

# Learning Resources Assistant - Library

## Part time, Fixed term

### Candidate Information Pack



**Small enough to care, big enough to deliver a positive impact**

November 2019

## Executive Headteacher's welcome

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Thank you for your interest in this opportunity to join Seaton Valley Federation as a **Learning Resources Assistant – Library**, working in the joint library facility in Astley Community High School and Whytrig Middle School and the separate library at Seaton Sluice Middle School. This candidate information pack will tell you much more about our schools and the role.

Astley Community High School and Whytrig Middle School, which are co-located in Elsdon Avenue in Seaton Delaval, form the Seaton Valley Federation of Schools together with Seaton Sluice Middle School. The three schools share a single governing body.

We are about to embark on an exciting new chapter. Northumberland County Council has recently announced plans for a multi-million pound investment to create a brand new building at Elsdon Avenue, providing much improved facilities for our students.

Our staff are very focused on ensuring students achieve their best without losing sight of those individual needs. We are always keen to learn from other professionals and have developed an excellent relationship with other schools across the north-east to ensure our staff have access to a strong Continuous Professional Development programme. Building up the skills and capacity of support staff is also a key priority

I am immensely proud to be Executive Headteacher of all three schools. We strive for excellence in the education we provide for our students and are a focal point for the local community. I strongly believe that the relatively small size of all three schools provides a great environment in which to know our young people well, so that we are able to understand and respond to each individual's needs and enable them to succeed.

I hope that the information within this pack will encourage you to apply for this opportunity. If you would like an informal discussion about the post then please contact Andrew Donald, Data and Curriculum Services Manager on **0191 2371505**.



**John Barnes**  
**Executive Headteacher – Seaton Valley Federation of Schools**

## Our ethos and values

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We have three main themes to our ethos:

- 1. To be a school that knows each child really well both academically and pastorally as a complete young person.**
- 2. Everyone within the school is treated with respect and we expect that respect to be mutual.**
- 3. We expect and strive for everyone associated with the school to be as good as they possibly can in all areas of school life. We do not accept not trying and we are never ashamed of doing well and being proud of doing well.**

Our schools are small enough to care but big enough to deliver a positive impact.



All three schools in the Seaton Valley Federation share a set of core values. We expect that all members of our school community will:

- develop their self-knowledge, self-esteem and self-confidence
- respect the laws of England and will know right from wrong and ensure their actions reflect this
- accept responsibility for their behaviour
- show initiative and contribute in a positive way to the school community, the local community and society in general
- show respect for each other and all other people
- show tolerance and respect for different cultures and traditions and will never act in such a way that these cultures or traditions are abused or attacked
- show respect for the rule of democracy and respect for the democratic principles of England.

## About our schools

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School	Age range	Total number of pupils	Number in sixth form
Astley Community High School	13-18	564	146
Seaton Sluice Middle School	9-13	333	N/A
Whytrig Middle School	9-13	231	N/A

## About our performance

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School	Overall effectiveness	Last Ofsted inspection
Astley Community High School	Good	November 2019
Whytrig Middle School	Requires Improvement	June 2018
Seaton Sluice Middle School	Good	February 2018

“Pupils say that they are very proud of their school. Staff and school leaders care deeply about the pupils and have high expectations of them. This is an inclusive school. Relationships in classrooms are excellent. Teachers say that they love working here because they really can teach.

Pupils feel safe here. They say that their health, including mental health needs, are a priority. Pupils say that they make friends quickly when they join the school.

Pupils are polite and courteous and very welcoming to visitors. They are proud of their school and keen to talk about their successes. Pupils have high expectations of themselves.

The designated safeguarding lead is meticulous and thorough in his record-keeping. He knows pupils exceptionally well. He works effectively with a wide range of external agencies. This ensures that pupils receive the help and support they need.”

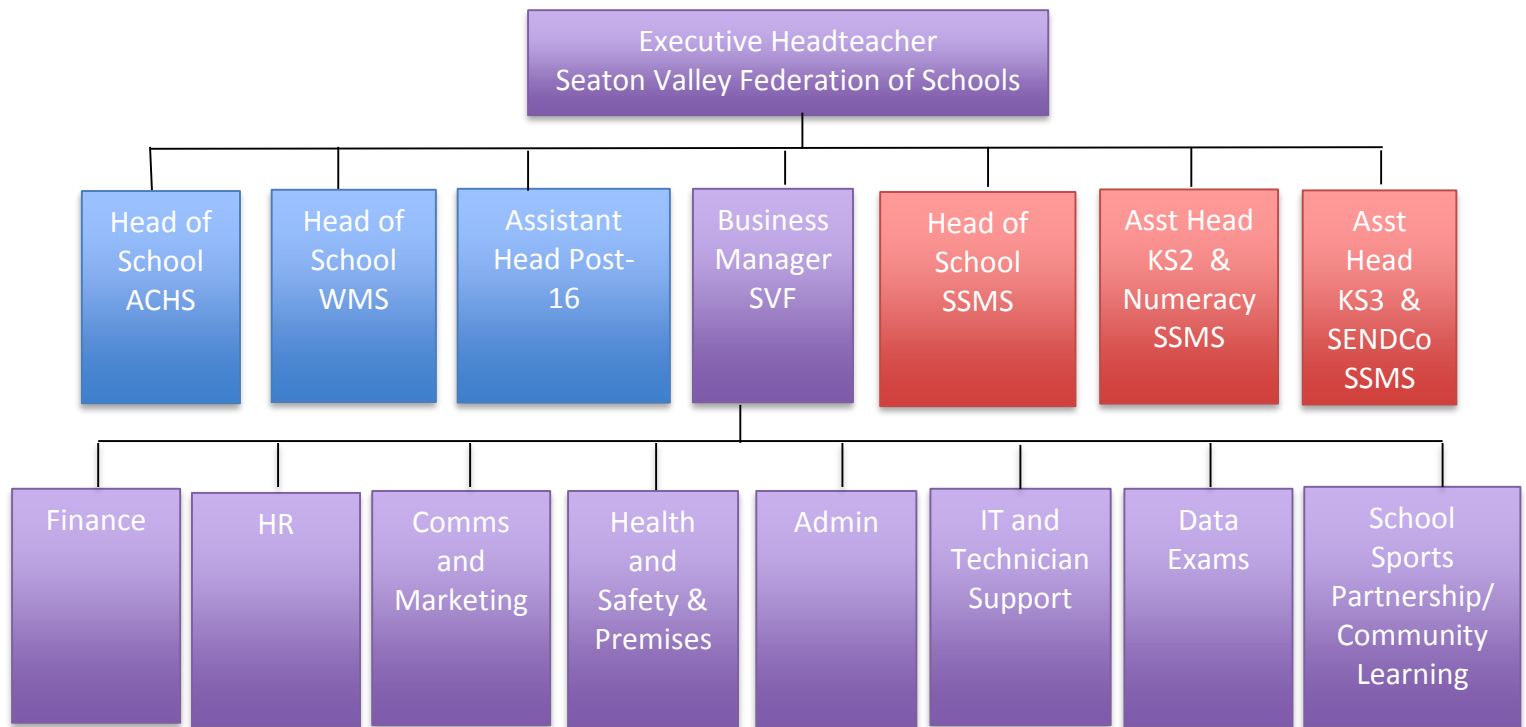
Ofsted, November 2019

You can read the full Ofsted inspection reports for each school at:

<https://reports.ofsted.gov.uk>

## About our structure

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## About the Team

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Over the next few pages you will find the advert, job description and person specification for the post of Learning Resources Assistant - Library, but we know that you will want to know more about the Faculty.

You will be predominantly based in the library at Astley Community High School/Whytrig Middle School in Seaton Delaval; however, there will be a requirement to spend some time each week at Seaton Sluice Middle School, and therefore access to transport is essential.

Working as part of the wider support staff, you will be line managed by the Data and Curriculum Services Manager, and be an integral part of the team. The role will see you deal with a variety of teachers and support staff across all three schools, as well as students as they come in to use the facilities and our sixth form who have daily independent study sessions in the library. Each Year 9 student has a one hour library lesson per fortnight, lead by their English teacher but supported by library staff. Whytrig Middle School pupils may also visit the library, either at lunchtime or after school.

**Ben Watson, Business Manager**



**Seaton Valley Federation of Schools**

Elsdon Avenue  
Seaton Delaval  
Tyne and Wear  
NE25 0BP  
0191 237 1505

**Technician**

**Learning Resources Assistant – Library**

**Fixed Term (anticipated 7 months)**

30.5 hours per week, term-time plus five days

Band 4: £18,795 to 19,717 pro rata

**Small enough to care, big enough to make a positive impact**

We are looking for a Learning Resources Assistant to join the team at Seaton Valley Federation of Schools to cover a period of leave for the substantive post holder, anticipated to be from January to July 2020.

As our Learning Resources Assistant, you will enjoy working in a busy Library environment, with fresh challenges on a daily basis. You will be helping students find and use resources and assist colleagues set text for curriculum.

Students use the the library facility for Independent Study Sessions, so experience in a Cover Supervisor role or some behaviour management would be essential.

You will be required to spend part of your week at Seaton Sluice Middle School, usually two half days, and the rest of the working week will be spent at the Elsdon Avenue site for Astley Community High School and Whytrig Middle School.

You should have experience of working in a library environment, and be able to think on your feet to meet the daily challenges. You will be willing to get involved in all aspects of school life, assisting with the likes of story time for the local nursery, students asking for advice on UCAS applications and CVs and extra curricular activities.

The working hours of the post are Monday, Wednesday and Thursday 8.30am to 4pm, Tuesday 9am to 4pm and Friday 9am to 3pm.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. An enhanced criminal records check is required for this post.

Interested in applying? A completed application form and criminal records declaration form must be submitted **by 9am on Monday 20 January 2020 by e-mail to [svfjobs@svfp.org.uk](mailto:svfjobs@svfp.org.uk)**

Previous applicants need not apply.

Further information about all of our current vacancies is available at <http://www.svf.org.uk/vacancies>

**NORTHUMBERLAND COUNTY COUNCIL  
JOB DESCRIPTION**

<b>Post Title: Learning Resources Assistant - Library</b>		<b>Director/Service/Sector:</b> Children's Services		<b>Office Use</b> JE ref: S1183	
<b>Grade:</b> Band 4		<b>Workplace:</b> Seaton Valley Federation			
<b>Responsible to: Data and Curriculum Services Manager</b>		<b>Date:</b> October 2018		<b>Manager Level:</b>	
<b>Job Purpose:</b> To lead specialist support within the library for all staff and students of schools in the Seaton Valley Federation, under the overall direction of the Data and Curriculum Services Manager including the preparation and routine maintenance of resources and equipment. To work in partnership with Northumberland County Council Seaton Valley Library Service, which shares the library space at Elsdon Avenue.					
<b>Resources</b>	Staff	None			
	Finance	Handling of small volume of cash for stationery sales and library fines			
	Physical	Library stock and publications, IT equipment, preparation of practical learning resources			
	Clients	Internal: Staff and students External: Members of the public, NCC Library Service, other educational organisations			
<b>Duties and key result areas:</b>					
<b>Support for Students</b>					
<ol style="list-style-type: none"> <li>1. Undertake sole staff supervision of the library areas ensuring student behaviour and discipline are managed effectively in line with the school policy</li> <li>2. Provide effective learning support for students in accessing resources for independent study and for activities directed by the subject teacher</li> <li>3. Ensure stock and periodicals meet the changing needs of the curriculum in consultation with teaching staff and make recommendations for further investment</li> <li>4. Actively contribute to school strategies to develop literacy and encourage reading including organising and promoting library events, creating reading reward schemes and building on public library promotions</li> <li>5. Issue library cards and maintain the library system to ensure the issue and return of stock is accurately recorded</li> </ol>					
<b>Support for Teachers</b>					
<ol style="list-style-type: none"> <li>1. Create and maintain an orderly and stimulating learning environment</li> <li>2. Timely and accurate preparation of specialist resources as set out in instructions</li> <li>3. Timely preparation and basic maintenance of equipment as set out in instructions</li> <li>4. Assist subject teacher with learning activities ensuring health and safety and good behaviour of students</li> <li>5. Prepare and maintain wall displays of library resources and services</li> <li>6. Provide ad hoc support on admin tasks including maintaining stocks of and selling stationery supplies</li> </ol>					
<b>Support for the Curriculum</b>					
<ol style="list-style-type: none"> <li>1. Monitor and manage the use of library stock and publications and ensure their orderly and secure storage, cataloguing as required</li> <li>2. Maintain specialist equipment checking for safety and undertaking minor repairs within own capabilities and where appropriate</li> <li>3. Demonstrate and assist others in the safe and effective use of specialist equipment and resources</li> </ol>					

4. Undertake structured and agreed learning activities under the supervision of subject teacher

**Supervision of and Responsibility for Students**

1. Register and supervise Sixth Form students in the library on a daily basis creating a purposeful learning environment in which all students can progress.
2. Work in partnership with the Assistant Head Post 16 and other members of the IS duty team to ensure a consistent approach to independent study supervision across ACHS.
3. Resolve any immediate issues of disruption personally and feedback to the Assistant Head Post 16, Student Progress Leader – Sixth Form and Student Support Officer – Sixth Form regarding behaviour, attendance and progress of students.

**Support for the Schools**

1. Work proactively with the public library service to ensure the facility serves the needs of all users and appropriate protocols are in place.
2. Act as the Display Co-ordinator for ACHS/WMS, taking a lead role in creating and maintaining displays around both schools focussing on student achievements both in and out of school, potential careers opportunities etc. and liaising with relevant staff in each school to ensure all displays are complementary
3. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
4. Be aware of and support difference and ensure equal opportunities for all
5. Contribute to the overall ethos/work/aims of the schools
6. Contribute to the promotion of the library as a vital resource for all schools
7. Appreciate and support the role of other professionals
8. Participate in training and other learning activities and performance development as required
9. Attend and participate in relevant meetings
10. Assist with the management of students outside the classroom e.g. school trips
11. Assist with the supervision of students outside normal lessons e.g. homework clubs, after school clubs
12. To undertake other duties and responsibilities as required commensurate with the grade of the post

These schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. You are therefore under a duty to use the federation’s procedures to report any concerns you may have regarding the safety or well-being of any child or young person. The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

**Work Arrangements**

<p>Transport requirements:</p> <p>Working patterns:</p> <p>Working conditions:</p>	<p>Ability to travel between sites within the Seaton Valley Federation. Required to use own transport to attend meetings locally and regionally.</p> <p>Normal hours, typically 8.30-4.30, but need to also work ‘out-of hours’ as necessary.</p> <p>Normally indoors.</p>
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<b>Post Title: Learning Resources Assistant - Library</b>	<b>Director/Service/Sector: Astley Community High School/ Whytrig Middle School</b>	<b>Ref: S1183</b>
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Qualifications and Knowledge</b>		
NVQ level 3 or equivalent qualification Good numeracy and literacy skills (NVQ level 2 or above) Broad awareness of school curriculum from Key Stage 2 to Key Stage 5 Knowledge of fiction and non-fiction for children and young adults	Chartered Member of Chartered Institute of Library and Information Professionals (CILIP)  Training in customer service skills  IT qualification including use of word-processing, spreadsheets, databases and desk-top publishing e.g. European Computer Driving Licence	A, C, I, R
<b>Experience</b>		
Recent and relevant experience of working in a library environment  Experience of online searching, using the internet and subscription services	Experience of working in an educational establishment	A, I, R
<b>Skills and competencies</b>		
Ability to develop information literacy skills of students and staff  Awareness of relevant codes of practice and legislation e.g. copyright, licences  Ability to use office equipment e.g. photocopier, PC, scanner, projector, smartboard  Appreciate the role of other professionals  Ability to work on own without supervision on a day-to-day basis  Ability to relate well to young people and adults including maintaining effective behaviour and discipline and supporting students with SEND  Ability to effectively safeguard children and young people  Ability to deal simultaneously with the conflicting demands of a number of service users		A, I, R
<b>Physical, mental, emotional and environmental demands</b>		
Ability to maintain vigilance to ensure children remain safe and secure in a shared area with the general public		

Ability to move library resources and equipment and work in a constrained position		
<b>Motivation</b>		
Self-motivated and able to work under own direction on a day-to-day basis		1
Passion for reading to motivate others		
<b>Other</b>		
Willingness to participate in training and development		1

## Working in the Seaton Valley Federation of Schools

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We always look to strengthen our highly dedicated team of staff with people who have high expectations of students and themselves, can work cooperatively and make a positive contribution to the life of the school. In return we can offer:

- opportunities for continuing professional development
- membership of the Teachers' Pension Scheme (for teachers and tutors) or the Local Government Pension Scheme (for support staff), which the school also contributes to on your behalf
- 25 days' annual leave for support staff who work full year, rising to 30 days after 5 years' local government service
- good transport connections from the A1 and A19 for easy access to Seaton Delaval and Seaton Sluice
- ample staff car parking
- shared premises with Active Northumberland's Seaton Valley Library and Northumberland County Council's Customer Services.

## Living and working in Northumberland

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If you are new to the area, we can assure you that south east Northumberland is a great place to live and work. Seaton Delaval has its own National Trust property, Seaton Delaval Hall, and Seaton Sluice overlooks the coast with its beautiful sandy beaches. It is only a short drive from the Seaton Valley area to enjoy the spectacular scenery of the Cheviot and Simonside Hills and the Northumberland National Park beyond. We are also conveniently located within ten miles of both Newcastle City Centre and Newcastle Airport.



Take a look at [www.visitnorthumberland.com](http://www.visitnorthumberland.com) for more information.

## **Our commitment to professional development**

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We are committed to the continuing professional development of all of our staff.

- There is a weekly session for teachers to undertake Continuing Professional Development focused on teaching and learning. These sessions are led by internal and external providers and we expect all teachers to contribute to these sessions so that we can share and build upon good practice and innovative ideas.
- We hold joint training days for the three schools in the Seaton Valley Federation to facilitate an integrated approach across all phases and stages.
- Staff are given the opportunity to work in other schools at specific times of the school year to develop their skills and knowledge of other key stages.
- We provide opportunities for teaching staff to observe at least one other colleague of their choosing during the school year to support staff to reflect on their own practice.
- North-east teaching schools and Durham County Council provide a range of CPD opportunities so that we can learn from, and develop our professional practice with, other professionals.
- Opportunities to attend local and regional networks are encouraged.
- Each member of staff has a CPD plan to address areas for development identified through the annual appraisal process and we support staff to develop their skills and knowledge.
- There are many examples of how we have enabled teaching and support staff to undertake courses of further study either through financial assistance or time off.

## **Our commitment to equal opportunities**

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We seek to employ a workforce which reflects the diversity of the communities we serve. We understand and value the added contribution that individuals can make when we recognise and embrace individual differences in age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Our recruitment and selection process is designed to be fair and avoid discrimination. Our Equality and Diversity in Employment Policy is available from:

<https://www.svf.org.uk/our-federation/policies>

## Our commitment to safeguarding children and young people

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Keeping our children and young people safe and secure is crucially important. We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

It is important during the recruitment process that we ensure candidates support this commitment. We will ask all applicants to tell us in confidence about any criminal convictions they have and the successful candidate will also need to obtain an enhanced certificate from the Disclosure and Barring Service (DBS). This does not mean that you cannot work here if you have a criminal conviction as we will take into account factors such as the age of the conviction, its relevance to the job and any mitigating factors before making a decision.

However we are aware that not everyone who is a risk to children will have a criminal conviction and therefore you should expect at interview that we will explore any gaps in your employment record, your motivations for working with children and young people and your ability to keep them safe from harm. We will also check this information in any references we receive, one of which must be from your current or last employer.

### How to apply

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Please read the job description/person specification for the post and the guidance notes carefully before completing an application form.

Your completed application form including the names and contact details of two referees and your criminal record declaration form must be **e-mailed** by **9am** on **Monday 20 January 2020** to: [svfjobs@svlp.org.uk](mailto:svfjobs@svlp.org.uk). **Please ensure the subject/title of your e-mail is Learning Resources Assistant.** In exceptional cases we will accept applications by post however please contact us to discuss this in advance. Please note that we do not accept CVs.

### Contact us

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Address: Seaton Valley Federation of Schools, c/o Elsdon Avenue, Seaton Delaval  
NE25 0BP Telephone: 0191 2371505  
Website: <https://www.svf.org.uk>