is a diverse school community; a strength we celebrate and promote. We are committed to equality of opportunity for all members of the School Community and recognise our duty under the law to oppose all forms of discrimination, including on the basis of disability, gender, pregnancy and maternity, religion or belief, sexual orientation and marital or civil partnership status. We oppose all bullying and unlawful discrimination on the basis that a person has a special educational need or learning difficulty, or because English is an additional language. These beliefs are fundamental to how we think and operate as a school, our commitment to principled leadership, and to the values we teach our students.

We ensure that all policies and practices comply with the public sector equality duty set out in section 149 of the Equality Act 2010. However, we want to go further than meeting our statutory duty. In recognition of the lack of diversity in leadership across the education sector and beyond, we seek to provide opportunities for career development for all staff, including those who are often under-represented, such as women, black and ethnic minority leaders. There are some practical steps we can take to support this, such as welcoming applications from staff proposing job shares, looking favourably upon flexible working and part time requests and providing a range of leadership opportunities within school, such as leadership lectures (including from successful female, black and ethnic minority leaders). We are conscious in our recruitment process to mitigate against unconscious bias and seek, wherever possible to have diverse recruitment panels.

SAFEGUARDING

Haggerston School is committed to Safeguarding Children; we have no higher duty than to ensure student safety and wellbeing, educating students so that they can lead successful fulfilling lives. It is a responsibility shared by all staff, governors and those who visit our school.

We also work with parents, carers, local and national agencies to address concerns and keep children safe from harm and exploitation.

In executing these duties, we undertake to:

- Train all staff (including temporary staff) to develop their understanding of how to recognise the signs and indicators of abuse, to know how to respond to a child who discloses abuse and recognise signs of vulnerability to radicalisation or extremism
- Support staff who have dealt with issues around abuse
- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to
- Encourage the development of self-esteem and resilience
- Ensure children know that there are adults in the school whom they can approach if they are worried
- Ensure there is a member of staff designated for the support of 'Children in Care'

- Include opportunities in the PSHE curriculum for children to develop the knowledge needed to recognise and stay safe from abuse
- Regularly review and update our procedures, policies and practices
- Work with parents and carers in partnership to create positive relationships that safeguard children and support families
- Work with agencies to share information and support families
- Ensure robust safer recruitment processes are in place at all times, including for temporary staff and visitors to the school site.



LIBRARIAN
Scale 6 - SO2 (£28,752 – £35,949 FTE)
36 hours per week, Term Time + 2 weeks
Job Start: Immediately

We wish to appoint a first class Librarian to manage the day to day operation of the Library. As well as providing curriculum support to staff and pupils, you will be responsible for raising the profile of the library and promoting reading across the school, giving guidance and advice to students and staff and creating an environment that promotes the learning ethos of the school.

Haggerston School was judged 'good' by OFSTED in October 2017. The OFSTED report noted: "Staff have high morale. They are proud to work at the school and feel that leaders support them in a variety of ways. These include providing training to meet their individual needs."

We are looking for someone who:

- has a recognised professional qualification for librarianship or qualification accredited by CILIP or is working towards this
- successful experience of working in a library ideally in an educational setting
- an understanding of the range of strategies that support reading development
- experience developing events and activities to promote reading and the use of the library

We can offer you:

- children and young people who are eager to learn and progress
- staff who are collegiate, committed to their own professional development and to improving outcomes for the students here
- an excellent physical environment newly refurbished and extended under BSF
- a school committed to your professional development
- work in a team where your skills, enthusiasm and hard work will be appreciated

If you are passionate about providing young people with a safe, supportive environment in which to ensure their success, we want to hear from you.

Download an application pack from the school's website or you can request one by contacting the HR Department via e-mail: recruitment@haggerston.hackney.sch.uk

Application forms can also be returned to HR via email.

Application closing date: 1:00pm on Friday 2nd October 2020
Interview and Assessment: 7th October 2020

Haggerston School is committed to the safeguarding and welfare of young people and expects all staff to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to minimise risk and continuously promote a culture of safeguarding amongst our workforce. All posts within the school are subject to an enhanced DBS check. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.



Job Description

POST TITLE:	Librarian
STATUS:	36 hours per week, Term Time only (+ 2 weeks)
GRADE:	Scale 6 - SO2 (£28,752 – £35,949 FTE) depending on experience
LINE MANAGER:	Literacy Lead Practitioner

Job Summary:

To manage the library and lead the strategy for the development of an innovative library community which:

- is integrated into the life of the whole school.
- supports the learning ethos of the Haggerston Way.
- is responsive to the fast changing worlds of communication and information technology.
- evolves to meet the changing needs of all students and staff.
- promotes a reading culture throughout the school.
- fosters independent, life-long learning.
- provides a supportive environment in which students and staff can engage in activities to support their own development and well being.

DUTIES AND RESPONSIBILITIES

Library Management

- To select, acquire, organise, and maintain library resources to cover the full school community.
- To manage the effective retrieval of all library resources by systematic indexing, classification and cataloguing.
- To manage and develop the physical layout, furniture and fittings of the library, in collaboration with the facilities team, IT team, and Business Manager.
- To create, implement, review, and communicate library strategies and policies, in liaison with SLT and in line with wider school objectives.
- To line manage - and provide training for - all library staff, in accordance with Human Resources guidelines.
- To prepare and manage the library budget in collaboration with the Business Manager and Finance Team.
- To liaise with Heads of Faculty on curriculum updates, to ensure provision of relevant and motivational learning resources for each subject.
- To manage relationships with external suppliers/subscription providers.
- To appoint, manage, and train a team of student librarians to encourage student ownership of the library space.
- To provide reports on the needs and performance of the Library and maintain a record in order to monitor its impact.
- To develop networks with other library professionals including SLA, CILIP, and other external information professionals connected to the school.

- To keep up to date with major changes in the profession and manage the professional development of library staff
- To undertake other reasonable duties as directed by the line manager/Headteacher

Promotion of reading, information literacy, and cultural engagement

- To lead by example and be a role model for library use and life-long learning.
- To provide assistance and training to pupils and staff on information retrieval, wider reading, and independent learning skills.
- To plan and monitor the delivery of an information skills programme throughout the school.
- To manage the provision of homework support sessions and reading opportunities for students outside of school hours
- To organise and facilitate student participation in literary activities, author visits, and culture events, both internally at school and externally as part of school trips.
- To support the academic and research skills development of sixth form EPQ students.
- To manage the organisation of Accelerated Reader provision through the library, in collaboration with literacy coordinator and Renaissance Place.
- To lead extra-curricular clubs and events aimed at inspiring enthusiasm for creativity and collective learning.
- To promote library events, policies, and resources through physical display and digital communication, by maintaining up to date notice boards, VLE/website presence, and social media.
- To assist in the professional development of teachers and other staff as requested to help them use and promote Library resources effectively.
- To plan and deliver library focussed training as part of the school's timetabled staff CPD programme.

Behaviour, Inclusion, and Safeguarding

- To manage supervision of students in the library, maintaining good order and discipline.
- To select and maintain stock that reflects and appeals to the diverse school community.
- To liaise with SENCO/EAL teams on supporting student needs.
- To select and provide resources for meeting the needs of International students.
- To select and acquire resources appropriate for promoting student well-being.
- To develop and communicate a behaviour code for the library, in keeping with the wider school behaviour policy and promoting the Haggerston Way.
- To manage the administration relating to overdue books.
- To complete an annual risk assessment and to highlight and health and safety issues for library users and visitors, in liaison with the Business Manager.
- To attend and complete all required safeguarding training and follow the school's safeguarding procedures.

Haggerston School

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post holder will be expected to work flexibly and carry out all duties in compliance with the school and Hackney Learning Trust policies.

Signed:..... Date
Headteacher

I acknowledge that I have seen, understood and received a copy of the job description.

Signed:..... Date
Librarian

PERSON SPECIFICATION Librarian

Qualifications

Essential

- Degree in Library/Information Studies or first degree with postgraduate library qualification or equivalent.

Experience

Essential

- Information specialist.
- Familiar with library management software.
- Experience learning new software.
- Expertise in online searching using the internet and a range of subscription services.
- Confidence in working with, and managing the behaviour of, young people from 11-18.
- Ability to work with teaching and support staff colleagues.

Desirable

- Experience in managing a busy school library.
- Sound knowledge of literature for young people.
- Teaching experience.
- Project Management.
- Budget Management.

Personal Attributes

Essential

- Energy and enthusiasm.
- Passion for promoting literacy.
- Good organisational and time management skills.
- Flexibility, able to take on new challenge.

APPLICATION AND RECRUITMENT PROCESS - EXPLANATORY NOTE

Application Form

- Applications will only be accepted from candidates completing the enclosed application form in full.
- Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see job description.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.
- The successful applicant will be required to complete an enhanced Disclosure from the Disclosure and Barring Service (formerly known as the Criminal Records Bureau).
- We may seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any safeguarding (child protection) allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although he/she may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.
- You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you are selected, and possible referral to the police and/or the Disclosure and Barring Service.

Invitation to Interview

- If you are invited to interview this will be conducted in person and will explore any safeguarding issues and suitability to work with children as well as your previous employment record.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- receipt of at least two satisfactory references (if these have not already been received)
- verification of identity and qualifications
- Barred List Check

- a satisfactory enhanced Disclosure and Barring Service check
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance
- verification of medical fitness in accordance with DCSF Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- satisfactory completion of a probationary period

WARNING

Where a candidate is:

- found to be on the Barred List, or the enhanced Disclosure and Barring Service disclosure shows he/she has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concern as to his/her suitability to work with children,

The facts will be reported to the Police and/or the Disclosure and Barring Service.