



The Collegiate Trust
Exceptional Education for All

LIBRARIAN

Information for Applicants

Academy	Woodcote High School, Croydon
Required	As soon as possible
Salary	S23 – S30 £27,372 -£33,412 (Pro-rata, term time: £23,266 to £28,400)
Closing Date	9am on Friday 22 nd September 2023
Interviews	tbc





The Collegiate Trust

Exceptional Education for All

Our Partnership of Schools

The Collegiate Trust exists to improve education in Croydon, Crawley and the surrounding areas. Our schools choose to work together because of their shared values, an alignment in their approaches to delivering an exceptional education and a common culture of ambition that is focussed on PEOPLE and LEARNING. Collaboration within our forward-thinking family of schools is key to our success.

Our Vision

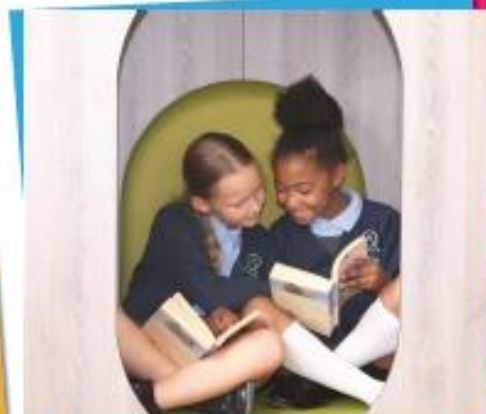
Our vision for The Collegiate Trust is to deliver **Exceptional Education for All** in safe and nurturing environments. Such an exceptional education has three features:

- A **rigorous academic education** which makes sure young people have a rich understanding and knowledge of a wide and relevant curriculum
- A set of **creative and cultural learning experiences** which involves all young people in (and develops an appreciation and understanding of) the creative, performing and physical arts
- The building of **personal qualities and skills** through the rich curricular and extra-curricular work in the school and beyond, developing successful adults who respect each other and their surroundings



Schools in The Collegiate Trust...

- are happy places to work, learn and grow
- value **Partnership**, promote **Progress** and focus on the **Preparation** of young people for the future
- maintain a strong individual identity within our family of schools
- work collaboratively to improve the quality of education and the learning experiences that we provide
- drive forward standards and improve outcomes under a well-supported Principal and a strong Local Governing Body
- achieve value-for-money on highly cost-effective services delivered through the Trust
- deliver our mission of **Collaboration to Deliver Exceptional Education**
- achieve our vision of **Exceptional Education For All**



Welcome



Dear Applicant

Thank you for your interest in the post of *Librarian*. I hope that this information pack will help you to learn more about our fantastic school and that you will be excited about the prospect of joining our excellent team.

Woodcote High School is a fantastic place to work and learn. We have recently joined The Collegiate Trust whose vision of an exceptional education for all accurately describes the ambitions we hold for our students. They are bright, well-motivated and a pleasure to work with, whilst our staff are talented, hard-working and ambitious for themselves and others. We are determined to provide the very best learning environment and learning experiences for our students, as it is the combination of these factors that leads to the high academic standards and enviable reputation that *The Collegiate Trust* is known for. We are very proud of what we do and we are looking forward to collaborating with others in our new family of schools to accelerate our improvement and achieve even more in the future.

I would be delighted to receive an application from you if, upon consideration, you feel that this role and the school may be right for you. To submit an application, please complete the form on our website, attaching where requested a statement of no more than two sides of A4, identifying clearly how you meet the person specification.

If you would like to visit the school or have an informal discussion about the post prior to application, please contact my PA, Lynda Allen, either by email lallen@woodcotehigh.org.uk or telephone 020 8668 6464. She will be pleased to make an appointment for you to speak with me or visit Woodcote High School if you are able to.

Thank you again for your interest and I wish you the best of luck for your next steps.

Yours sincerely

A handwritten signature in black ink that reads "KWoodcock". The signature is written in a cursive style and is underlined.

Kirstie Woodcock
Principal

Our Approach

Woodcote High School is on an exciting journey, one that is going to allow us to build on our strong academic success. We have high aspirations for all our students in our care, both pastorally and academically. We are committed to ensuring that every child who joins us will have every opportunity to reach their full potential and leave us well equipped for integration into society as well rounded citizens who will be able to make a contribution to the wider community.

Woodcote is very much the school of choice for students in our local community and our academic track record of success over the years gives confidence to all our stakeholders.

You can find out more information about us at the following websites:

www.woodcotehigh.org.uk

www.tct-academies.org

Our Values

We want to ensure that our students live by our ASPIRE values of high Ambition, Self-reliance, Perseverance, Inquisitiveness, Respect and Enthusiasm for life. We have developed our curriculum to be not only academically rigorous, but to foster a culture of success in our students.

At Woodcote High School, our purpose is excellence. We will be robust in the delivery of lessons ensuring that we enthuse a thirst for knowledge and develop confident, critical thinkers who embrace challenge. In creating an exceptional learning environment, we will meet the needs of all our students, supporting them in their journey to reach their full potential.

By delivering quality first teaching, our students will be independent, lifelong learners who are ambitious, self-reliant, persevering, resilient and reflective. We will encourage our students to be inquisitive; develop enquiring minds that will increase their enthusiasm and provide academic enrichment. We will develop students with a strength of character that will shape well rounded respectful global citizens equipped to make a positive contribution to society.

In partnership with all stakeholders, our aim is to provide our students with a world-class education.

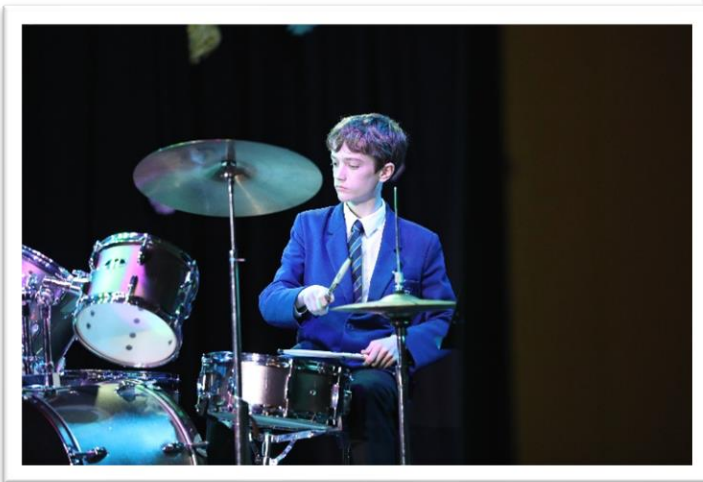
Our Students

At Woodcote High School we feel that students who are happy perform at their best. We provide a positive learning environment, where all students work with confidence and motivation to reach their full potential. We feel that students gain enormously from feeling that their work is valued and that extra effort on their part deserves both praise and reward.

Our Praise and Reward scheme is linked to academic achievement by going above and beyond in, for example, progress, participation, an excellent piece of coursework/homework, test result or consistent effort over time. The Headteacher holds reward breakfasts once a term to celebrate students' success.

Students enjoy their parents being informed of good work and staff regularly send out positive praise postcards so that parents/carers are immediately aware of good work or behaviour.

Year group praise and reward systems are in place; these feed into celebration assemblies and prize draws.



At the end of each term, our whole school end of term assembly concentrates on praise and reward and students receive certificates, prizes, and trophies for their achievement.

Woodcote High School is also part of the Jack Petchey Foundation Achievement Awards Scheme - a recognition and reward initiative which enables us to celebrate the achievements of our students as well as receive additional funding. In the summer term we hold a Praise and Awards' Evening where we present certificates for achievement in all aspects of school life. Parents are invited to attend and watch their child receive these awards. A separate Sports Awards' Evening is held annually to reward the considerable sporting achievements within school.

Our Trust

The Collegiate Trust works in the Crawley and Croydon areas with a clear vision to deliver *exceptional education for all*. Such an education achieves excellent outcomes in pupil progress and attainment, a rich creative, cultural and physical learning experience, and great personal and social development for all pupils. We achieve this by working with and developing strong teams of staff in each school, under the direction of the Principal of the school and the *Local Governing Body* (LGB)

Each school within the Trust is supported centrally by a designated *Director of School Improvement* on teaching and learning issues, the *Chief Operating Officer, Chief Finance Officer & HR Manager* on business management and HR issues, and the *CEO* on wider leadership issues. This complements rather than replaces in-school functions and allows the Principal and LGB to operate with a high level of autonomy in delivering the highest standards in their school. The LGB works to a *Scheme of Delegation* approved by the Trust's Board of Directors.

There are currently eight schools in our family:

Name	Range	Size	Principal	OFSTED
Riddlesdown Collegiate (founding school)	11-18	2065	Mrs Katie Turner	Outstanding
Gossops Green Primary (1.11.2016)	4-11	594	Mrs Sarah Dunne	Good
Waterfield Primary (1.3.2018)	3-11	390	Mr James Purveur	Good
The Quest Academy (1.6.2018)	11-18	970	Mr Andrew Crofts Mr Thomas Beecham (Head of School)	Good
Quest Primary School (1.9.2018)	3-11	206	Mr Andrew Crofts Miss Jo Stawman (Head of School)	Good
Courtwood Primary (1.9.2018)	4-11	213	Mrs Natasha Grant	Good
Kenley Primary (1.9.2021)	4-11	196	Mrs Denise Dixon	Good
Woodcote High School (1.4.2023)	11-18	1273	Ms Kirstie Woodcock	Good

Another secondary school in Crawley is expecting to join us in 2023.

Each school is overseen by a *Local Governing Body*, which operates through the Trust's *Scheme of Delegation*. Governance is supported by the Governance Manager. The Chairs of the LGBs meet termly with the Chair of the Trust in a Chairs' Forum; safeguarding leads on each LGB also meet in our *Safeguarding Network*.

The Principals are supported by the central executive team in planning and implementing all aspects of work.

Job Description – Librarian

The duties and responsibilities for this post are listed below.

DUTIES AND RESPONSIBILITIES:

- To promote a love of reading across all year groups by selecting stimulating books, creating engaging displays, running competitions and hosting an annual book fair
- To manage all library materials correctly and develop the existing stock further using the allocated budget
- To maintain an efficient and orderly learning environment for all students
- To provide a safe and inclusive space for students by facilitating enrichment activities and clubs before, during and after school
- To provide support for GCSE and A-Level students in study and research skills

DIMENSIONS OF THE ROLE:

Support for students and staff:

- To run library induction lessons for Year 7 in partnership with the English Department
- To supervise and oversee study in the school library and to maintain general discipline, during and after school hours
- To work with individual students in assisting them to select books that match their level of literacy and areas of interest
- To work in a positive way to minimise the incidents of late returns and loss
- To supervise student librarians, arranging induction and providing any appropriate training
- To encourage reading as an essential part of the wider curriculum
- To work with heads of department to develop their schemes of work by identifying resources and equipment that will be of use to them.

Daily duties:

- To prepare and manage the library budget, including funds allocated for the purchase of library materials and equipment
- To select and purchase age-appropriate library resources using approved suppliers
- To organise the cataloguing, classifying and indexing of the library resources
- To manage the day-to-day organisation of the library, including the supervision of routine clerical duties such as filing, shelving and processing invoices
- To liaise with the IT and facilities teams to respond quickly to any technical or environmental issues that may arise

Promoting the Library:

- To maintain the library in good order and create a quiet and productive atmosphere conducive to study and learning
- To promote the use of the school library as a suitable venue for meetings and various displays
- To encourage students to read through competitions, reading groups, national events such as World Book Day etc.
- To receive visitors, including prospective students and parents, and promote the library to them by giving a brief tour of the facilities

Person Specification

Qualifications
Good basic education to GCSE standard or equivalent (GCSE grade C or equivalent in Maths and English)
Experience
Knowledge of policies, procedures and practices for library management.
Highly organised with good time management skills and the ability to work under pressure and independently
Knowledge, understanding and competence in ICT including library management systems
Skills and Attributes
A high degree of professionalism in their approach to work and tasks set
Communicate clearly with all sections of the school community both orally and in writing.
Ability to analyse the needs of library users and secure appropriate resources to meet those needs.
Creativity in making the library an attractive place for pupils, supporting literacy Knowledge of SIMS or equivalent
Learning support skills and developing the research capabilities of students.
Good oral and written communication skills and the ability to ensure that deadlines are met
Understanding of safeguarding issues and promoting the welfare of students and young people.
Suitability to work with children

***The Collegiate Trust* is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, online searches and the Disclosure and Barring Service.

Appointment will be dependent upon further health, medical and attendance checks.

Why Work With Us?

The Collegiate Trust is an exciting, fast-paced group of schools committed to progress, collaboration and excellence for all – staff and students alike. We are a dynamic and expanding trust of eight schools (three secondaries with Sixth Form provision, and five primaries) with numerous and diverse career opportunities for both new and existing staff.

All staff and governors, at every level of their career, in both teaching and business support functions, have an equal entitlement to Continuous Professional Development (CPD). This promotes, develops and supports staff in their shared commitment to lifelong learning. Results are reviewed and evaluated regularly in order to support further development of our CPD programme and drive constant improvement.

Through expert facilitation, Trust-wide collaboration, inter-school networking, and our extensive CPD programme, every member of staff has the opportunity to make substantial contributions to the development of the curriculum, pedagogy and delivery of business services, whilst improving their own prospects of career progression. We are committed to:-

- facilitating **career progression**
- offering **excellent professional development**
- providing **opportunities to lead**
- extending **support from Trust experts**
- developing **collaborative opportunities** to generate new and next practice

Other tangible benefits of working within a TCT school include¹:-

- ✓ Performance rewards
- ✓ Two-Week October Half Term (instead of 5 INSET days)
- ✓ Well-equipped Staff Room and Work Room
- ✓ Good learning resources in classrooms
- ✓ Free use of Fitness Suite
- ✓ Encouraged participation in NPQ programme through various provisions

Individuals who are successful in their application to The Collegiate Trust join us at an exciting time. In return for the opportunity to be part of our Trust, we ask that all joining members of staff share in our vision of “Exceptional Education For All” and are motivated to work continuously towards developing their own professional excellence.

¹ At the time of publication, not all benefits available at every TCT school.

How To Find Us

By Car

Please see the map.
M25 J6 or J7.

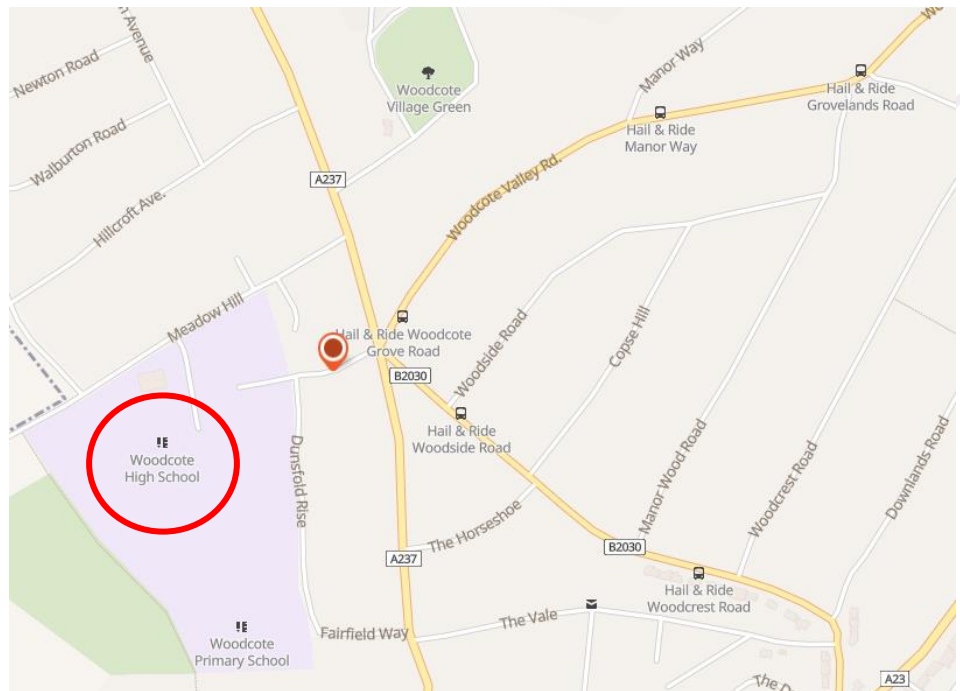
Parking is available on and off site.

By Train

Into Coulsdon South,
Coulsdon Town, Reedham or
Purley stations.

By Bus

On routes 434 and 463.



Woodcote High School

Meadow Rise, Coulsdon, CR5 2EH

☎ 020 8668 6464

✉ enquiries@woodcotehigh.org.uk

💻 www.woodcotehigh.org.uk