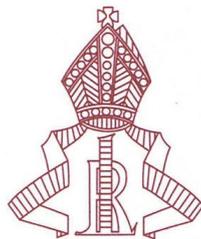


Bishop Luffa School

School Librarian Information Booklet





Bishop Luffa Learning Partnership

The Bishop Luffa Learning Partnership Multi Academy Trust was established in October 2020 and consists of Bishop Luffa School, which has a thriving Sixth Form, and Rumboldswyke Primary School.

Bishop Luffa School sits on a large site, just to the west of Chichester and has 130 staff and over 1500 students. Rumboldswyke School is situated near the centre of Chichester, with 12 staff and 78 students.

We strive to give students an experience of school that reflects John 10:10 'I have come in order that you may have life – life in all its fullness'. We are focussed on giving students the opportunity to explore different subjects, different sports and different hobbies and forge an identity that is their own. Guiding all of this is a belief that a full life flows from a relationship with God.

Our expectation for staff and students' conduct in school is based on John 15:12 'Love each other as I have loved you'. This has been turned into our school motto: 'Always our best because everyone matters.'

The Partnership is looking to appoint a School Librarian to lead the library team. The role will be based at Bishop Luffa School. This is an extremely exciting time for staff to join a growing and ambitious Multi Academy Trust and successful candidates can expect to receive a warm welcome into a very supportive partnership.

I look forward to meeting interviewees in due course and if you would like to come and visit the school before applying please do not hesitate to contact me.

Mr Mark Nicholds
Chief Finance Officer
Bishop Luffa Learning Partnership
(nicholdsm@bishopluffa.org.uk)



Our Vision

Our aim is to show every child what 'life in all its fullness' means.

We are a school of hope, where students are invited to explore their God-given potential.

Staff at Bishop Luffa commit to:

- ◇ Inspire all students to be ambitious about their futures
- ◇ Encourage and develop leadership amongst students and staff
- ◇ Develop Partnerships within, and beyond, the school
- ◇ Foster engagement in personal and spiritual development
- ◇ Nurture a sense of belonging to a safe school and the wider world



About Us

Bishop Luffa School is a busy and thriving mixed comprehensive, with 1499 students including 271 Sixth Formers, serving a wide area around Chichester. Founded in 1963, the School's Church academy status gives our Governors extra powers and responsibilities for the control of the School.

The School is regularly oversubscribed and enjoys a strong reputation for the quality of teaching and of our pastoral care. Our GCSE and A level results regularly place us within the top 200 mixed comprehensive schools in the country. Most of our Sixth Form students go on to Russell Group universities; a number gain places at Oxford and Cambridge each year. Students, parents and carers are strongly supportive of the school.



Our 97 teachers are organised academically into Faculties and pastorally into eight Houses and the Sixth Form. As an *Investor in People*, we are committed to the continuous professional development of all our staff. Faculty coaches support teachers to develop consistently outstanding practice, and lead CPD both in Faculties and across the school.

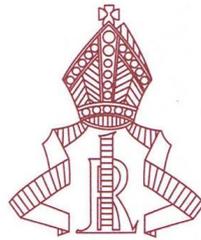
The Ofsted Inspection of December 2022 judged the school to be "Outstanding", with an Outstanding grade in every category.

The Anglican Schools' Inspection (SIAMS) in February 2015 calls the school "an outstanding Church school" and judges every category as "outstanding". Not all members of staff are practising Christians, but all support the Christian ethos of the School.

As a school we pride ourselves on the opportunities we give our staff to develop and grow. The successful candidate will be encouraged to take part in CPD programmes to prepare them for the next stage of their career. All of our teachers are tutors. Bishop Luffa School is supported by a strong House system, with each House having a distinctive identity. The successful applicant will have the opportunity to contribute to the life of the House and join in the many traditions associated with this, such as Burrows three legged race or the Ridgeway Reindeer Run!

Bishop Luffa School was founded on the aim of providing local children with the opportunity to experience a rich and diverse education based on Christian values. Our aim is to show our students 'life in all its fullness' (John 10), which means that we are not narrowly focussed on academic goals. Our staff come from many backgrounds and have diverse beliefs, and for some, no belief at all, but all agree with this fundamental aim.





Librarian

Grade 7

Term Time only + 5 INSET Days + 1 week during the holidays

37 hours per week

£25,409—£27,852 pro rata

Actual Salary £22,282—£24,424

Bishop Luffa Learning Partnership is seeking to appoint an enthusiastic, resourceful Librarian to lead the library team.

You will:

- have high standards and take pride in the quality of your work
- be able to work effectively in a team
- enjoy making a real difference to students' learning

This is an outstanding opportunity to work and develop within a supportive, committed and forward-looking Trust.

Closing date for applications: **Friday 19th May 2023**

Interviews will take place in the week commencing 22nd May 2023

The school is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo an enhanced DBS check.

Job Description

Librarian

Role

To lead and promote learning and the skills of reading in the creative and encouraging environment of the school's two Libraries, by means of providing physical and electronic resources and by supporting staff and students with the highest expectations, in line with the school's vision "Always our best because everyone matters".

Responsible to: Head Teacher

Strategic

- Lead and manage the enhancement of learning in the main school and Sixth Form Libraries
- Develop and promote independent learning skills to enable life-long learning
- Provide a relevant, up-to-date book stock, both fiction and non-fiction
- Take delegated responsibility for the Library budget, ensuring effective and efficient use of resources
- Create a positive learning environment
- Maintain and develop an effective library management system
- Lead and develop the Library Assistant team

Operational

- Advise the Head Teacher on means of strategic improvement of the school library service
- Work with teachers to develop learning strategies across the curriculum e.g. podcasting, web 2.0 technologies, research skills
- Develop readers through book talks, author visits, quizzes and competitions
- Ensure that Library resources support the Curriculum
- Manage the acquisition and editing of book stock
- Oversee the day-to-day running of the school libraries and management of Library Assistants
- Manage the student librarian team
- During research lessons in the library, teach transferable information learning and research skills fundamental to lifelong learning

Work with

- **Teachers**
 - ◇ To plan Library lessons
- **Portsmouth Library Service**
 - ◇ To lease resources for main school library
 - ◇ To gain best value in book purchasing

How to fulfil the role

In order to fulfil this role effectively, the following qualities and characteristics are required, and training is available as appropriate:

Professionalism

- *Creating trust: being consistent and fair; keeping one's word*
- *Respect for others: the underlying belief that individuals matter and deserve respect*
- *Challenge and support: commitment to all students' success*

Leading

- *Flexibility: ability and willingness to adapt to the needs of a situation and change tactics*
- *Holding people accountable: drive and ability to set clear expectations and parameters and to hold others accountable for performance*
- *Leading people: drive and the ability to provide clear direction to staff, and to enthuse and motivate them*

Relating to others

- *Team working: ability to work with others to achieve shared goals*
- *Understanding others: drive and ability to understand others, and why they behave as they do*
From Hay McBer – professional characteristics of effective teachers

Developing people

- *Act as role model to demonstrate leadership in line with the school's Christian ethos and values*
- *Encourage staff to work together and share expertise within and across teams*
- *Offer information, advice and guidance to help staff plan their professional development*
- *Use coaching skills to help staff achieve their potential*

Reflecting

- *Reflect on personal and professional development*
- *Use feedback from all levels of the school to help improve the way you lead, manage and develop staff*
- *Be aware of your own skills of self-management as regards time, prioritising workload and achieving a work/life balance*

Inspiring

- *Be able to inspire staff with the highest standards and expectations*
- *Be able to take the initiative and lead from the front*
- *Support and endorse the school's Christian ethos*

Skills & Knowledge

- *Competent in ICT (Windows programs)*
- *Able to lift boxes and manage the physical demands of the role*
- *Able to communicate*
- *A love and knowledge of literature*

Hours per week	37 Term Time only + 5 INSET days + 5 days during the holidays
Salary	£25,409—£27,852 pro rata
Date last reviewed	May 2023

Person Specification

Librarian

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY
QUALIFICATIONS AND EXPERIENCE			
Educated to at least GCSE or equivalent to Grade C (or above) in English Language and Mathematics.	✓		Interview
Knowledge or working practice in the education sector	✓		Application form and interview
Awareness of the importance of data protection, confidentiality and safeguarding	✓		Interview
Experience of working with young people in a school or college	✓		Application form and interview
Experience of successfully building rapport and developing relationships with others	✓		Application form and interview
Further/higher education or library qualifications		✓	Application form and interview
Use of school MIS system		✓	Application form and interview
An understanding that barriers to learning exist and can be removed		✓	Interview
Previous experience in a similar role		✓	Application form and interview
KNOWLEDGE, SKILLS AND ABILITIES			
Knowledge of policies, procedures and practices for library management	✓		Application form and interview
Knowledge, understanding and competence in Microsoft Office, Google Suite and library management systems	✓		Application form and interview
Health and safety issues as they relate to this particular environment	✓		Interview
Good organisational skills and the ability to prioritise own workload	✓		Application form and interview
Good communication skills with staff, students and other users of the school library	✓		Interview
Ability to analyse the needs of library users and secure appropriate resources to meet those needs	✓		Application form and interview
Creativity in making the library an attractive place for students, supporting literacy and developing the research capabilities of students	✓		Application form and interview
Behaviour management skills	✓		Interview
Ability to lead on the maintenance and control of library stock	✓		Application form and interview
Safeguarding requirements for working with children	✓		Application form and interview

Person Specification (cont'd)

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY
KNOWLEDGE, SKILLS AND ABILITIES (cont'd)			
Excellent written and oral communication, including the accurate use of English grammar, punctuation and syntax.	✓		Application form and interview
Understanding of managing a budget		✓	Application form and interview
An awareness of current educational practice and policy		✓	Application form and interview
Knowledge and understanding of academic research in relation to libraries within secondary educational environments		✓	Application form and interview
Confidence with audio/visual equipment		✓	Interview
Understanding of the English secondary curriculum		✓	Interview
Understanding of the public examination system		✓	Interview
PERSONAL QUALITIES AND ATTRIBUTES			
Flexibility and adaptability	✓		Interview
Self-confidence and the ability to deal with difficult situations	✓		Interview
Willingness to take initiative	✓		Interview
Positive outlook	✓		Interview
Commitment to further training and development	✓		Interview
A genuine commitment to improving the quality of provision for students	✓		Interview
Willingness to represent the Trust.	✓		Interview