



LIBRARIAN / COVER SUPERVISOR  
SCHOOL OF SCIENCE AND TECHNOLOGY MAIDSTONE



## 1. INTRODUCTION

### 1.1. OUR TRUST

Our Academy consists of an exceptional cluster of primary and secondary schools at the heart of our local community, based in the Maidstone and Malling area of Kent. The Trust was legally established as a Multi Academy Trust on 10 March, 2011.

VIAT believes in benefits of cross phase education, whereby all pupils, regardless of background, have a broad curriculum by specialist teachers across all ages; thereby enabling children to master the knowledge and skills they need to achieve their full educational and personal potential.

Our team work tirelessly to ensure that every child can be the best they can be along with providing an innovative and interactive curriculum based on the arts and academia; we aim to be at the forefront of developing new approaches to learning, embedding the 'mastery' approach to teaching and learning; securing the very best outcomes for pupils. Our children only get one chance in their education and it is our responsibility to provide the very best for them.

All our schools have a strong, inclusive and cohesive ethos reflecting on the schools' world class vision; staff and pupils are inspired to embed the values of respect and resilience, while developing personal character through additional wider curriculum activities and opportunities which motivate them, enable them to grow in confidence and cultivate thinking skills and creative potential beyond typical expectations.

This secure foundation ensures an ethic of aspiration, a broader commitment to, and proactive engagement in, wider society; enabling our pupils to be fully ready – academically and personally – for their transition from primary into secondary school and a life-time of influence beyond.

### 1.2. OUR VISION

#### **The Trust Vision is to:**

- Aspire to be an exceptional cluster of primary and secondary schools at the heart of our local community.
- Achieve our vision by bringing together a family of local schools - each with their own context, ethos, strengths and areas for development - to work together to enable every single child, and every member of our team, to be the very best they can be.

#### **The Goals of the Trust are to have individuals who:**

- Are lifelong learners of character.
- Are creative thinkers and innovators.
- Are collaborative and independent problem solvers.
- Are responsible and active role models/citizens.
- Have a global outlook.

### 1.3. OUR ETHOS

At Valley Invicta Academies Trust, we put the children we teach at the very centre of all we do. We are deeply aware that children only get one chance at their education. Our staff, equally, are at the heart of our schools. Parents/carers and governors are proactively involved in school life and the local, national and international community are an integral aspect of student and staff engagement.

Teamwork lies at our core: our entire community – students, staff, and parents work together and recognise the roles they play and the strengths they bring. Everyone has their voice heard; everyone is nurtured and cared for. We are ambitious and work hard to help enable excellence for all.

## 1.4. OUR VALUES

- Integrity;
- Collaboration;
- Excellence.

## 1.5. SST Maidstone

The School of Science and Technology Maidstone (SST) is an exciting new free school, opened in September 2020, with state-of-the-art facilities. We are extremely popular within the local community and have been oversubscribed. As a new school, SST presents a host of exciting opportunities for all- staff and students alike.

We are currently recruiting for a Librarian/Cover Supervisor to join our team to provide small and group based support for students to support the development of their reading, maintenance and organisation of the Library and cover of classes, where necessary. You will be crucial in supporting students to develop their love of reading and confidence in their ability.

This term time post is for 37 hours per week, 38 weeks per year. The salary starts at £16,209 to £18,065, pro rata to points 18 to 21 of VIAT 4.

If you are passionate about working in a dynamic team to provide inclusive support to enable students to have full and effective access to the secondary school curriculum, we would love to hear from you.

Come and join our dedicated team of professionals who are always willing to support new staff in the best interests of our students. Our school continually evolves in our drive for excellence; we aspire to provide Outstanding Care, Outstanding Education and Outstanding Opportunities. New opportunities, including career progression, are actively sought for all staff across the school. Collaboration with like-minded colleagues across the Multi-Academy Trust (VIAT) is set up to provide: networking, support, quality assurance and friendship. If you think you would thrive in this environment we want to meet you.

To learn more about of state of the art school, please visit our website: [www.sstmaidstone.viat.org.uk](http://www.sstmaidstone.viat.org.uk)

To apply, please download a copy of the application form and email to: [j.legge@sst.viat.org.uk](mailto:j.legge@sst.viat.org.uk)

## 2. PERSON SPECIFICATION

AREA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>To be willing and able to work towards gaining any relevant qualifications, attending training and to take responsibility for your own development.</li> </ul>	<ul style="list-style-type: none"> <li>Chartered member of CILIP or working towards chartership</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Ability to quick 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</li> <li>Experience of self-evaluating learning needs and actively seeking learning opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Experience of setting up a new library</li> <li>Experience working in a library setting</li> <li>Experience of supporting literacy with students with a variety of needs</li> <li>Experience of working with children of all ages and ideally those of secondary age</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Effective use of ICT and other specialist equipment/resources</li> <li>Good knowledge of books for young people</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of relevant policies/codes of practice/legislation</li> <li>Knowledge of Library Software (Accelerated Reader)</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Be able to adapt your communication style and be able to develop skills to suit the needs of the students that you are working with.</li> <li>Be able and willing to support students to participate in a range of physical therapy programmes.</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of school roles and responsibilities and the position of the school librarian within these</li> </ul>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>Passion for reading. An enthusiasm for young people's literature is equally important as experience and will be of great value in developing the library in the school.</li> <li>Commitment to safeguard and promote the welfare of children and young people</li> <li>Able to work supportively as a team member and able to take own initiative when working independently.</li> </ul>	

## 4. JOB DESCRIPTION

<b>Job Title</b>	Cover Supervisor
<b>Grade</b>	VIAT 5
<b>School / Department</b>	SST Maidstone
<b>Base</b>	SST Maidstone
<b>Hours</b>	37 hours per week, Term Time Only.
<b>Reports to</b>	Head of School
<b>Accountable to</b>	Head of School

### 2.1. JOB SUMMARY

The postholder will also supervise whole classes undertaking pre-prepared activities provided by a teacher during the short-term absence of a classroom teacher. The primary focus is to maintain order and to keep pupils on task.

### 2.2. KEY WORKING RELATIONSHIP

- Head of School;
- Head of Year;
- Lead Teachers;
- Teachers and Students;
- Safeguarding and health and safety leads.

### 2.3. KEY RESULTS AREAS

#### Areas

- To act as a Reading Mentor as part of the whole school reading strategy
- To support the successful implementation of a whole school reading strategy
- To support staff in providing appropriate books in the library for each subject
- To supervise classes during the short-term absence of the class teacher.
- To ensure the school behaviour policy is adhered to when covering lessons
- To ensure students are supported to make suitable progress during cover lessons
- To assist with the administration as required.

#### Safeguarding

- VIAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

#### Equality and diversity

- The Trust is committed to valuing diversity in employment, service delivery practices and its general environment. An expectation of all leadership posts within the Trust is that each individual will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference.

### 2.4. STATEMENT

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. Your duties will be set out in the above job description, but please note that Valley Invicta Academies Trust maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.

<b>Signed</b>		<b>Date</b>	
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