



Job Pack

Library Assistant

10.00am – 2pm daily (20 hours per week), Term Time Only

Kent Range 4

Start ASAP



Weald of Kent
Grammar School

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About Us

Weald of Kent is a selective Girls' Grammar School for 11-18 year olds with a roll of approximately 1550 students including our co-educational Sixth Form. The school is one of the highest performing schools in the Country. We aspire to excel at everything we do. Owing to our continued success we are thrilled to have been given permission by the Secretary of State to expand and mirror what we deliver at our Tonbridge site in a brand new Annexe in Sevenoaks, which opened in September 2017. In addition to the exciting new facilities, we have also invested in our Tonbridge site which now has a state of the art Sports Hall and university style Sixth Form Study Centre. Both sites are situated in beautiful rural settings with far reaching views across the Garden of England with excellent transport links.

Results

We are, once again, exceptionally proud of the magnificent performance that has led to some wonderful results both at GCSE and A level this year. 99.4% of students achieved 5 GCSEs grades 9 to 4 and A* - C (including Maths and English). The average GCSE grade was above a Grade 7. We also enjoyed superb A Level results with 72% of our students achieving A*-B grades. The cohort gained the highest A*-A % for six years, at 38%. The average was a Grade B. Our aim is for students to achieve high academic results whilst still affording them a platform to extend their personal qualities, talents and interests.

Teaching School

This is an exciting time for Weald of Kent as we continue on our journey as the Lead School of the Kaizen Teaching School Alliance. We are passionate about ensuring students and staff have an opportunity to develop and grow and because of this we are working with a fantastic group of schools on collaborative projects.

Thinking School

Weald of Kent is committed to developing fully the independent thinking skills possessed by our students. We were officially accredited as a Thinking School by Exeter University in March 2014. Our whole staff has been trained in the use of Thinking Maps, Thinkers' Keys, Habits of Mind and De Bono's 'Thinking Hats' which are used throughout the school to stimulate our students' thinking. We aim to develop our students' ability to move from sharing *what* they know, to *how* they know something.

Staff Development Opportunities

As an accredited 'Investors in People' school we are passionate about staff development. Individual Development Plans are tailored to help and support staff in new positions, existing posts and preparation for promotion. A whole range of developmental and capacity building training is available, supporting staff to develop their skills and professionalism. This includes opportunities such as:

A personalised induction programme	Mentoring-Coaching programme
CPD days and a range of workshops	Investment in Excellence (IiE)
Performance development programme	Embedding Good Teaching
Relevant external courses and training	Embedding Outstanding Teaching
Thinking Schools training	Embedding Outstanding Leadership

About The Team

The LRCs are at the heart of both the Tonbridge and Sevenoaks sites. Both are light and airy rooms with modern furniture and fittings. The stock is modern and continually updated by the LRC Manager. All students enjoy access to the LRC throughout the day. Year 7 has a designated Library lesson once a fortnight, and classes are often booked for research purposes. The LRC Manager is based at Tonbridge and we are looking to appoint a new Library Assistant to work predominantly at Sevenoaks.

About The Post

Job Title:	Library Assistant	Reports to:	Learning Resources Centre Manager
Team:	English Department	Start date:	ASAP
Grade:	Kent Range 4	Hours:	20 hours per week 10am – 2pm, 39 working weeks per year

The role of the Library Assistant is to provide key support for the learning of the students across the whole school both at Sevenoaks and Tonbridge.

Key Responsibilities:

- Supervise students using the library at break and lunchtime.
- Manage the issuing and returning of the library's stock.
- Shelve stock and keep the library in good order.
- Withdraw stock under the direction of the LRC Manager.
- Process new resources so that it is ready for shelving.
- Manage the library management system and support its use by students.
- Run the overdue system.
- Create and maintain displays.
- Help library users find resources to meet their needs.
- Assist library users to become proficient in using on line resources.
- Encourage pupils and staff in using the library through supporting a range of library based activities such as book clubs and special events (eg World Book Day).

- Work towards and support the school vision and current school objectives as outlined in the school development plan.
- Other duties as required by the Senior Leadership Group to assist in the smooth operation of the library.

About You (Person Specification)

	Essential	Desirable
Qualifications		
A good standard of general education	✓	
Experience		
Previous library experience		✓
Previous experience of working in a school or other academic environment		✓
Good level of ICT skills	✓	
Skills and Knowledge		
Have a good knowledge of & interest in literature for children and young people	✓	
Ability to communicate well within the school and wider communities	✓	
Ability to deal confidently with enquiries from library users	✓	
Enjoy working with young people	✓	
Able to support students in maintaining high standards	✓	
Able to support and contribute to the school's responsibility for safeguarding students	✓	
Have efficient and effective administrative, organisational and personal management skills	✓	
Personal Attributes		
Have the ability to inspire, challenge and motivate students	✓	
Have a positive approach to education with a desire to succeed	✓	
Have energy, enthusiasm and perseverance	✓	
Demonstrate reliability and integrity	✓	
Have good interpersonal skills with a professional appearance and manner	✓	
Have a clear vision and educational philosophy	✓	
Show a positive commitment to individual personal development	✓	
Show the capacity to work hard, under pressure, to meet deadlines and manage time	✓	
Have a good record of attendance during the last three years	✓	
Be adaptable and amenable with respect to working practices	✓	
Show the ability to work independently and in a team, taking a collaborative approach	✓	
Have the ability to build supportive working relationships with colleagues	✓	
Show a commitment to supporting the full life of the school	✓	
Are suitable to work with children	✓	
Equal Opportunities – Have a commitment to inclusive education	✓	

The Package

Salary: Kent Range 4: £17,189 - £18,058

Actual salary for 39 weeks of the year, 20 hours per week £7,840.37 – £8,236.75

Benefits:

Generous Pension Scheme (TP / LGPS)	Health Care Cash Plan *
Priority Admission for Staff Children **	Free On-Site Parking
Kent Reward Scheme	Free refreshments

Weald of Kent Grammar School is located on two sites; Tonbridge and Sevenoaks. The successful candidate will be required to work across both sites.

*Available upon successful completion of probation

**See Admission Policy on the School's Website

The Application Process

Application forms can be found on our website and should be sent to Human Resources, HR@wealdgs.org or posted to the school. Please include a 1-2 side of A4 application statement or letter of application. The communication should set out how your proven relevant experience relates to this role.

References may be taken up before being short-listed please indicate on your application form if you have any objection to us contacting the referee prior to interview.

Dates:

Closing date for applications: Friday 29 March 2019, 9am*

Interview day: Wednesday 3 April 2019

**Interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.*

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

