



Kendrick School Support Staff Application Pack

**Library Resource Coordinator
for February 2020**

(8am to 12.30pm; 12.30pm to 5pm alternate weeks)

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Letter from Ms Kattirtzi, Headteacher, Kendrick School

Dear Applicant

Thank you for your interest in the role of Library Resource Coordinator at Kendrick School. This is a part-time role to support an existing job share arrangement – 8.00am to 12.30pm and 12.30pm to 5.00pm on alternate weeks.

Kendrick School is an 11-18 selective girls' school with academy status. Since 2003 Kendrick has enjoyed the **benefits of being a specialist school in Science, Mathematics and Languages**; this ethos of **specialism is reflected across all subjects** taught at Kendrick. In 2007 Kendrick entered into a **soft federation with Reading Girls' School** with whom it still maintains a working partnership for the benefit of girls' education. In **February 2011 Kendrick became an Academy**.

Kendrick has an impressive record of the highest academic standards and achievements and is acknowledged as being one of the very best state schools in the country; **it is a centre of excellence for girls' education** and an outstanding school.

Kendrick is a **forward looking school and grasps the opportunities** that present themselves. A **love of learning** is at the heart of Kendrick with a strong emphasis on high quality teaching. The curriculum is organised to meet the needs of all students and is regularly reviewed and considered. All **staff are hardworking and dedicated** to the school; teaching staff are specialists and experts in their field and are committed to achieving the best for their students. **Girls are bright, enthusiastic and curious and have a love of learning.**

As an outstanding school, **Kendrick seeks to work with other schools and organisations** and to this end we have excellent relationships with secondary and primary schools within the local area and beyond. **Kendrick actively pursues partnerships with educational establishments as well as with local businesses.** These associations benefit the students of Kendrick and also enable us to share the good practice and opportunities we have with other schools and students in Reading.

As well as the formal curriculum, students at **Kendrick enjoy a rich and varied extracurricular education.** The **House System** provides opportunities for healthy competition with numerous annual house events which are key activities in the school year. Many of the House events are coordinated by the **Head Girl Team and House Captains** who work energetically with staff to support this vital community aspect of the school. **School Council** is an active student leadership group which discusses and drives change for the students.

Underpinning all that goes on at Kendrick is the superb **Kendrick Community Spirit**. There are **excellent relationships between staff and students**. Staff give generously of their time and are rewarded by the commitment and dedication of the students. This unique school community is supported by an **expert governing body** and an active parents' association, the **Kendrick Parents' Society**. Any day at Kendrick is busy, fun and enjoyable!

As the Headteacher of Kendrick, my vision is to **lead, inspire and make a difference to the lives of girls and young women**. I believe passionately in girls' education and know that Kendrick School affords its students the very best education there is. My commitment to the school is to safeguard the core values on which the school is based, extend the excellence of the school and always grasp the opportunities to secure its future.

I look forward to receiving your application.

Ms Christine Kattirtzi
Headteacher

Safeguarding at Kendrick School

At Kendrick we believe that every student has, at all times and in all situations, a right to feel safe and protected from any situation or practice that results in a student being physically or psychologically damaged.

As a consequence:

- We accept that all staff are an integral part of the student safeguarding process
- We accept totally that safeguarding students is an appropriate responsibility for all staff and the Governing body and wholly compatible with pedagogic responsibilities
- We recognise that safeguarding children in this school is a responsibility for all staff including volunteers and the governing body
- Will ensure that all staff in the school are aware of the possibility that a student is at risk of suffering harm, and know how to report concerns or suspicions
- Will designate a senior member of staff, the Headteacher, who is responsible for coordinating action within the school and liaising with other agencies
- Will safeguard the welfare of children whilst in the school and take positive measures to address bullying
- Will share our concerns with others who need to know and assist in any referral process
- All staff are given training every three years (training took place September 2014)
- New staff receive training within one month of joining Kendrick

Safer Recruitment Policy

The Headteacher and Governors of Kendrick School are aware of their responsibility for appointing appropriate teaching and support staff, ensuring that all staff have the health and qualifications for the post and are proper and fit persons to be in charge of children and young people.

Kendrick School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff and adheres to the guidelines outlined in the 'Safeguarding Children: Safe Recruitment and Selection' (2009) and the school's Child Protection Policy and the Keeping Children Safe in Education Guidance (2016).

We believe that all students, regardless of age, special needs or disability, racial/cultural heritage, religious belief and sexual orientation have the right to protection from all types of harm and abuse. This policy will operate in conjunction with other related policies and procedures, such as whole school policies on Bullying and Equal Opportunities.

Our approach to child protection is based on, and reflects the current principles recognised in UK legislation, including those around maintaining confidentiality and reporting concerns about students likely to suffer significant harm to the child protection agencies.

We encourage the students in our care to raise any concerns that they might have and ensure that these are taken seriously.

We are committed to working in partnership with parents; child protection agencies and diverse communities, to continuously develop and improve the Safeguarding Culture within our school.

Our robust approach to safeguarding and promoting the welfare of our students aims to help keep students safe and importantly equip them to tackle the challenges and opportunities of daily life with renewed confidence and vigour.

Individuals who have lived or worked outside the UK

Section 114 of the Keeping Children Safe in Education states that individuals who have lived or worked outside the UK must undergo the same checks as all other staff in schools or colleges. In addition, schools and colleges must make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered. These further checks should include a check for information about any teacher sanction or restriction that an EEA

professional regulating authority has imposed, using the NCTL Teacher Services' system. Although restrictions imposed by another EEA regulating authority do not prevent a person from taking up teaching positions in England, schools and colleges should consider the circumstances that led to the restriction or sanction being imposed when considering a candidate's suitability for employment.

At Kendrick School, we seek to ensure that Overseas Criminal Checks are completed on all new starters who have worked or lived overseas for more than 3 months since the age of 18. In addition, every new starter is checked on the NCTL Teacher Services system for the following:

- Teachers who have failed induction or probation
- General Teaching Council for England (GTCE) sanctions
- Teachers and others prohibited from the profession
- Teachers sanctioned in other EEA member states

Example of Reference Request

In line with 'Safeguarding Children and Safer Recruitment in Education', written references will be required for all shortlisted candidates in order that any relevant issues can be taken up at interview. Previous employers may also be approached to verify particular relevant experience or qualifications prior to interview. For more information on references please see the Application Form Guidelines section.

Support Staff Reference Request Form

Reference for:	Job Title:
Name of Referee:	
Name of company/organisation:	
Capacity in which the candidate is known to you:	
How long have you known the candidate:	
Dates of employment (if applicable):	
Reason for leaving:	
Was the candidate subject to any formal form of performance management/disciplinary action within the last 12 months?	Yes/No
If yes, please give further details:	

Would you employ the candidate again?	Yes/No
If no, please give further details:	

Please rate your experience of the candidate's performance/experience in the following areas:

Criteria	Poor	Good	Excellent	Unable to comment
Verbal and written communication skills				
Organisational skills				
IT knowledge and ability				

Please provide any additional comments here.

Signed: Position: Date:

Thank you for providing this information.

Please return this form marked 'Personal' to Amanda Emberson by:

Fax: 0118 9015858

Email: aemberson@kendrick.reading.sch.uk

By post Kendrick School, London Road, Reading, RG1 5BN

How to apply

- Please complete the application form using the guidance notes below. CVs will **not** be accepted as a method of application.
- Please also complete the Declaration of Convictions form. Applications cannot be considered without a completed form.
- Send both completed forms to aemberson@kendrick.reading.sch.uk or by post to Amanda Emberson, Kendrick School, London Road, Reading, RG1 5BN by the closing date.
- Receipt of application will be acknowledged by email.
- We will only contact you again if you are shortlisted for interview.

Guidance notes on completing the application form

(only the sections marked with an asterisk (*) will have guidance notes below)

Personal Details

Please enter your personal details fully so we may contact you about your application

Right to work in the UK: In accordance with the Asylum and Immigration Act 1996, the successful applicant will be required to provide documentary evidence of legal entitlement to live and work in the United Kingdom.

References

Please give the names and addresses, both postal (and e-mail if available) of two referees. If you have been or are employed, the first referee should be your current or most recent employer. If this employment has been within a school, this will be your head teacher. If you do not name your current/most recent head teacher as a referee please expect to be questioned about the reason for this prior to interview.

If you have been unemployed for some time, you should instead, name somebody who knows you well and wherever possible someone able to comment on you in relation to the job for which you have applied. References will not be accepted from relatives or from people writing solely in the capacity of friends.

In line with 'Safeguarding Children and Safer Recruitment in Education', written references will be required for all shortlisted candidates in order that any relevant issues can be taken up at interview. Previous employers may also be approached to verify particular relevant experience or qualifications prior to interview

Education/Qualifications/Training

Please complete this section as fully as possible and continue on a separate sheet if more space is required. We will require evidence of your higher and/or relevant qualification and may check your qualifications with the relevant awarding body.

Previous Employment/Activity

Please list all previous employment and activity, excluding education and training. Start with your most recent employment, if different from that stated in the previous section, and list chronologically backwards. Please include all employment, unpaid work, voluntary work and periods away from work such as raising a family. **It is vital that you ensure all dates are provided and no gaps in activity are left unaccounted for.**

Skills, Abilities, Knowledge and Experience

Pick out those aspects of your experience or skills that are relevant to this post. Explain how your experience, abilities, skills and knowledge match those required for the vacancy as set out in the person specification. Remember to consider experience in previous employment and relevant experience from voluntary/leisure/college activities.

Other information should include relevant information particularly related the school e.g. the curriculum on offer, ethos of the school, etc. Give clear examples where you can in support of your application.

Disclosure of a Criminal Record

IMPORTANT

A check as to the existence and content of any relevant criminal record will be requested from the Disclosure and Barring Service (DBS) after a person has been selected for appointment. Refusal to agree to a check being made could disqualify you from being considered for the appointment.

Under the Rehabilitation of Offenders Act 1974, you have the right not to disclose details of “spent” convictions. However, for certain jobs, employers are allowed to ask about these offences. The Rehabilitation of Offenders Act 1974 (Exception Amendment) Order 1986 sets out details of all jobs to which this applies and the job you have applied for is included in the list.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found in the accompanying Guidance Notes. Please give details of any relevant criminal convictions that you may have. The disclosure of a criminal record may not necessarily prevent you from being appointed. The nature of the offence, how long ago it took place, your age at the time and any other relevant factors may be considered when a decision is made. Please note that some convictions are never considered “spent” under the terms of the Act.

Obtaining police checks for period lived outside the UK

If you have **lived outside the United Kingdom (UK) for a period of more than 6 months within the last 5 years** you will be required to provide a police check from that country to cover that period.

If you are ineligible for a police check in the country you lived in outside the United Kingdom (for example because you were under the age required for police checks in that country, or because you are not a national of that country), or if you are unable to obtain a police check from an overseas country for other reasons, we may accept references from previous places of study or employment in that country. If this applies to you please contact us for further guidance.

Further information regarding obtaining a police check from other countries is available via the [Gov.uk website](https://www.gov.uk/government/organisations/disclosure-and-barring-service) for guidance on criminal record checks for overseas applicants.

Please bear in mind that some overseas countries will charge for a police check. Information for the different countries and fees involved can be found at the above link.

Filtering of Cautions and Convictions

This section provides guidance on the convictions which do not need to be declared on your application form. Please read carefully before answering this question. Further information is available from: www.gov.uk/government/organisations/disclosure-and-barring-service

The filtering rules (which remove certain old and minor convictions and cautions, reprimands and warnings from a Data and Barring Service (DBS) Certificate) were developed by the Home Office and the Ministry of Justice and introduced with new legislation:

The legislation is:

- Police Act 1997 (Criminal Record Certificates: Relevant Matters) (Amendment) (England and Wales) Order 2013;
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

The Filtering Rules

For those 18 or over at the time of the offence:

- An adult conviction will be removed from a DBS Certificate if:
 - 11 years have elapsed since the date of conviction; and
 - it is the person's only offence; and
 - it did not result in a custodial sentence.

Even then, it will only be removed if it does not appear on the range of offences which will never be removed from a certificate, which include serious sexual and violent offences (see Exceptions to the Rules). If a person has more than one offence, then details of all their convictions will always be included.

An adult caution will be removed after six years have elapsed since the date of the caution – and if it does not appear on the list of offences relevant to safeguarding.

For those under 18 at the time of the offence:

- For convictions, the same rules apply as for adult convictions, except that the elapsed time period is five and a half years.
- For cautions, the same rules apply as for adult cautions, except that the elapsed time period is two years.
- Exceptions to the Rules

Some offences will never be removed from a DBS Certificate. These include the most serious sexual and violent offences. You can view this specified list of offences:

www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check

Advertisement

LIBRARY RESOURCE COORDINATOR

**Part-Time Role to support an existing job share arrangement (alternate weeks - 8am to 12.30pm; 12.30pm to 5pm)
22½ hours per week term time plus 1 week during the summer holidays and INSET days as and when required
Actual: 9,859 pa (£19,171 FTE)**

Required for February 2020, an enthusiastic and well-organised Library Resource Coordinator. Experience is not essential, however, you must be motivated, creative and passionate about students' learning, books and reading.

Kendrick School is a high achieving selective school for girls aged 11 to 18. It is a specialist school in Science, Mathematics and Languages. The Library is an integral part of learning at Kendrick School. It aims to provide a supportive and welcoming environment for all members of the school community, in which to enjoy reading, research and study for both academic and extra-curricular purposes. There is space for individual private study and class or group lessons and is open throughout the day and after school.

As a valued member of staff, working together with the current postholder, your role would involve the management, development and promotion of the Library, ensuring that all students and staff have access to a wide range of reading matter, reference materials, research tools and information services. You would be responsible for supervising students and supporting them with their independent learning as well as organising and maintaining the school archives for school events and the Alumnae. A key part of this role is providing administrative support to the Work Related Learning Coordinator including maintaining both the physical and website careers library.

An application form and a job description can be downloaded from the school website or obtained by contacting Ms Amanda Emberson at the school. Visits to the school are welcome.

CVs cannot be accepted as a method of application.

Closing date: Thursday 27th January 2020

Kendrick School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service. Kendrick School is an Equal Opportunity employer

Kendrick School

JOB DESCRIPTION



Job Title: Library Resource Coordinator

Job Purpose: The management, development and promotion of the Library, ensuring that all students have access to a wide range of reading matter, reference materials, research tools and information services. Responsible for supervising students and supporting them with their independent learning as well as organising and maintaining the school archives for school events and the Alumnae.

Reports to: School Business Manager

Hours: 8.00am to 12.30pm or 12.30pm to 5.00pm. 22½ hours a week, Monday to Friday, one week to be worked in the summer holidays and INSET days as required.

Key Accountabilities (shared with the current postholder)

- The management, development and promotion of the Library, ensuring that all students have access to a wide range of reading matter, reference materials, research tools and information services
- Responsible for supervising students in the Library and supporting them with their independent learning, promoting good standards of behaviour and good working ethos.
- Support students with literacy and study skills including:
 - Year 7 Library induction including issuing cards, research skills, reading book selection
 - Year 10 study skills for GCSE
 - Sixth Form Library induction including research skills, referencing, plagiarism and EPQ
- To make the Library attractive and accessible to all students and staff, including displays and publicity.
- To display and promote books and resources in line with a programme of themes.
- To promote a reading culture with literacy and reading initiatives including World Book Day, author visits, Bookbuzz, Readathon, Berkshire Book Aware and National Poetry Day.
- Managing the Library management system and supporting its use by students and staff.
- Budget planning
- Assisting Library users to become proficient in using online resources.
- Organising and maintaining the school archives for school events, enquiries, displays, the Archive Club and the Alumnae.
- To be first aid trained.

Individual Accountability

- Providing administrative support to the Work Related Learning Coordinator including maintaining both the physical and website careers library.

Person Specification

An enhanced DBS clearance and two satisfactory references are an essential requirement.

Reports to the School Business Manager

	Selection Criteria		Evidence
	Essential	Enhanced	
Qualifications and Experience	<ul style="list-style-type: none">• Educated to at least GCSE Grade C standard or equivalent in English and Mathematics	<ul style="list-style-type: none">• Professional qualification	Application Form Interview References

	<ul style="list-style-type: none"> • Solid background of working in an administrative environment. 	<ul style="list-style-type: none"> • Experience of working in a school or working with young people 	
Knowledge/Skills	<ul style="list-style-type: none"> • Effective communication and interpersonal skills with both adults and children. • Knowledge, understanding and competence in ICT • Knowledge of books for young people • Ability to manage and disseminate information in a range of different media • Proactive and imaginative in approach to provision and promotion of the Library • Excellent organisational skills • Be able to prioritise tasks and to be able to show initiative with dealing with day to day situations. • Learning support skills 	<ul style="list-style-type: none"> • Working knowledge of Oliver Library Management system • Website management • Budget management • Advanced research skills 	Application Form Interview References
Personal Qualities	<ul style="list-style-type: none"> • Friendly and professional attitude • Positive and 'can do' approach • Flexible learning style • Energetic • Enthusiastic • Self-motivated • Creative • Able to work effectively as part of a team • Desire to enhance and develop skills and knowledge through CPD • Commitment to the highest standards of child protection • Recognition of the importance of personal responsibility for Health & Safety • Commitment to the school's ethos, aims and its whole community 		Application Form Interview References