

# Information Pack

LRC Administrator



**Frederick Bremer School**

**Respect, Responsibility, Integrity**

**Siddeley Rd, Walthamstow, London, E17 4EY**

**Headteacher– Ms Jenny Smith**

**[www.bremer.org.uk](http://www.bremer.org.uk)**



**December  
2015**

**"This is a GOOD School"**

Leadership and Management **GOOD**  
Teaching, Learning and Assessment **GOOD**  
Personal development, behaviour and  
welfare **GOOD**  
Outcomes for pupils **GOOD**



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# Headteacher's Welcome

Welcome to Frederick Bremer School and thank you for taking the time to apply for a position at our vibrant community school. This information pack will provide you with key information to support your application and your understanding of what makes Frederick Bremer School so unique.

Frederick Bremer School is a creative and nurturing school where all staff and pupils are inspired to be 'the very best they can be'. We are judged as a good school across all areas and our SEN provision is outstanding. Our vision and values are central to our practice, and you will need to share our commitment to ensure every pupil is not only academically successful but is also equipped with the skills, qualities and attributes to be a successful 21st century citizen.



Equality and diversity are at heart of Frederick Bremer's ethos and values. This is embodied in our curriculum, behaviour policy, pastoral provision and across all areas of the school. Our pupils and staff represent a diverse community and we value and respect everyone's identity. We also promote inclusivity at the heart of our work, and have active LGBTQ groups, equality groups and provide space for issues led teaching. This is a school where we want pupils to be 'who they want to be', and we provide a space for that.

The well-being of staff and pupils has been central to our school development plan over recent years. All pupils study a bespoke well-being curriculum, as well as a curriculum which breadth as well as depth. Our quality professional development programme caters for staff through every stage of their career and a significant number of our staff have successfully developed into middle and senior leadership roles. We are proud of our high rates of staff retention and the consistently positive feedback we receive from staff feedback.

The last year has been a challenging one for everyone, but it has brought our community closer together in so many ways and demonstrates the depth of our school culture. We have embraced digital technologies, and we use g-suite at the heart of our teaching and learning strategy. We are excited as to how we can continue to innovate our practice moving forward.

Our pupils are a pleasure to work with; they are ambitious for themselves and their community and we are on an exciting journey of continuous improvement towards outstanding. This is an excellent opportunity for a committed and ambitious individual to make a significant contribution to this journey. We have a very supportive staff and Governing Body and great parents. If you are looking to join a successful school with a clear moral purpose, while also developing your skills as an outstanding professional, then this will be a rewarding opportunity for you. We look forward to receiving your application.

We look forward to receiving your application.



Jenny Smith

Headteacher



Rachel Lampard

Chair of Governors



# Role: LRC Administrator



**Position: LRC Administrator**

**Salary: Scale 5, 27,807 FTE (this salary will be pro-rata)**

**Pupil Roll: 900**

**Pupil Age range: 11-16 yrs.**

**Co - Educational**

*Ofsted 26th February 2019*

*"There is a strong inclusion ethos, which accompanies the school's robust moral purpose. "*

*"This continues to be a good school., and since the previous inspection, you and your team have focused consistently on improving the opportunities provided for pupils and raising their achievement."*

Do you feel passionately about enabling children to access and enjoy reading? Are you creative, enthusiastic, energetic and a committed team player? If so, we have the position for you! We are seeking a LRC Administrator who will also support the English department in the provision of a high quality and efficient service for the school. The role will be a creative way of enabling, promoting and supporting children's learning with the focus of running the day-to-day administration of the school's learning resource centre (LRC).

You will work closely with the Literacy Lead Practitioner /Second in English and to ensure the library contributes effectively to engender a love of reading, creativity and providing support for pupils to develop skills necessary to make effective use of resources. In addition, you will be supported to manage the library budget/resources effectively and have a high degree of organisational skills.

This is a strongly good school, as evidenced by our Ofsted visit in 2019, and we are on a trajectory of continuous improvement. We are committed to high quality learning and teaching for all pupils, ensuring all pupils make rapid progress regardless of their starting point. The successful candidate will join an experienced and successful school committed to collaborative working. Frederick Bremer is a popular and over-subscribed school which enjoys excellent state of the art facilities in a modern building. At Frederick Bremer, staff have access to comprehensive CPD programme and structured career progression routes. We model the mantra 'Humans first, professionals second' and we take the support and wellbeing of our staff very seriously.

Frederick Bremer School is proud to be a community school, and we are representative of our local community. We believe that our role as practitioners is to support our young people to become the very best versions of themselves, and place a strong emphasis on holistic education and not just academic achievement. We offer all staff a rewarding, supportive and happy environment to work in. Relationships are a strength of the school, and we want all staff to enjoy their place of work. We offer bespoke CPD programmes to all staff with a great emphasis on wellbeing. The 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 position is subject to receiving satisfactory references and an Enhanced DBS Clearance.

The successful candidates will be required to work term time plus additional days during the school holidays and/or (on occasion) at after school events. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Offer of a position is subject to receiving satisfactory references and an Enhanced DBS Clearance

For more information and an application pack please see our website [www.bremer.org.uk](http://www.bremer.org.uk) or contact HR on 020 8498 3340 or email [recruitment@bremer.waltham.sch.uk](mailto:recruitment@bremer.waltham.sch.uk) . If you would like to visit the school before submitting your application please contact us. Completed application forms should be returned or emailed to [recruitment@bremer.waltham.sch.uk](mailto:recruitment@bremer.waltham.sch.uk) by 12:00pm (midday) on 29th September 2023 Interviews date: soon after closing date.

*Please note that we hold the right to carry out online checks on applicants selected for interview.*

**Please note we do not accept CV's. All applicants must complete the school's application form.**



**Frederick Bremer**

## **An Inclusive Community School**

where we **live and breathe** our values of

**'Respect, Responsibility and Integrity'** and are always **'the best we can be'**



## **Frederick Bremer School Expectations**

1. **Respect** - Show respect to everyone and everything around you.
2. **Responsibility** - Ensure you take responsibility for your own learning, readiness for learning, attendance, punctuality and behaviour.
3. **Integrity** - Treat everyone with kindness and compassion.

# Reasons to work for us



## What makes Frederick Bremer a unique place to work?

### **Diversity and Equality**

Our staff body reflects the religious and ethnic diversity of our community. We employ staff with diverse skills and backgrounds and this ensures that our policies and system are always inclusive of all our stakeholders. We value and respect everyone's identity and our equalities statement confirming our commitment to the 2010 Equalities Act. We have gender neutral toilets for staff and pupils, alongside a gender neutral school uniform. We are proud to have been awarded the Stonewall Bronze award in recognition of our work and impact in LGBTQ+ equalities and tackling school based homophobia and transphobia.

### **Curious and talented pupils**

We actively work to develop pupils' ability to think critically and to challenge stereotypes and misconceptions. Our pupils have a strong sense of social justice and have been finalists in the Jack Petchey Speak Out Challenge. We have some of the most talented musicians in the borough at our school. Our pupils regularly perform in prestigious London venues and every year we have a school production that not only celebrates the talent of our pupils, but also fosters vertical friendships and strong sense of relatedness to our school values.

### **Outstanding SEN and Autism Provision**

Our SEN and Autism Provision has acclaimed status in Waltham Forest. It has been rated as outstanding by external reviews.

We are able to meet the needs of pupils with visual impairments and significant mobility restrictions. Pupils who are supported in our SEN provision are fully included in all mainstreams lessons with the support of skilled Teaching Assistants.

The SEN provision is a vibrant and nurturing hub for SEN pupil at lunch and break times and before and after school.

### **Well-being**

Staff and pupil well-being is high on the agenda at Frederick Bremer. We value the hard work and dedication of all our staff and have several staff recognition and reward opportunities. All our pupils participate in a weekly well-being curriculum, which all staff participate in delivering.

### **Flexible and part-time work arrangements**

We understand the challenges of being a working parent/carer. We are open to requests for part-time and flexible working arrangements and do our best to accommodate requests

### **Professional Development**

Our professional development is tailored to meet the needs of staff at each stage of their career. We have bespoke in house programme which comprises of coaching, developing leadership and NQT/Teach First/School's Direct programme. We also are privileged to participate in high quality training programmes within the Seven Kings Teaching School's Alliance. We are known for our first class at support and development of trainee teachers and teachers in the early stages of their career. Many of our staff have secured middle and senior leaders positions because of training and development opportunities at Frederick Bremer.

# JOB DESCRIPTION— LRC Administrator



<b>Job Title:</b> Librarian	Salary: Scale 5
Line managing: <ul style="list-style-type: none"> <li>Not Applicable</li> </ul>	Reporting to: <ul style="list-style-type: none"> <li>Literacy Lead Practitioner/2<sup>nd</sup> in charge of English</li> </ul>
Hours: <ul style="list-style-type: none"> <li>36 hours per week - Term time only plus 5 additional days</li> </ul>	
<p><b>Job Purpose:</b></p> <p>The librarian will be expected to mix the highly creative role of enabling, promoting and supporting children's learning with the professional focus of running the day-to-day administration of the school's learning resource centre (LRC).</p> <p>They will work closely with the Heads of English and SLT Leader of Literacy and all faculties to ensure the library contributes effectively to engender a love of reading, creativity and providing support for pupils to develop skills necessary to make effective use of resources.</p> <p>The Librarian will be required to keep abreast of new developments in the provision of a school library resource service and developments in the use of ICT. They will also be required to manage the library budget/resources effectively and have a high degree of organisational skills.</p> <p><b>School-wide Responsibilities</b></p> <ol style="list-style-type: none"> <li>Being aware of and acting upon relevant school policies and in particular those associated with Child Protection/Safeguarding Children and Health &amp; Safety issues.</li> <li>Being responsible for maintaining a clean and tidy environment.</li> <li>Attending relevant meetings as required.</li> <li>Acting as a role model for the pupils in school and encouraging their participation in reading initiatives.</li> <li>Acting as an ambassador for school and ensuring that the school's high standards are promoted at all times.</li> </ol>	

Specific Responsibilities - to ensure positive outcomes for pupils across all areas of the school by:	
<b>Promotion of Reading, Learning and Student Support</b>	<ul style="list-style-type: none"> <li>Working under the instruction/guidance of the teaching/leadership team, to develop and support reading intervention work in English.</li> <li>Showcasing pupils' knowledge and love of reading through a range of strategies and events such as:</li> <li>Promoting the library as a welcoming environment within the school through assemblies, registration and other appropriate campaigns.</li> <li>Encouraging involvement in reading by organising book events, author visits and exhibitions.</li> <li>Organising and delivering an induction of new pupils in conjunction with Additional Needs staff in respect of services and resources available.</li> <li>Leading on Accelerated Reader, with the Second in English, in KS3 – helping in its administration, monitoring and acting upon reading ages to inform staff and arrange intervention.</li> <li>Organising, publicising and promoting activities, such as author visits or themed genre events, through the LRC website and Bremer media outlets</li> <li>Researching and purchasing texts to keep the library current and reading material exciting.</li> <li>Participating in supervising and providing specialist support to pupils with barriers to learning on a one to one basis, in a small group in or out of the classroom.</li> <li>Contributing to the safeguarding and promotion of the welfare and personal care of pupils.</li> </ul>

<p><b>LRC Maintenance</b></p>	<ul style="list-style-type: none"> <li>Managing, developing and organising the LRC to ensure access to an effective learning environment</li> <li>Indexing, cataloguing and classifying learning resources in the LRC.</li> <li>Monitoring educational materials for use in school in order to meet the school's equality and inclusion policies.</li> <li>Developing and maintaining links with external agencies and sources to maximise the use of appropriate materials and information</li> <li>Being responsible for the supervision and management of the behaviour of pupils and to have responsibility for pupil health and safety in the LRC.</li> <li>Managing the Reading Cloud system in the school library – loaning pupils books in and out.</li> <li>Initially supporting, and then overseeing, the training pupil librarians, including the allocation and supervision of clearly defined duties for all Reading Champions</li> <li>Assisting with the preparation and presenting of bids for budget funding to take forward development of the school's LRC.</li> </ul>
<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>Actively participating in a planned cycle of line management and participating fully in the school's performance appraisal processes.</li> <li>Attending and participating in relevant meetings, training and parental workshops/events as required.</li> <li>Assisting with the delivery of and supervising pupils on visits, trips and out of school activities as required.</li> <li>Effectively completing all other duties which the Headteacher may request.</li> </ul>
<p><i>This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.</i></p>	



## Person Specification

	Evidence of Quality	Method of Assessment*
Minimum Grade C/4 at GCSE in Maths and English (or equivalent level 2 qualification).	Essential	A
Relevant qualifications or experience working with young people with identified barriers to learning.	Desirable	A
Relevant continued professional development.	Desirable	A
Relevant experience in a school in a similar position or a desire to develop a career in education.	Desirable	A/I
Experience delivering one to one or group work with pupils with identified barriers to learning.	Desirable	A/I
Ability to use ICT effectively.	Essential	A/I/T
Specialist knowledge / skills relating to working with pupils with behaviour needs, SEMH and/or vulnerable pupils.	Desirable	A/I
Working knowledge of relevant policies/codes of practice and awareness of relevant legislation.	Desirable	A/I
Knowledge and experience of implementing one-to-one and/or group intervention, including monitoring the impact of work.	Desirable	A/I
Ability to improve own practice and knowledge through self-evaluation.	Essential	A/I/T
Understanding of inclusion and equal opportunities and how these relate to opportunities for stakeholders.	Essential	A/I
Flexibility and adaptability.	Essential	A/I/T
Self-confidence and the ability to deal with difficult situations.	Essential	A/I
Willingness to take the initiative.	Essential	A/I
A thorough, meticulous approach to all tasks.	Essential	A/I
Smart, professional appearance.	Essential	A/I
Ability to show tact and discretion and preserve confidentiality	Essential	A/I
Commitment to further training and development.	Essential	A/I
A genuine commitment to improving the quality of provision for pupils in school.	Essential	A/I
Willingness to represent the school.	Essential	A/I
A commitment to ongoing personal development and willingness to undertake appropriate training.	Essential	A/I
A desire to develop a career in education including an interest in becoming a qualified teacher.	Desirable	A/I/T
Although the Librarian will normally work during term time only and during the core school working hours, it is essential that the successful candidate be prepared to work outside these times on occasion. Such hours will be agreed in advance.		
Appointment to the post is subject to a satisfactory enhanced DBS check. This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.		

\* A - Application Form    I - Interview    T – Test/Presentation