



Welcome to Colne Valley High School where we are currently looking to appoint a new School Librarian. This is an exciting time to join Colne Valley High School's journey as we begin a new chapter with Great Heights Academy Trust.

Great Heights Academy Trust strive to always provide an inspirational, positive, and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm, and mutual respect. We aim to nurture academic, personal, spiritual, and social development in a caring and professional manner so that all can achieve their full potential, and all can reach GREAT heights.

At Colne Valley High School we are a warm, welcoming community that works together to achieve the best possible outcomes for every single child in our community.



School Librarian

CANDIDATE INFORMATION PACK



► Welcome

Dear Colleague

We are delighted that you are considering the position of School Librarian at Colne Valley High School.

We are seeking to recruit an individual for our secondary school who has the inspiration, drive, and motivation to make a difference to the lives of young people. It is a unique moment in time to join our wonderful team as we continue our exciting journey with Great Heights Academy Trust.

Here at Colne Valley, we are proud to have high expectations of all students. We know that students rise to the challenge when adults believe in them and expect big things from them. We are also proud that we can offer a wide range of support for SEND, wellbeing and safeguarding for when students may want or need it.

Schools work best in partnership with home and our aim is to build strong relationships that support all members of the community. We look forward to getting to know all students and their families as they progress through the years.

Our RITA values of Respect, Integrity, Teamwork and Aspiration underpin all work at CVHS; students, parents and staff will see and hear these everywhere around the school. These values allow our students to develop into confident, kind, collaborative and successful young people; they are at the heart of what we do.

Thank you for taking the time to read this information pack and apply to our school, we look forward to reading your application, best of luck to all.

► Overview of the Position for Colne Valley High School

Colne Valley High School are seeking highly driven and talented individuals to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils. We are keen to hear from candidates who have a successful background in working with young people and who are capable of playing a major role in our evolving plan to deliver exceptional 2-18 provision for the pupils in our growing MAT.

We want to hear from individuals who have the qualities and drive to make the most of this unique moment in time. The successful applicants should have a strong track record of impact and share the Trust's vision. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating students and young people at all levels.

► About the Trust

The Trust currently comprises of six primary schools: three in Calderdale (The Greetland Academy, West Vale Academy and Bowling Green Academy), one in Leeds (Raynville Academy) and two in Kirklees (Carlinghow Academy and Marsden Junior School). We currently have two secondary schools (The Mirfield Free Grammar and Colne Valley High School). We also have a Trust Head Office based at Riverside Mills in Elland.

To find out more about our Trust, please view our [Stakeholder Overview](#).

The successful candidates will join a highly collaborative network of leaders and managers. Each academy is different, reflecting the particular aspirations and leadership style of its Principal and local community needs.

Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974: pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check, an online search, and other relevant checks with statutory bodies.



▶ Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

▶ We aim to

- ✔ Develop an effective partnership of schools that share a commitment to raising standards.
- ✔ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✔ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✔ Share expertise – both best practice and best practitioners.
- ✔ Develop all teachers and leaders through effective professional development.
- ✔ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

▶ Our Vision and Values Statement

The Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.

Our mantra across our partnerships embraces the following themes:

G

Great teaching and learning opportunities for all in the partnership

R

Real life opportunities to develop an understanding of the wider world

E

Enthuse a love of learning and mutual respect

A

Academic development to nurture potential for all

T

Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.

Current Trust Academies and Designations

JOB DESCRIPTION

Position:	School Librarian
Department:	English
Pay range:	Grade 5
Hours of work:	37 hours per week, term time only
Responsible to:	Careers Leader

Prime Objectives of the Post

The management, development, promotion and evaluation of an effective learning resource and information service which supports learning and teaching across the school.

Statutory Requirements

- It is aligned to the Local Government Terms and Conditions, set out in the statutory guidance.

Membership of the Trust:

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture and ethos within the trust.
- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, policies, processes and procedures are adhered to as requested from the Trust post holders.

Range of Duties:

Planning and Development

- Organising and managing the library, ensuring its effective use by classes, groups, and individuals.
- Creating and implementing a policy for the library which incorporates the educational aims and objectives of the school, and complies with data protection, copyright, health and safety legislation and the school's disciplinary code.
- Taking responsibility for and managing the library budget, including the preparation of budget bids and estimates.
- Contributing to curriculum and policy development by liaising with all departments through attendance at Head of Department, ICT, and whole school meetings, in addition to liaison with individual members of the teaching and learning support staff.
- Selecting, acquiring, organising, and promoting Library resources and ICT to support teaching and learning throughout the school.
- Ensuring equality of access for all pupils and staff to high quality learning resources.
- Training, supervising, and managing library staff, undertaking staff appraisals, and inducting new staff as appropriate.
- Recruiting pupil library assistants, supervising, and training them and rewarding their achievements.



- Monitoring and evaluating the effectiveness of the service provided by the library and its impact on teaching and learning.
- Organisation and supervision of lunchtime and after school clubs to support the enrichment programme.
- Supervising pupils using the library for independent study and maintaining a welcoming, supportive atmosphere conducive to positive learning experiences.

SUPPORT FOR STAFF AND STUDENTS

- Supporting and advising staff and pupils in the selection and use of information resources to support their curricular and leisure needs.
- Planning and delivering a programme to support the development and teaching of information literacy and learning skills in partnership with teaching staff and reinforcing these skills where appropriate.
- Promoting reading and the enjoyment of reading in all its forms.
- Promoting and publicising the services provided by the library to the whole school community.
- Exploiting every opportunity for own professional development, sharing INSET opportunities with colleagues and other librarians, as well as maintaining a comprehensive awareness of current developments in information and library management, education, and children's literature.
- Developing and maintaining links with other libraries and relevant organisations (e.g. SLS, county education advisers, public library service, universities and colleges and museums).
- To provide support to teaching staff in the creation of classroom resources, to include reprographics where necessary.

General:

- To uphold the Nolan principles of public life.
- To take part in any CPD activities appropriate to the role.
- Attend school events as required.
- Assist in school emergencies, as required.
- Attend relevant meetings and training sessions.
- To undertake any other professional duties as required by the CEO/Board/Principal

Safeguarding

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people, and vulnerable adults. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse, and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.



Notes:

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year, and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Person Specification: School Librarian****Key to identification: A = Application I = Interview R = Reference**

Qualifications/Training	Essential	Desirable	A/I/R
Minimum of a grade C (level 4 equivalent) in GCSE English	✓		A/I
Passion in promoting young people's reading.	✓		A/I
Chartered member of CILIP or working towards chartership		✓	A/I
Either a library/information degree or a first degree with a postgraduate library qualification		✓	A/I
Professional qualification in librarianship, information management or information science		✓	A/I
Experience	Essential	Desirable	A/I/R
Ability to build a rapport with students as well as initiate ways to support young people in finding quality texts which reflect both student needs and reading competence	✓		A/I/R
Experience of working with children of all ages and ideally those of secondary age	✓		A/I/R
Experience of self-evaluating learning needs and actively seeking learning opportunities	✓		A/I/R
At least 2 years' experience in a library/learning resource centre		✓	A/I/R
Knowledge, skills, and abilities	Essential	Desirable	A/I/R
Ability to build a rapport with students as well as initiate ways to support young people in finding quality texts which reflect both student needs and reading competence	✓		A/I/R
Effective use of ICT and other specialist equipment/resources	✓		A/I/R
Excellent knowledge of books for young people	✓		A/I/R
Working knowledge of relevant policies/codes of practice/legislation		✓	A/I/R
Knowledge of Library Software		✓	
Effective communication and negotiation at all levels	✓		A/I/R
Behaviour management skills	✓		
Ability to work as a member of a team, and to work under pressure and to target	✓		
Ability to manage and disseminate information in a range of different media	✓		
Ability to undertake routine tasks with care and accuracy	✓		



Learning support skills to assist library users	✓		
Initiative, imagination, self-motivation	✓		
A willingness to learn new skills and knowledge	✓		
An understanding of school roles and responsibilities and the position of the part-time school librarian within these		✓	
Personal Qualities	Essential	Desirable	A/I/R
Passion for reading	✓		A/I/R
An enthusiasm for young people’s literature is important and will be of great value in developing the library in the Academy.	✓		A/I/R
Commitment to safeguard and promote the welfare of children and young people	✓		A/I/R
Warm, approachable nature	✓		A/I/R
Reliability, integrity, and stamina	✓		A/I/R
An excellent record of attendance and punctuality	✓		A/I/R
Enjoyment in working with young people and families	✓		A/I/R



► **Reasons to work at Colne Valley High School**



A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



Career Opportunities

Career opportunities across the MAT.



Cycle to work scheme

Tax free cycle scheme.



Holiday package

The Trust provides staff with a generous holiday entitlement.



Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

