



SIDMOUTH COLLEGE Librarian



believe • inspire • succeed

Welcome to Sidmouth College

Dear Applicant

Thank you for your interest in the post of Librarian at Sidmouth College. The College currently has 872 students on roll of whom 119 are in the Sixth Form. The majority of our students are drawn from four local feeder schools, in Sidmouth, Sidbury, Newton Poppleford and Branscombe. The College is in a beautiful setting within the Sid Valley and the East Devon area of outstanding natural beauty.

Our vision is for vibrant and inspirational teaching that raises aspirations; challenges and engages, and prepares every student for lifelong learning. At Sidmouth College learners *believe* they can *succeed*, teachers *inspire* and everyone strives to be the best that they can be.

The College buildings sit within an attractive 13 acre campus and staff take every opportunity to make use of the natural environment on our doorstep to support students' learning and creativity. The vast majority of our 1960s buildings have now been replaced with modern, state of the art facilities, including classrooms, technology workshops and seven new Science laboratories and preparation facilities which create a fantastic modern learning environment.

We were delighted to be again judged as Good in the most recent Ofsted report in May 2022, which recognised our continuous improvement in achieving positive outcomes for all students.

The enclosed job description outlines the responsibilities of the role but put simply the successful candidate must:

- have a clear, well communicated understanding of good, successful teaching and learning
- possess the skills and determination to make a significant difference to the lives of our students
- be relentless in building students' self-esteem and encouraging students to aspire in English

If you have any questions please contact the Business Manager, Mrs Amanda Blackmore, on 01395 514823 or ablackmore@sidmouthcollege.devon.sch.uk

Yours faithfully



Mrs S Parsons
Principal



Introduction

Sidmouth College is a thriving 11-18 community college located in the Devon countryside.

At Sidmouth College the individual is right at the heart of what we do. Students achieve academic success, develop their creativity, excel on the sports field and encounter a multitude of new experiences in a safe and enjoyable environment, encouraged by a team of dedicated and highly experienced professionals. At Sidmouth College we believe that the vibrant learning community, coupled with a culture of high standards and expectations, brings out the very best in every student and establishes abundant possibilities for their future.

Our Ethos—Believe, Inspire, Succeed

- Every learner believes and succeeds in fulfilling their potential and is inspired to lead a happy, healthy and successful life within a challenging and rapidly changing world.
- All learners have access to inspirational teaching that leads to outstanding learning and achievements which continues beyond the classroom.
- All learners have access to a high quality, relevant and appropriate curriculum that fully meets their needs and supports an engaging and inspiring learning experience.
- We inspire learners to believe in the contribution they can make to their learning, the College and the wider community. Learners take responsibility and develop resilience throughout their learning journey with clear support and guidance.
- All levels of leadership are focused on providing a vision, direction and culture in which all are inspired to believe and succeed.

A caring and supportive community

Care, guidance and support are strengths of the College. Students are organised in vertical tutor groups led by a tutor who monitors academic progress, student well-being and student development. Each tutor group is in one of four Houses - Drake, Grenville, Raleigh and Scott. The tutor group meets at the beginning of each day for registration, support and guidance.

The team of tutors is led by a Head of House who maintains a close overview of the work and wellbeing of the students. In addition, the School Counsellor and the Student Development Centre/pastoral team make a valuable contribution.

A stimulating and exciting learning journey

Learning is an adventure to be enjoyed; a journey that stretches, challenges and opens minds. Our stimulating and engaging curriculum delivers exciting opportunities in the classroom and beyond. Our overarching aim is to provide our young people with the skills and qualifications they need to become happy, successful adults with a passion for lifelong learning. Our Key Stage 3 programme aims to raise the ambitions of all students; developing knowledge, skills and understanding and promoting confidence in their abilities. At Key Stage 3 we ensure students experience learning in a wide range of subjects, including the Arts, Technology, Computer Science and Modern Foreign Languages.

In Key Stage 4 students have the opportunity to study a range of personalised pathways, designed to support their individual talents and interests and maximise their achievement and success. At Key Stage 4 all students study a core curriculum of English Language and English Literature, Maths, Chemistry, Physics, Biology, PE and RE in addition to three option subjects.

At Key Stage 5 we offer a wide range of A Level qualifications and the vast majority of students choose three linear subjects, with some choosing to study four.



Appointment Information

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We are seeking a librarian to organise, oversee and facilitate the use and maintenance of our wonderful school library following the retirement of our current librarian. We would like someone who can continue the passion and enthusiasm for running this fantastic resource.

The librarian will ensure the effective use of the library by classes, groups and individuals and select, acquire and organise library resources to support teaching and learning covering the full range and ability of the school. The successful candidate will also be required to encourage purposeful use of the library for both study and leisure.

Experience of working in a library environment would be desirable, and a good level of literacy, numeracy and ICT are essential.

Working hours are 31.25 hours per week, Monday to Friday 8.45am to 3.30pm, term time only (half an hour for lunch)

This is an exciting opportunity to join a thriving school as part of a successful and supportive Multi Academy Trust and a friendly and supportive team of colleagues.

When completing your supporting statement, please refer to the Job Description and Person Specification and state how your knowledge, skills and experience meet the requirements listed.

Please email Amanda Blackmore at ablackmore@sidmouthcollege.devon.sch.uk with any questions or to arrange a visit.

Sidmouth College is an equal opportunities employer.

Application Process

Closing date: Monday 29th April 2024

Interview date: w/c 6th May 2024

Start date: ASAP

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. A copy of our safeguarding policy can be found here: [Safeguarding](#). This role falls under KCSIE regulated activities and, as such, it is an offence to apply for the role if you are barred from engaging in regulated activity relating to children. The successful candidate will be required to undertake an Enhanced Disclosure and Barring (DBS) check. Please ensure you read and understand our Privacy Notice, which can be found on our website, before applying. We make appointments in accordance with our Recruitment and Selection Policy.



Librarian

Post: Librarian
Scale: TWT Grade D £24,702—£27,334 (pay award pending, actual salary £17,484-£19,348)
Hours: 31.25 hours per week, term time only
Responsible to: Business and Operations Lead

Key purpose of the role	Enable the Trust to realise its mission to ‘Transform lives, strengthen communities and make the world a better place’ by enabling students to learn by providing an efficient, effective, professional and well managed library facility
Your responsibilities	<ul style="list-style-type: none"> • Run the library service • Ensure effective systems are in place to allow for the retrieval of information by library users including use of Access IT, systematic indexing, classification and cataloguing of library resources • Maintain and promote good standards of behaviour in the library, encourage and inspire students to read and engage with books • Support students with appropriate strategies for the selection of information resources for set tasks, help with their reading and support Canon reading sessions, work with students and small groups as required • Assist staff in identifying appropriate resources to support the delivery of the curriculum • Assist HLTA and Literacy Lead in running the literacy programme including help with setting reading targets, monitoring progress and giving rewards • To run enrichment activities during the day and assist with the administration of running school trips, hosting events in the library • To help provide a safe and welcoming space for students at social times • Set up displays and promotional material in the library and College • Provide cover for colleagues as required; assist with exam invigilation as required • Act as a role model to the students at all times
Grading criteria	<ul style="list-style-type: none"> • Provide on the job training for colleagues and oversee quality of work. • Establish the best course of action using a range of recognised procedures • Use readily available information or assistance to resolve issues where the outcome may not be straight forward. • Undertake work carried out within clearly defined rules and make decisions from a range of established options • Make decisions which have a material effect on internal operations of their own or other departments. • Responsible for the proper use and safekeeping of library books and materials and security of small sums of money or financial resources. • Work where tasks are interchanged but the program is not normally interrupted. • Work requiring substantial physical effort with short periods of intense physical effort; or normal physical effort regularly in awkward postures • Has practical skills in a specific area.



Person Specification

Qualifications	A-Level/Level 3 qualification in a relevant disciplinary or an equivalent level of knowledge and experience	Essential
Experience	Experience of working in a library	Desirable
	Experience of working in an educational setting or with children	Desirable
	Administration experience gained in a busy working environment	Desirable
Key skills	Maintain confidentiality and adhere to Data Protection regulations at all times	Essential
	Ability to instruct and assist staff and students on how to effectively use IT resources including online research and database searches	Desirable
	Excellent organisational skills	Essential
	Able to meet deadlines	Essential
	Able to use own initiative	Essential
	Excellent team player	Essential
	Able to fulfil all aspects of the role with confidence and fluency in English	Essential
Values	Ambitious: works hard, has the highest standards and is positive for the future.	Essential
	Selfless: is self-aware and emotionally intelligent to be able to support self and others to thrive. Works selflessly to support the Trust's mission and strategic priorities.	Essential
	Collaborative: builds strong relationships and networks.	Essential



