

St Gregory's

CATHOLIC SCHOOL



Librarian & Reading Intervention Lead

APPLICATION PACK

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Kent
Catholic
Schools'
Partnership



'Academies in Christ'
Part of the Archdiocese of Southwark



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Letter from the Executive Principal

Dear Candidate

Thank you for your interest in this exciting role within our ambitious partnership of two secondary schools in the West Kent Cluster of Kent Catholic Schools' Partnership.

We are a collaborative partnership of proudly Catholic, world class schools connected by our ambitious extended curriculum and passion to nurture the young people in our care into confident, well-rounded Individuals who make the world a better place.

We have extremely high expectations of what we do for the students in our schools and are keen to recruit like-minded, passionate colleagues who have the potential to redefine what is possible in the education landscape.

If you are passionate about making a better world through the power of reading and have the drive and determination to give to students the gift of literacy, we would love to hear from you.

Kind regards

Mike Wilson

Executive Principal

St Gregory's Catholic School & St Simon Stock Catholic School



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School vision and values

Our Vision

We provide the students in our care with a world-class Catholic education. We guide our students to understand their own unique value and dignity. Inspired by the life of St Gregory, we empower our students to approach, with vigour, the opportunities of their education; to recognise and realise their potential as servant leaders and use their discernment to choose how they will make the world a better place.

Our Aims

With Christ's **love** at the centre of all that we do, students;

- **live** life to the full
- **learn** all they can about their world in order to
- **lead** lives which change it for the better

Students accomplish this because our curriculum:

- is appropriately ambitious for all our students, including SEND and Disadvantaged students
- is progressive, interleaved and sequenced to develop knowledge and understanding
- provides opportunities to develop and strengthen literacy across all curriculum areas
- provides opportunities for reading
- promotes opportunities for the development of strong relationships, healthy lifestyles and good wellbeing
- challenges students to apply their knowledge and make informed decisions
- teaches our students how to learn and develop scholarly habits so that they become confident, independent learners
- promotes a learning environment in which students discover and develop new talents helping them to become well-rounded individuals
- provides world class opportunities in our schools' four pillars enabling students to gain a strong understanding of how to achieve success through balance in their lives

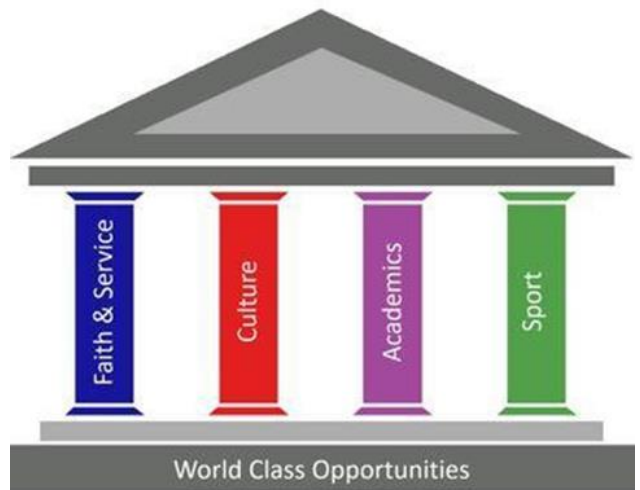
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School vision and values

These pillars provide a framework to focus students as they set ambitious goals for their future.

Our aim, through our curriculum is to develop young people:

- who are happy and feel fulfilled
- who have the confidence, resilience and knowledge to build relationships, pursue active and healthy lifestyles and stay mentally healthy
- who are curious, enjoy learning and have high expectations for themselves and are ambitious for their futures
- who know how to learn and evaluate their own strengths to make progress
- who can make and articulate informed decisions and are aware of their rights and responsibilities in a global society
- who demonstrate respect, compassion and empathy towards the beliefs and values of others
- who possess the cultural capital they need so that they are not disadvantaged by the social context in which they live



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About St Gregory's Catholic School



St Gregory's Catholic School is a Catholic secondary school and part of the Kent Catholic Schools' Partnership (KCSP). KCSP is a multi-academy trust (MAT) established by the Archdiocese of Southwark for Catholic education across Kent and it currently comprises 25 academies of which 20 are primary schools and five are secondary schools.

St Gregory's Catholic School is an over-subscribed seven-form entry secondary school located in Tunbridge Wells and is a popular destination for pupils from its Catholic partner primary schools in Tunbridge Wells, Tonbridge and Sevenoaks.

St Gregory's Catholic School is an inclusive academy. Its dedicated staff, helpers and governance committee members work hard to ensure that every student is supported and challenged to be their very best. Each individual is encouraged to grow spiritually and intellectually, so that unique and positive contributions can be made to society and the world. Its most recent denominational inspection in March 2018 judged it as 'Outstanding' and its most recent Ofsted inspection in March 2013 judged the academy to be 'Outstanding' in all areas.



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Role description

Calling all voracious readers! We are looking to appoint a school librarian to support in developing and maintaining a love of reading culture at St Gregory's Catholic School. You will be an avid Young Adult Fiction/Children's Literature reader and be able to utilise this knowledge to support, inspire and empower the reading choices of both staff and students at our school. You will have a keen interest in ensuring that students see a range of role models in their reading choices and actively seek to increase the range of books from diverse authors in our school library. Through successful management of the school library, you will also lead the way in developing this reading space into a space that all subject areas can utilise to develop disciplinary reading within their subject domains.

Additionally, you will be a passionate advocate for the power of reading and develop deep expertise into the key skills that are needed to become a confident reader. Using whole-school data from reading tests, you will lead a team on delivering evidence-based interventions with students to swiftly and impactfully support students who struggle with reading to ensure they have the skills and knowledge needed to access our rich school curricula. You will actively seek out opportunities to learn how other schools build and sustain a culture of reading for pleasure and be keen to ensure your own professional development is always up to date.

You will have:

- Experience working with young people in a school/education setting
- An excellent grasp of communication and be pedantic about spelling, punctuation and grammar
- At least an A Level (or equivalent) in English or a Foreign Language
- Confidence working in a fast-paced environment with multiple deadlines
- Experience in a range of strategies to motivate, support and encourage young people
- Experience as a leader to lead the team in achieving key milestones
- Drive to improve your own CPD through taking part in webinars, joining community groups and reading blogs/books on the subject



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Job description

Job Title:	Librarian & Reading Intervention Lead
Salary Grade:	KR8 £26,598 to £30,333 FTE (pro rata approximately £23,569 to £26,879)
Hours/weeks:	37 hours, Term Time only plus 10 days non pupils days (40 weeks)
Line Manager:	Subject Leader of English

Job Purpose:

- To support in developing and maintaining a love of reading culture at St Gregory's Catholic School.
- To develop the library as a reading space that all subject areas utilise to develop disciplinary reading within their subject domains.
- To actively seek out opportunities to learn how other schools build and sustain a culture of reading for pleasure.
- To advocate for the power of reading and develop deep expertise into the key skills that are needed to become a confident reader.

Benefits of working at St Gregory's Catholic School

- A supportive and caring working environment for staff and students
- Training opportunities are provided for all staff
- Access to our Fitness Suite
- Kent Rewards Scheme
- Employee Assistance Programme which offers counselling, financial guidance, legal enquiries with access to online health and wellbeing resources

Our Offer:

We create an environment where our staff can thrive and enjoy the work that they do which enables our young people to flourish, gain confidence, achieve and be happy. We have a reputation for being a very caring environment and we have a great record for investing in staff training and development.



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Job description

1	Library Management
1.1	Managing the daily running of the library including selecting student 'library monitors' to help support your role
1.2	Evaluate the current offering in the library with to ensure world-class reading opportunities are offered
1.3	To work alongside the Literacy Coordinator to ensure reading enjoyment transcends the library and can be found in classrooms across all subject disciplines
1.4	Use reports of check-outs/holds/returns to analyse trends and patterns for improvement
1.5	Create a 'reading buddy' network with sixth formers who can commit to listening to students reading daily
1.6	Run book clubs before/ after school during lunch to cater for our students' budding interests in authors/genres
1.7	Manage our digital collection of books on the reading app, Sora
1.8	Engage with parents and the local community to ensure that all families have access to books

St Gregory's will be working in partnership with 'Thinking Reading' to eradicate illiteracy. Thinking Reading is a 1-1 programme that will benefit students whose reading age is 2 years or more below their chronological age in Year 7-8 and 3 years or more below for Year 9-11. Thinking Reading specifically focuses on students who cannot decode.

2	Reading Specialist
2.1	Leading a small team of staff to deliver evidence-based reading lessons to students in greatest need
2.2	Quality assuring tutor lessons to ensure they are followed with fidelity
2.3	Ensuring that 'The Literacy Centre' is well organised and tutors can readily access all resources for the smooth running of lessons
2.4	Working with SLT, data manager and exams manager to deliver whole school testing using GL Assessment
2.5	Working closely with the Thinking Reading Consultant to ensure the smooth running of the programme over the next three-five years
2.6	Communicating with parents to keep them engaged with their child's progress and share strategies of what they can do at home to support
2.7	Regularly sharing the results of the diagnostic assessments with the SEND team so that students who do not need literacy support are not put in literacy intervention elsewhere in the school
2.8	Communicating key updates and significant milestones with SLT, pastoral staff/house teams
2.9	Communicating key findings with teaching staff and to advise on any evidenced-based teaching and learning strategies
2.10	Working closely with the SLT responsible for attendance to measure impact of Thinking Reading and ensure all 1-1 lessons are being attended
2.11	Preparing termly updates to share with any other key stakeholders e.g. governors



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Job description

3	Safeguarding
3.1	To uphold the Staff Code of Conduct and policies in respect of child protection and safeguarding
3.2	The provision of a safe environment in which children and young people feel heard.
3.3	Creating positive relationships with students premised on mutual trust and understanding.
3.4	Being aware of the indicators and symptoms of abuse.
3.5	Ensure vigilance in recognising changes in behaviour or mood.
3.6	Supporting the Designated Safeguarding Lead.
3.7	Teaching about staying safer online and in the real world.
3.8	Reporting concerns regarding abuse.

4	Wider Responsibilities
4.1	To take part in events such as Open Evening, Parents' Evenings and events with partner schools.
4.2	Participate in arrangements made for performance management.
4.3	Contribute to the department's SEF and development plan and its implementation.
4.4	Assist the department in identifying resource needs, ensuring resources are used effectively
4.5	Participate in school cross-curricular days such as careers or enterprise awareness days.
4.6	Participate and contribute to the organisation of school visits and trips that complement learning.
4.7	Supervise students outside lesson, for example during lesson changeovers.
4.8	Manage classroom displays to ensure they add value to the learning experience.
4.9	Attend meetings regularly, including parents' evenings, which are part of directed time.
4.10	Maintain good order and discipline and have regard to safeguarding and students' health and safety.

This job description outlines the main duties and level of responsibility of the post for the time being. It is not a comprehensive or exclusive list and it cannot anticipate future service demands. There is a clear expectation of the post holder that they will make a positive contribution to enhancing and adapting services.



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Person specification

	Criteria	Essential / Desirable
<u>Qualifications</u>	Minimum Level 2 qualification in Maths and English	E
	Educated to degree level or equivalent	D
	Library Qualifications	D
<u>Experience, Skills, Knowledge and Attributes</u>	Knowledge of policies, procedures and practices for library management.	E
	Knowledge or working practice in the education sector.	E
	Awareness of the importance of data protection, confidentiality and safeguarding.	E
	Experience working with young people in a school or college.	E
	High level of organisational skill	E
	Ability to use ICT effectively	E
	Ability to provide high-quality outcomes	E
	Experience of dealing effectively with the general public	E
	Clarity of communication to a range of audiences	E
	Knowledge of maintaining confidentiality in sensitive situations, knowing when to share information and to accept responsibility for decision making	E
	Understanding of different social backgrounds of students	E
	Understanding the needs of students and the appropriate strategies to support them	E
	Able to work as part of a team	E
	Ability to engage and provide empathy and understanding	E
	To be able to promote the safety and wellbeing of students, ensuring that the school's Child Protection and Safeguarding policies and procedures are promoted within the Academy	E
	Willingness to undergo appropriate checks, including enhanced DBS Checks	E
	Motivation to work with children and young people	E
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E
	An awareness of current educational practice and policy.	D
	Knowledge and understanding of academic research in relation to libraries within secondary educational environments.	D
Confidence with audio/visual equipment	D	
Understanding of the English secondary curriculum Understanding of the public examination system.	D	

Application process

You are welcome to contact HR at HR@sgschool.org.uk if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly from Kent Teach: [CLICK HERE](#)

Should you be shortlisted for interview, additional information may be requested at that time.

Closing date for applications: 9 June 2023

Interviews to be held on: w/c 15 June 2023

Start date: 1 September 2023

All applicants need to have the Right to Work in the UK to be considered for this role. This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly

Safer Recruitment

St Gregory's is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. We are an equal opportunities employer.



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