



Birchwood High School



Library Resource Manager Recruitment Pack



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Letter to applicants

Dear Applicant,

Thank you for showing interest in this newly created position. Birchwood High School is a fantastic place to work and I have great privilege to lead an inspired team of staff who are dedicated to the education of our 1400 students. It is a school where we get the balance right between academic progress, pastoral support & welfare and curriculum enrichment. This was reflected in our Ofsted Inspection (June 2019) where we were judged to be Good in all areas.

We are very proud of our inclusive and non-selective ethos, with some students progressing on to the very best universities in the country whilst other students needing significant support to help them progress. It is a 'comprehensive' mix of keen and enthusiastic students who make the days and weeks fly by.

We are seeking to appoint an enthusiastic and passionate individual who will be deeply interested in promoting a love of learning, embedding a love of reading and supporting literacy interventions and developments.

This role is advertised as a term-time contract. As such, based on the number of weeks and hours worked and inclusive of holiday and outer fringe allowance, the actual pro-rated salary will be around £23,270 per annum.

To apply, please ensure that when completing the online application form you include in your statement the reason for your interest in the role, what relevant skills and experience you have that will assist you in fulfilling the expectations of the role, your values and why you want to be part of the Birchwood Community.

Applications should be submitted using the [mynewterm](#) platform no later than **9.00am on Wednesday 3rd July 2024**. Interviews will be held the following week.

If you would like to find out more about the role and/or arrange an informal visit to the school, please contact Louisa Atherton directly on recruitment@birchwoodhigh.org.uk.

Yours sincerely

Mr Sam Griffin
Principal



About Bishop's Stortford and Birchwood High School

Bordering the county of Essex, Bishop's Stortford is a thriving, historic and picturesque market town situated in Hertfordshire. The town is served by direct train links into London Liverpool Street, Cambridge and Stansted Airport and the M11, M25, A120, A10 and A414 making Bishop's Stortford easily accessible to Cambridgeshire, London, Hertfordshire, Essex, and Stansted Airport. With such great transport links, easy access to beautiful countryside and a wide range of excellent local primary and secondary schools, it is easy to see why this is a favoured commuter area.

Our School is located in the north-east of Bishop's Stortford, close to the town centre and the train station. It is situated in an attractive open setting within a residential area backing onto mature woodland. Converted to a Single Academy Trust in 2011, Birchwood is a well-established, attractive, all round inclusive, co-educational secondary school and sixth form.

We have a PAN of 240, and a current sixth form of 227, making us one of the biggest schools in the local area. Most students enter our school at Year 7 from primary schools within the town and surrounding area. We work hard to foster good relationships with our local primary schools and a particular emphasis is put on transition to Year 7.

We have great pride in being an inclusive school with an all-ability ethos that respects and responds to the different backgrounds and situations of all our students. We offer a broad curriculum choice and an extra-curricular programme that encompasses the National Curriculum and beyond. It is central to our ethos that the curriculum is accessible to all students and Birchwood has a strong local reputation for SEND provision.

Investment has been made in initiatives to facilitate recovery from the pandemic, these include a whole school literacy programme, now in its second year, and the development of an intervention centre to provide targeted support where it is most needed. Students, staff, and trustees have worked together on recent initiatives to champion equality, diversity, and inclusion, with a particular focus on gender equality as well as LGBTQ+, race and ethnicity, to foster a whole school culture where everyone feels welcome and safe to bring their whole selves to school.

Our school buildings and facilities are modern and well maintained. They include a light and welcoming library, dedicated sixth form centre, cafeteria and kitchens, and a full range of equipment and rooms to support our wide curriculum offer. We also have a modern sports hall and gym, a dance studio, and a dedicated drama studio. Staff have access to a large staff room and shared work area. In addition to the indoor facilities, there are well maintained grounds which include social areas, a 3G Astroturf pitch and a large playing field for grass pitches and athletics. There is also a detached playing field that offers opportunities for future development. The quality of the facilities and our outward focus means that we have an established busy community lettings programme which includes use by drama, music and sporting groups.

Trustees have recently released reserves of £400,000 to invest in improvements to our buildings and facilities. These have included updating the PC's and computer suite, remodeling our reception area, upgrading some of our toilet facilities and the Personalised Learning Centre - which is our hub for SEND provision. We have also installed new boilers and new CCTV and telephone systems.

Our School Values and Ethos

Our core values are encompassed in our mission statement:

“ At Birchwood we are part of something special, welcoming all, supporting all, and encouraging all.

Enjoying together the exploration of ideas, the excitement of learning and the celebration of our achievements, in a school where we feel safe.

“your dreams, your future, our challenge”



Key facts and statistics

Location:

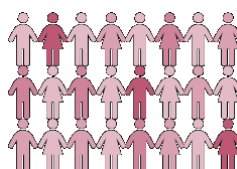
Bishop's Stortford

Status:

Single Academy Trust
(established in 2011)

11-18 Yrs
Age Range

1179
Students
Yr7 to Yr11



227
Students in
Sixth Form



Rated **good** in JUNE 2019

21%
SEND

11%
EAL

13.6%
FSM

12.4%
PUPIL
PREMIUM





JOB DESCRIPTION: Library Resource Manager

Hours of work: 37 hours per week with a 30 minute unpaid break. Due to the nature of the role there will be some occasional hours to be worked after school which you would manage in your working week in agreement with your line manager.

Working Weeks: 38 weeks each Academic year (term time plus the occasional INSET day)

Salary: **Grade H6 SCP 14 (Range 14 - 19) £27,334 - £29,777 per annum FTE plus fringe allowance**

Purpose of the Job

- To manage and maintain an effective and efficient library, information and resource service that is up-to-date and meets the overall aims of the school.
- To contribute to the school's literacy support and intervention programmes. The school library has a vital role to play in supporting individual students, teachers and subject departments.

Duties and Responsibilities

- Develop and promote the role of the library in the school; to actively promote the value and use of the library, with an active engagement in diversity and equality issues.
- Ensure appropriate and adequate supervision of the library throughout the school day including break times.
- Lead on and implement initiatives that promote reading for pleasure
- Effectively organise and manage the school library system, including cataloguing, issuing resources and record keeping; selecting, purchasing and processing all library materials, and keeping up-to-date with current trends and new fiction releases
- Control a budget, including monitoring income and expenses
- Monitor and analyse loan statistics and creating loan history reports
- Liaise with the School's Library Service and other relevant organisations
- Select, acquire and maintain an appropriate range of mixed resources for curricular and leisure needs of all year groups and students with varying needs.
- Provide an area for both directed and voluntary study in an appropriate atmosphere and supervising students when the areas are in use
- Responsible for ensuring that resources, including IT equipment is available for student use and is kept securely/in good order
- Participate in and contribute to the planning and delivery of literacy programmes within the school
- Promote and organise regular enrichment activities, for example: library workshops with authors; displays, competitions/events.
- Promote the library and literacy through social media and around the school
- Attend meetings with line manager and, as required, take part in performance management and further professional development
 - Attend occasional relevant evening school events
 - Act as a First Aider and keep first aid qualification up to date

Other duties:

- Be aware of and comply with policies and procedures relating to Safeguarding, health, safety and security, confidentiality and, reporting all concerns to an appropriate person
- Share expertise and skills with others
- Participate in training and other learning activities and performance development as required.
- Undertaking any other duties commensurate with the level of responsibility that may be allocated from time to time by the Principal, Deputy Principals and Assistant Principals.
- This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children.

PERSON SPECIFICATION: Library Resource Manager

	Essential	Desirable
Qualifications and experience:	<p>Minimum of 4 GCSEs or equivalent in a broad range of subjects with English and Maths at 4 – 9 (A* - C)</p> <p>Previous experience of supporting literacy.</p> <p>Recent experience of using library skills and systems in a work environment</p>	<p>Experience of working in an educational setting</p> <p>NVQ Information & Library Services Level 3 or equivalent</p> <p>Experience of working with young adults</p> <p>First Aid at Work 3 day certificate (or prepared to obtain qualification)</p>
Knowledge and skills:	<p>Proficiently use office computer software including MS office, databases and internet systems.</p> <p>Excellent literacy and numeracy skills</p> <p>Excellent verbal and written communication skills appropriate to the need to communicate effectively with students and adults.</p> <p>Ability to organize information clearly and coherently</p> <p>Willingness to develop professionally and to participate in further training offered by the school, to further knowledge</p>	<p>Knowledge of contemporary children's literature</p> <p>Knowledge of relevant safeguarding / child protection legislation and best practice</p>
Personal qualities:	<p>Effective time management skills, well organised with the ability to plan and prioritise to meet deadlines</p> <p>Able to deal with, and react to, demanding situations in a calm and patient manner</p> <p>Have energy, enthusiasm and a sense of humour</p> <p>Able to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.</p> <p>Demonstrate a 'can do' approach and who is willing to make a significant contribution to the life of the school</p> <p>Flexibility to undertake any other responsibilities</p>	<p>Able to form and maintain appropriate relationships and personal boundaries with children and young people.</p> <p>Professional membership to CILIP</p>

The school is committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service check (DBS) will be carried out for all successful candidates.

Completing your application pack

Application Form

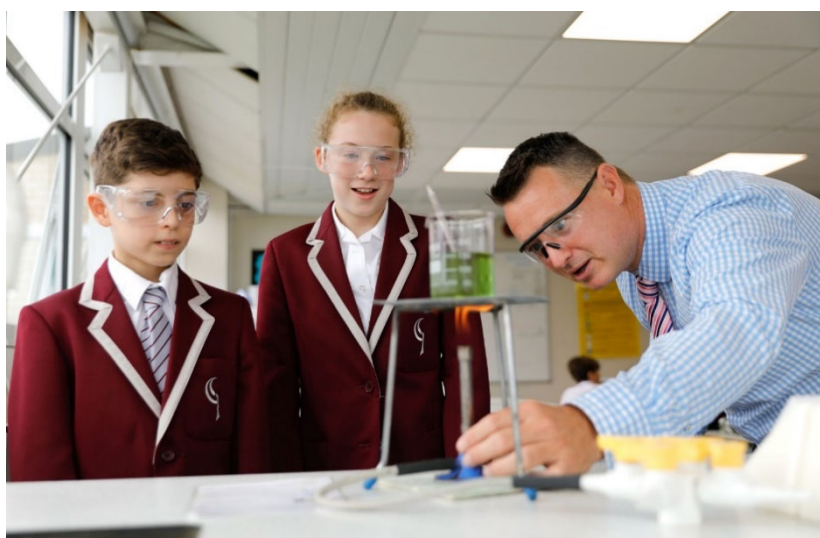
Applicants must use the staff application form provided on my newterm (CVs are not accepted). Please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving school education

Person Specification and Personal Statement

Please refer to the Person Specification to help guide you in terms of your personal statement. Be sure to evidence additional aspects such as training and qualifications together with your background and experience.

References

Please make sure your referees are aware of your application and that they are able to provide a swift turnaround. Preferred referees are your last two employers, and you should provide their official organisation email address for us to contact.



Important Information

Salary:	Hay Scale 6 SCP 14 (Range 14 – 19) £27,334 – £29,777 FTE plus fringe allowance
Start date:	As soon as possible
Hours of Work:	37 hours per week with a 30 minute unpaid break
Working weeks:	38 weeks each Academic Year (term time plus the occasional training day)
Closing date:	Wednesday 3rd July at 9.00am
Interview dates:	Interviews will be arranged for the following week

Any questions, call our HR Manager	01279 756376
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Birchwood High School is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check (DBS) as well as other pre-appointment checks, including an online check, outlined in Keeping Children Safe in Education (September 2023).

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.



The ABC of being a Birchwood student:
Achieve, Belong, Conquer!



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