



BARKING ABBEY SCHOOL

LIBRARIAN/ACTIVITIES CO-ORDINATOR

RECRUITMENT PACK



WE ARE AN **OUTSTANDING** SCHOOL



BELONG
BARKING

ASPIRE
ABBEEY

SUCCEED
SCHOOL

www.barkingabbeyschool.co.uk



GIVE

AND

EXPECT

THE

BEST



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Headteacher's Welcome

Welcome to Barking Abbey school and thank you for expressing an interest in applying for the position of Librarian/Activities Co-Ordinator.

For me there are three simple things that I want us to achieve at Barking Abbey school.

First, our motto 'Give and Expect the best' leads us to want to be the best in everything we do. We have some of the best results in the area, we have pupils at the best universities, we have the most pupils on apprenticeships in the entire country, we have basketball players in the best leagues and so much more. We have all of this because we push our pupils and each other to excel. All of us try to be our best every day.

Second, I firmly believe that if you can't see it you can't be it. We want to give our pupils the chance to see successful people of every religion, colour and background whilst they are at school. Whatever their dreams we want to support them and provide the networks and contacts to help them to achieve.

Finally, we want our pupils to have a voice in the world. To be confident enough to express their views and also to have the knowledge to be able to make an effective contribution. The more you know the more powerful you can be in the world.

Sir Tim Brighouse said "If a teacher makes the weather the school creates the climate." and I firmly believe this. It is our role as a leadership team to create the best possible learning environment for our teachers to teach in. In return we expect the best possible teaching from them and our results show this over time. We have created systems and structures that support high quality learning, whilst minimising workload and maximising impact.

If you share our ethos and values and absolutely believe in the potential of all young people then we can offer you the chance to make a difference and change our community for the better, and look forward to receiving your application form and welcoming you to our school.



Tony Roe
Headteacher

The Recruitment Process

We are proud of our school, the staff and students and in normal times we would warmly welcome prospective applicants to visit us prior to application to learn more about the role and view the School in action.

All interested applicants must complete the online application form on the TES website.

The interview process will be organised to provide a range of assessment tasks and opportunities for candidates to find out more about the school and demonstrate their ability to fulfil the role.

Key Dates

Closing Date for Applications Thursday 30th May 2024

Interviews week commencing To be confirmed

Please note all dates are subject to change.

We warmly welcome visits to the school. To arrange this please email: jobs@barkingabbeysschool.co.uk



Advertisement

Librarian/Activities Co-Ordinator

Commencing: As soon as possible

Salary Scale: Scale 4

Do you enjoy working with young people, and have a passion for books and reading?

Are you able to plan, organise and promote engaging activities and events before and after school and during the school day?

Could you create an inspirational and calm environment for students to enjoy reading, to relax in and feel safe?

Would you like to work with inspirational teachers to make sure that a love of books and reading is embedded throughout the school?

If so....this is the perfect opportunity for you!

We are looking for an enthusiastic well organised individual to join our school as a Librarian, working with staff to further develop and embed a love of literacy and reading throughout the school.

Our Libraries are an integral part of the school, they are a vital element of our improving literacy strategy alongside providing a welcoming and supportive environment for all students to enjoy.

You will be overseeing all day-to-day activities in one of our libraries, planning and coordinating activities and events making sure that all students feel welcome and safe and have access to relevant and inspiring resources.

If you love working with students, organising resources, and promoting a love for reading, this is the perfect role for you.

At Barking Abbey school, we are proud of our reading culture. Our school aims to ensure that all students enjoy reading and leave us as lifelong readers. This role is essential to fostering that love of reading and developing the literacy skills of all of our students. We are seeking to appoint an innovative, inspirational librarian who is creative in their approach and keen to make a real difference to the lives of our pupils.

Our libraries are at the heart of each campus, it is essential that applicants have practical experience working with young people and can communicate and network with a range of stakeholders. School experience is desirable but not essential.

Day to day responsibilities will include:

- Oversee all day-to-day operations of the school library, making sure that there is a rich varied provision of resources that are catalogued and well organised
- Making sure that the library is a welcoming and inspirational space for students and staff
- Assisting students in selecting appropriate books and research materials (students in years 7 to 13)
- The planning and development of a calendar of enrichment activities and events to promote the use of

and access to the Library Develop and implement engaging library programs in line with the needs of the curriculum, such as book clubs and reading challenges

- Provide support to students both Secondary and Sixth Form
- Promoting and increasing the use of the library and engagement with activities that are planned

You will need to:

- Have good administrative, communication and organisational skills
- Be able to work as part of a team and independently, researching ideas and planning activities and events
- Have a creative flair and an eye for detail, making sure that our Library spaces and displays are engaging and motivating
- Be passionate about making a difference to the lives of young people, promoting the school values and providing motivation and support
- Enjoy working with young people, with the ability to engage and supervise

The post holder will be an important part of our curriculum support team by maintaining, promoting, and developing our library and its resources, this is an excellent opportunity to play a key role in the development of the school libraries.

Barking Abbey is an Ofsted Outstanding heavily over-subscribed dual campus secondary school in the London Borough of Barking and Dagenham, with a well-deserved reputation for academic excellence and a supportive professional environment.

The school is located less than 10 minutes walk from Upney tube and 15 minutes from Barking mainline station.

Barking Abbey celebrates its diversity, and we positively welcome applications from all sections of the community. If you are interested in making a difference in young people's lives whatever your background or history please apply.

In return we offer:

- A supportive and encouraging staff team
- The opportunity to access a wide range of CPD opportunities within and beyond school
- A school which understands the importance of staff well-being and workload management
- A positive ethos with excellent behaviour reinforced by highly visible SLT and centralised behaviour systems

We are proud that Ofsted recently judged the school to be Outstanding in all areas. The report states; "This is a large and diverse school where difference is valued. Pupils, and students in the sixth form, are supportive and respectful of each other. Pupils' conduct is exemplary, both inside lessons and around the school. Leaders have established simple and clear rules that everyone understands. Pupils are focused, engaged and participate well in lessons. Staff feel that their workload and well-being has been carefully considered by leaders. They appreciate their open-door policy". (Ofsted, February 2024)

Please click here to find out more information about what it is like to work at Barking Abbey:

<https://www.barkingabbeyschool.co.uk/home/join-us/staff-vacancies/>

To find out more about how teachers can secure rented accommodation at a discounted rate of 20% please contact: info@bdsip.co.uk

Barking Abbey is committed to safeguarding and promoting the welfare of children and is an Equal Opportunities Employer.

This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including Disclosure check, will be undertaken on all successful applicants.

Online searches may be conducted for all shortlisted candidates and will be conducted for all successful candidates as part of our due diligence checks.

Job Description

Job Title	Librarian/Activities Co-Ordinator
Grade	Scale 4
Department	Support
Location	Either Longbridge or Sandringham Road
Line Manager	Director of Literacy

PURPOSE OF THE ROLE

To make sure that the libraries are at the heart of the school as an integral part of our improving literacy strategy. Working with staff to further develop and embed a love of literacy and reading throughout the school. To make sure that our Library is well resources organised and welcoming and that the school has a varied and engaging programme of activities and events.

MAIN DUTIES AND RESPONSIBILITIES

The Librarian will be responsible for the day-to-day organisation and running of activities and services in one of our campus Libraries.

Working under the Director of Literacy, and alongside our Librarian (on our alternative campus) planning and promoting an engaging, rich, and varied programme of activities and events throughout the year increasing staff and student engagement.

Working with staff to further develop and embed a love of literacy and reading throughout the school. Making sure that the library environment is calm, motivational and inspirational with a wide variety of resources that are well organised ensuring there is consistency of provision on each campus.

KEY TASKS

- To oversee the general layout and upkeep of the library space, making sure that displays and materials are engaging, relevant and up to date and the area is tidy, welcoming and engaging
- To provide a stimulating independent learning and reading spaces for staff and students.
- To provide an environment suitable for group and ICT working
- To make sure that the library is well organised and contains resources that are up to date and relevant to the curriculum and promoting independent research.
- To make sure resources are regularly audited and updated to meet the needs of every student and promote both reading for pleasure but also independent research.
- To ensure appropriate standards of student behaviour within the libraries at all times
- To organise plan and promote a varied programme of activities and events throughout the year in line with the school calendar, needs of students, curriculum and wider community context
- To make sure that the Library is accessible to all and is welcoming, enabling access before and after school and during break and lunch time
- To ensure all users receive a timely and appropriate induction to the library and are confident in how to access resources and support
- To liaise with teaching staff to assist and supervise programmes that support reading for pleasure such as the annual Carnegie Shadowing and sixth form Reading Buddy scheme
- To work with the Director of Literacy and wider team to contribute to an effective development plan for the libraries
- To liaise with teaching colleagues in the stocking of the libraries to ensure the library is effectively meeting the needs of its diverse cohorts e.g. EAL learners, SEND

- To organise a range of reading events across the school year e.g. book fairs, clubs, competitions, author visits, world book day etc
- To have responsibility for all library resources and stock control including the ordering, booking out, return and inventory of all stock in line with school policies and procedures
- To make sure that all resources are properly catalogued
- To maintain accurate records for write offs, overdue book recovery & stationery sales in line with the schools financial policies and procedures
- To maintain the computerised library information management system and ensuring all new stock is entered onto the system and catalogued, with non-returned books chased in line with school policies and procedures
- Make sure borrower records are kept up to date and system data is saved each day
- To operate and develop the use of ICT within the libraries for both curriculum support and library administration purposes and in doing so liaise with the school ICT Systems Manager to ensure coherent whole school development
- To monitor Library usage and engagement working with the Director of Literacy to promote and make improvements
- To promote the use of the libraries through active participation in a range of school meetings, initiatives, and training days as appropriate, contributing to curriculum development debate and offering relevant advice and guidance
- To undertake day to day administrative duties as required
- To have regard to regulations and policies on, health and safety, safeguarding, data protection and copyright and advising colleagues on copyright issues
- To ensure continued quality of delivery by keeping up to date with developments in education, librarianship, ICT and related fields
- To keep records
- To be a proactive member of the school community, working with all staff to promote and improve student opportunities

This post contributes towards the School Mission statement and Five-Year vision by

- contributing to the development of a learning and social environment which is conducive to the highest standards of teaching and learning;
- contributing to the raising of student achievement through the establishing of high expectations;
- contributing to the provision of a safe and friendly environment for staff, students, parents, governors and the wider community;
- participating in open debate of school issues and gaining a sense of partnership and commitment in the promotion and delivery of the school's ethos;
- valuing the cultural background of all students and parents.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Head Teacher within the grading level of the post and the competence of the post holder.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Employees Signature		Date	
Head Teacher Signature		Date	

Person Specification

	Criteria	Essential	Desirable	Assessment Method		
				Application A Interview I Task T		
				A	I	T
Knowledge & Skills	An understanding of the value of libraries within the school environment.		✓	✓	✓	
	Good organisational skills.		✓	✓		
	Excellent computer literacy, including good knowledge of Microsoft Word, Excel, Email, Internet and Databases.	✓		✓		✓
	The ability to communicate effectively at all levels, both verbally and in writing.	✓		✓	✓	
	Good interpersonal and organisational skills.	✓		✓		
	Knowledge in the use of office machinery.	✓		✓		
	Ability to work under pressure and to meet deadlines.	✓		✓	✓	
	Knowledge of routine office procedures and systems.	✓		✓	✓	
Qualifications	4 GCSE's or equivalent including English and Mathematics.	✓		✓		
Experience	Experience of working within a school environment.		✓	✓	✓	
	Experience of working within a library.		✓	✓		✓
	Ability to provide attention to detail.	✓		✓		
	Ability to use own initiative and work as part of a team or independently without constant supervision.	✓				
	Experience of organising and planning engaging activities/ events.					
	Ability to provide mentoring to students and develop their information literacy.	✓			✓	
	Ability to provide comprehensive reports.		✓	✓		
Attitude & Personal Qualities	Ability to adapt and respond to a variety of situations.	✓		✓		
	Ability to learn quickly.	✓			✓	
	Honesty and Integrity.	✓			✓	
	Understanding the need to use discretion and respect confidentiality.	✓			✓	
	Possess a sense of humour, sensitivity, tact and diplomacy.	✓			✓	
	Commitment to safeguarding and promoting the welfare of children and young people.	✓			✓	
	Understanding of the requirements of data protection and disclosure of information.	✓		✓	✓	
	Ability to demonstrate an awareness of equality and diversity and to promote these through working practices.	✓		✓	✓	
	Willingness to attend evening meetings as and when the need arises.	✓		✓	✓	
	Ability to work flexibly and outside of normal school hours.		✓	✓		
	Current driving license and car for travel and transport between The Upper and Lower School.		✓		✓	

Our Ethos and Values

BRAVERY **E**XCELLENCE **S**ELF-DISCIPLINE **T**EAM-BA

The Barking Abbey way is to give and expect the **BEST**.

We asked pupils to select three words that describe Barking Abbey to them. The most popular responses became the core values of our school.

BELONG
BARKING

ASPIRE
ABBEY

SUCCEED
SCHOOL

Our vision is to provide a happy, caring and stimulating environment where all students will recognise and be given opportunities to maximise their potential – academically, spiritually and socially - and ensure that they are well equipped to meet the challenges of education, work and life.

Barking Abbey aspires to:

- Develop confident, articulate, assertive young people.
- Foster well-rounded, empowered, resilient, independent young people.
- Nurture young people who will go out and change the world for the better.
- Enhance opportunities through creating an inspirational learning environment where all students aspire to achieve their potential - ensuring that no student is left behind.
- Raise aspirations – giving students the necessary tools to explore and be who they want to be.
- Encourage individuals to be adaptable, aspirational and unafraid to question and evaluate.
- Engender a sense of belonging, and of pride in the school, themselves and their wider community.

Barking Abbey is a heavily over-subscribed split site secondary school in the London Borough of Barking and Dagenham, and has a well-deserved reputation for its friendly and supportive atmosphere and its excellent academic achievements. With a large KS5 provision and an Additional Resourced Provision (ARP) on both of our campuses, the school provides a varied role for the right individual.

