



NOTTINGHAM UNIVERSITY  
SAMWORTH ACADEMY

## Job Application Pack

### **Library Assistant**

Scale 4 (£17,714 - £19,742) per annum

37 hours per week, 41 weeks per year (term time plus 2 weeks)

Closing Date: 5.00pm Friday 04 December 2015



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Welcome:

Thank you for expressing an interest in the Library Assistant post here at NUSA.

NUSA is a vibrant, improving school, conceived to offer life-changing education and opportunity to the children of its community, on the outskirts of Nottingham City. NUSA is now working in partnership with the Torch Academy Gateway Trust, who have helped us secure improvements across the academy. However, there is no complacency at NUSA, and all staff are committed to fulfilling the aspirations of our sponsors and governors.

NUSA's partnerships with the University of Nottingham and Torch allow us to offer a truly unique suite of professional development and career progression pathways. We are fully committed to the continual professional development of all staff, and we are able to offer unique opportunities through collaboration with our co-sponsors, the University of Nottingham.

Mark Watts  
Head of School



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## Letter from the CEO

Dear Candidate,

I am delighted to be able to introduce you to the Nottingham University Samworth Academy and the tremendous opportunities this school offers the young people of Nottingham.

Our partnership with Nottingham University Samworth Academy began in November 2013, and we have made enormous progress in developing standards across the school. We are dedicated to ensuring that every pupil receives the best possible provision.

We will deliver the community's vision of an outstanding school providing the highest standards of education and care for all children in the local area. We have a proven track record of delivering outstanding education for young people. Our flagship school, Toot Hill, is currently rated 'outstanding' by Ofsted and is in the top 2% of all schools nationally for pupil progress.

The trust is a growing and dynamic multi-academy group based in the East Midlands. We pride ourselves on extensive staff development, progressing and supporting employees to ensure that staff are constantly striving to improve.

Thank you for showing an interest in working at the Nottingham University Samworth Academy and we look forward to receiving your application.

**John Tomasevic**

CEO of the Torch Academy Gateway Trust



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## **Application Details**

Thank you for your interest in the Library Assistant vacancy at Nottingham University Samworth Academy. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

## **How to Apply**

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to Cate Holmes, Human Resources Officer which clearly demonstrates your suitability for this role. Applications can be submitted via email to [recruitment@nusa.org.uk](mailto:recruitment@nusa.org.uk) or by post, for the attention of Cate Holmes, HR Officer to the following address:

NUSA  
Bramhall Road  
Bilborough  
Nottingham  
NG8 4HY

## **Application forms**

These can be downloaded from the school website [www.nusa.org.uk](http://www.nusa.org.uk). Wherever possible, please provide email addresses for your referees.

## **Closing Date**

Please ensure your application arrives by 5.00pm on the closing date of Friday 04 December 2015.

## **Interview:**

Interviews for the role will be held as soon as possible after the closing date. If you have not heard from us within 3 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

## **Safeguarding**

NUSA is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. All new staff will be subject to an enhanced DBS check.



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## Job Description

Post: Library Assistant	Department: Learning Support Responsible to: Literacy Co-ordinator
<p>This job description identifies our expectations of support staff at Nottingham University Samworth Academy.</p> <p>You are required to carry out your duties in line with the stated ethos and principles of the academy.</p> <p><b>Directed time:</b></p> <p>This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them.</p>	
<b>PART A</b>	

### General Responsibilities

1. To promote the corporate image of the academy and high standards of behaviour and courtesy among pupils.
2. To communicate effectively and professionally at all times, in accordance with the Staff Conduct Policy.
3. To provide effective support for teaching staff and pupils.
4. To promote and support implementation of the academy's aims, policies and values.
5. To work flexibly as part of the support staff team to contribute to the smooth operation of the academy.
6. To use the standard computer hardware and software packages where appropriate.
7. To commit to safeguarding and promoting the welfare of children and young people



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## PART B

### Specific Responsibilities:

- 1 The specific responsibilities of this post are shown below. These duties and workload are self-managed (i.e. planned and prioritised) and are undertaken within required timescales:
  - assist the literacy team in providing and developing a high quality learning resources centre to promote teaching and learning within the academy
  - create a welcoming and well-stocked, user friendly learning environment at all times
  - arrange books and other resources for effective retrieval, including systematic indexing, classification and cataloguing of all library resources
  - maintain and use the electronic systems for the security and control of stock/resources
  - manage the book loan systems
  - encourage pupils and staff to use the library by supporting a range of library based activities including running the Book Club
  - contribute to the academy's programme for cross-curricular activities
  - under the guidance of the literacy team support reading lessons and one to one lessons/reading schemes as guided
  - initiate and organise author visits/trips
  - in partnership with the literacy team organise reading and writing initiatives such as First Story, Buzz Books etc
  - assist pupils and teachers with the effective use of all library resources
  - keep the academy aware of major literary events and ensure appropriate marketing of those events
- 2 In common with other members of the academy's support staff, the post-holder will also be Expected to:



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- liaise with parents and the wider community, receive and respond to telephone enquiries and to receive visitors as required
- attend support team, staff and other meetings as required
- work actively to secure continuing development through participating in the academy's training programme
- undertake other duties as may reasonably be required
- adhere to all risk assessments and health and safety procedures within the Academy
- maintain appropriate documentation through Microsoft and Library products

## **PART C (IF APPLICABLE)**

### **POLICY RELATING TO THE PERFORMANCE MANAGEMENT PROCESS:**

In addition to agreed responsibilities, in the context of the academy's Performance Management Policy, the post-holder will liaise with team members and contribute to the following:

#### **A Set Objectives**

- Work as a team member, to establish processes to understand concerns, aspirations and day to day working situations;
- Gain an understanding of levels of achievement required to achieve overall academy targets and aspirations;
- Agree and record specific objectives according to the academy's established documentation framework;
- Agree and record support requirements relating to training, development and any specific conditions required relating to the achievement of the objectives;
- Implement any necessary action, liaison or communication to ensure that the support mechanisms are in place and effective.

#### **B Monitor progress towards objectives**

- Agree appropriate strategies for checking on progress towards the agreed objectives, which will include data collection and analysis, informal and formal meetings as required;



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- Implement the process of monitoring and maintain any such records as are agreed between the parties concerned;
- Provide regular feedback to line managers on progress.

### **C Review progress in relation to objectives**

- Establish relevant structures and processes to review achievements at the end of the performance management cycle;
- Complete the appropriate documentation;
- Within the agreed academy procedures, make any necessary communications in relation to performance related pay.

### **D Review and develop the Performance Management process and practice**

- Take part in the monitoring and review of the Performance Management process within the academy with a view to its continuing improvement;
- Undertake any necessary personal training needed to perform the role effectively.

## **Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/ Education</b>	<ul style="list-style-type: none"> <li>• GCSE grade A – C (or equivalent) in English and maths.</li> </ul>	<ul style="list-style-type: none"> <li>• Good standard of education evidenced by A-levels</li> <li>• NVQ level 2-3 Information and Library Services or Customer Services</li> </ul>
<b>Skills/Training</b>	<ul style="list-style-type: none"> <li>• Undertaking administrative duties.</li> <li>• Working in a busy and sometimes pressurised environment.</li> <li>• Dealing with a wide variety of customers.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in an education environment.</li> <li>• Previous experience of working in a learning resources environment.</li> <li>• Ability to use SIMS or</li> </ul>





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		equivalent school based systems.
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Confident in use of Microsoft office packages including excel, word and outlook.</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of accelerated reading - secondary age children and with SEN children</li> </ul>
<b>Personal Qualities, Values and Behaviours</b>	<ul style="list-style-type: none"> <li>• Ability to be work independently as well as part of a team.</li> <li>• Able to meet deadlines for administrative work if required.</li> <li>• An avid reader, passionate about reading and its importance</li> <li>• Willingness to get involved in wider extra-curricular of school</li> <li>• Ability to work with both students and staff.</li> <li>• Understanding of a professional tidy work environment.</li> </ul>	

The Torch Academy Gateway Trust is a dynamic and growing Multi Academy Trust based in the East Midlands. Our Trust Group is committed to providing high quality education to all our students, regardless of their backgrounds. Our track record demonstrates our ability to deliver our core goal: achievement for every child. Our portfolio of schools covers both secondary and primary phases, working in a range of contexts.

Our values are central to the positive ethos that we develop throughout our group of schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities.

We believe nothing is more important than making a difference to children

## Overview of the School

### Ethos

The Nottingham University Samworth Academy has a very clear and distinctive ethos. Our culture is highly aspirant, centred on our passionate belief that every child can succeed. We encourage staff to be creative, independent and ambitious. We expect them to challenge and inspire our



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students, providing high quality learning experiences that motivate students to be the very best they can. High standards and academic rigour underpin our daily work.

We value commitment, independence and courtesy from all of our students. We demand the very highest standards and in return we nurture and respect student ideas and opinions. We explicitly promote leadership skills and offer a range of opportunities for students to take an active role in developing and improving their school. We have a clear message to guide all students in their daily lives; Work hard, be kind.

### **Achievement**

Student achievement is at the very heart of everything we do. We believe that academic and examination success provides the foundation that allows students to make the most of their lives and the opportunities available to them.

Exciting, engaging and inspiring lessons lie at the centre of our curriculum and we constantly strive to provide every child with the very best educational experiences.

Should a child require additional support a range of services are available to ensure every student's success, whatever their individual educational needs.

Our track record at our schools within the Torch Academy Gateway Trust demonstrates our ability to deliver high levels of achievement in a variety of contexts.

### **Curriculum**

At the Nottingham University Samworth Academy Key Stage 3 students study a two-year programme that covers all the National Curriculum subjects. Students are taught in ability groups in the majority of subjects, ensuring that every child is taught at a level that matches their ability.

During our three year Key Stage 4 programme most students study the English Baccalaureate core subjects of English, Mathematics, Science, a Modern Foreign Language and a Humanities subject such as Geography or History.

A wide range of option subjects including visual and performing arts, ICT, technology and PE supplement the core curriculum.

### **About the School**

The Nottingham University Samworth Academy opened in 2009. Primarily serving the residents of Bilborough, the school is housed in a stunning, state-of-the-art building, with excellent resources.

The academy is the product of a partnership between the University of Nottingham and the Samworth Trust.



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In November 2013 the Torch Academy Gateway Trust began working with the Nottingham University Samworth Academy Trust to help develop the school further, ensuring the very best outcomes for all its students.

### **Safeguarding and Child Protection**

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff will be subject to an enhanced DBS check.

The School has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.