

# **Redmoor Academy**

Excellence Opportunity and Success for All

## Librarian and Teacher of Literacy



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# Letter from the Principal

Dear Applicant,

Thank you for taking an interest in the post of Librarian and Teacher of Literacy to start August 2024 at Redmoor Academy. I hope you find the following details informative as you consider the opportunity of joining this very successful school. Since the introduction of a new Principal and leadership team in 2017, Redmoor has experienced sustained and continuous improvement to ensure our students make better progress than similar students nationally. This was recognized in our most recent Ofsted inspection in September 2021 where we were judged securely "good" in all areas, demonstrated by 6 years of positive Progress 8 and fantastic GCSE outcomes for students, evidenced in the social development of our students as they become valuable members of the community and affirmed by the significant over subscription for places in Year 7 we experience every year.

We continue to invest significantly in our building and facilities, including new classrooms, ICT provision, science laboratories and refurbished sports courts. The school is consistently and substantially oversubscribed with over 900 students on roll. Excitingly and as a result of our continued success, we are about to expand further, increasing the number of students that can be admitted into Year 7 with an investment of £10 million to develop our sports, science, art and catering facilities to provide a first-class learning environment.

We are situated on the western edge of Hinckley on the Leicestershire/ Warwickshire border with excellent links to Leicester and Coventry, being close to the M69 and A5. This is an exciting time to join our committed and supportive team at Redmoor Academy.

We set high aspirations within a culture of academic excellence, evidenced by the excellent progress students of all abilities make and the number of Grade 9s and Distinction \*s in our GCSE results. We teach the majority of subjects in mixed attainment groups and are passionate in our desire for every student to be successful. Our ethos is underpinned by a strong and supportive pastoral culture which promotes pupil well-being, as we believe in the education of the whole child in order to equip them to be good citizens in society.

The school's most recent Ofsted visit in September 2021 recognised that Redmoor is "*ambitious for everyone to do well in all aspects of school life and is a school that serves its community well*" and that "*pupils and staff are very proud of their school.*" The inspection report confirmed what was widely known in the local community: that Redmoor Academy was a good school, with the quality of teaching, the curriculum, pastoral care and leadership all identified as strong.

At Redmoor we invest in the continued professional development of all of our colleagues. Our CPD programme focuses on whole school priorities and the continuous development of pedagogy based on research, best practice and our excellent links with other schools. In addition, we offer individualised CPD pathways which support staff at all stages of their career progression including coaching, in-house training and National Professional Qualifications for middle and senior leaders.

Our staffing profile is very stable and our staff are excited and proud to work here. We are not complacent and continually strive to improve and achieve further successes. The future is exciting and we are totally committed to raising aspirations and achieving fantastic outcomes for all students. You could be a part of our future.

At Redmoor Academy, Literacy is taught once a week to our Year 7 and 8 students. Our department consists of vibrant and passionate members of staff from across the school who are committed to developing students' communication skills, understanding of language and love of literature. Through these lessons, our students develop strong oracy skills that empower them to share their opinions in a confident and empathetic way, and, through the shared reading of high-quality fiction, a deeper understanding of the world around them. We are seeking to appoint an enthusiastic and dynamic practitioner who will support both the delivery of our Literacy curriculum and our interventions aimed at struggling readers.

Our Librarian will play an important role in raising the profile of reading across all year groups, working alongside our Literacy Coordinator to do so. This exciting and challenging post therefore requires a resourceful, creative and enthusiastic individual with a dedication to inspiring a love of reading for all of our students.

Staff well-being is very important to us and we are genuinely a happy place to work. All Redmoor staff have access to a range of benefits, recently enhanced to include a healthcare package (upon successfully completing a 6 month probationary period) that provides refunds on everyday medical expenses (opticians and dental care included) and also access to experts and scans as required. Our other benefits include complimentary hot drinks, access to well-being and counseling services and professional development courses linked to your role.

We have a clear understanding of what we are looking for in the staff we appoint. If you have a desire to work hard transforming lives, are a team player and want to be part of a dynamic team, you could be a Redmoor person.

Yours Sincerely

**M Nicolle**

Mr M Nicolle  
Principal

# Application and Appointment Process

**Salary:** Grade 8, £26,427 – £28,776 Pro rata – **actual salary** £22,613 - £24,623    **Tenure:** Permanent  
**Hours of work:** 37 hours per week. 8am – 4pm, 39 weeks. 38 weeks term time plus teacher training days and 2 additional days to be worked in the holidays in agreement with your line manager  
**Start date:** 27<sup>th</sup> August 2024  
**Closing Date:** Monday 20<sup>th</sup> May 2024  
**Interview day:** To be held week commencing 3<sup>rd</sup> June 2024

Informal enquiries to Miss K Smith on 01455 230731, email: [ksmith@redmooracademy.org](mailto:ksmith@redmooracademy.org)

## Application Procedure

Applications should comprise of:

- A completed Redmoor Academy Application form (found on our website)
- A letter addressed to the Principal indicating the reasons for applying for this post and how your training and experience is relevant.

*Should you be invited for interview and have any particular requirements, please make these clear in your application.*

## Submitting Applications

Applications may be submitted by email to [ksmith@redmooracademy.org](mailto:ksmith@redmooracademy.org) or by post or in person for the attention of:

Miss K Smith, Redmoor Academy, Wykin Road, Hinckley, Leicestershire LE10 0EP.

*Royal Mail – Postal Pricing System. Please ensure that postal applications carry the correct postage according to weight and measurement of the item, as items with insufficient postage will be held and delayed by the Royal Mail. Details of their pricing systems are available on [www.royalmail.com](http://www.royalmail.com) or from a Post Office Branch.*

## Acknowledgement of Applications

Please note that we are unable to acknowledge postal applications. If you would like an acknowledgement please enclose a stamped addressed card or envelope, and place it at the front of your application. If you email your application you will receive an automated acknowledgement.

## Shortlisting and Interviews

Shortlisting and interview arrangements are the responsibility of the recruiting department. Please contact Miss K Smith, email: [ksmith@redmooracademy.org](mailto:ksmith@redmooracademy.org) if you have any queries. We conduct online searches on all shortlisted candidates as part of our due diligence. The check is taken place by someone independent to the shortlisting panel. If any issues are identified these will be explored at the interview.

## Outcome of Applications

Vacancies at the school often attract a large number of candidates and it is not always possible to respond individually to every application.

# Job Description

<b>Job Title:</b>	<b>Librarian &amp; Teacher of literacy</b>
<b>Grade:</b>	8
<b>Responsible To:</b>	Literacy coordinator
<b>Key Relationships/ Liaison with:</b>	Teachers, Students, Support Staff
<b>Job Purpose:</b>	<p>To support the teaching and learning within the school in accordance with school policy and the pursuit of high standards of student achievement.</p> <p>To manage and organise the library:</p> <ul style="list-style-type: none"><li>● Organisation, routines and management information</li><li>● Materials including books and other resources</li><li>● Environment</li><li>● Promotion and use</li></ul>
	<p>To support students through the provision of a well-resourced library that enables effective teaching and learning to take place.</p> <p>The role will develop as the school develops its systems of learning. A key role is to work with others in developing new structures and systems of learning.</p>

## Duties and responsibilities specific to the post

- Plan and oversee the organisation of the library including issue, return, renewal and reservation of resources, managing overdues, shelving resources and keeping them in order and in good repair and well stocked.
- Administration of the computerised library management system.
- Promote the resources of the library throughout the school and maintain an environment which is welcoming, safe and conducive to learning, including the provision of library displays.
- Running of the school stationary shop.
- To provide library induction to students of the library systems and routine. To guide and assist students enabling them to identify, locate and access the most appropriate resources
- Supervision of students using the library during break and lunchtimes and maintain good working conditions which support their study.
- Manage student library assistants as appropriate.
- Review and revision of Library Policy and organiser insert regarding library rules.
- Help students and staff make the most effective use of resources within the library to assist learning and teaching, developing student information handling and literacy skills.
- In liaison with teaching staff, support reader development programmes and activities to support literacy and reading for pleasure.
- Liaise with external agencies such as library support networks, systems developers and the National Literacy Trust, to maintain a contemporary stock and efficient systems.
- Engage with and respond to local and national reading or literacy initiatives and events to create excitement around reading, for example by encouraging competitions and challenges and participating in Book Buzz and the Carnegie programme.

- Provide library usage data as required by colleagues for monitoring the progress of school development strategies and for reporting to leaders and governors.
- Provide borrowing information to relevant staff e.g. to tutors: overdue library book lists
- To lead book club intervention for Year 7 and Year 8
- Undertake any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions.
- To contribute to the planning, delivery and evaluation of whole class learning activities, including delivering lessons to the whole class without a teacher being present and feeding back on student engagement and achievement.
- To devise, organise and manage clearly structured learning activities for individuals, groups and whole classes, that interest and motivate students and advance their learning, monitoring responses and modifying your approach accordingly.
- To monitor and evaluate learner's progress using a range of assessment techniques, to provide focused support and feedback.
- To support the physical, intellectual, emotional and social development of students, contributing to planning and facilitating children and young people's learning and development
- To promote positive behaviour and relationships, using effective strategies in a timely manner in accordance with school policy.
- Support students utilising our study space provision along with other staff present
- Undertake any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions.

#### **SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply :**

- (a) The nature of the work may involve the post holder carrying out work outside of normal working hours.
- (b) The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service regarding any previous criminal record.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Please note that we operate a formal staff dress code. Dress should be smart, professional and business-like. Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.**

Redmoor Academy is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.

# Person Specification

		ESSENTIAL	DESIRABLE
<i>QUALIFICATIONS</i>	<ul style="list-style-type: none"> <li>HLTA qualification or equivalent qualification and/or high level of teaching assistant experience.</li> </ul>		✓
	<ul style="list-style-type: none"> <li>Willingness to work towards HLTA qualification</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Level 2 qualifications in maths/numeracy and English/literacy</li> </ul>	✓	
<i>EXPERIENCE</i>	<ul style="list-style-type: none"> <li>Experience of supporting planning, evaluation and delivery of learning activities for children and young people in a formal setting.</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Experience of first level line management</li> </ul>		✓
<i>CURRICULUM</i>	<ul style="list-style-type: none"> <li>Knowledge of child protection, health and safety procedures and their application in a school setting.</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Awareness of a range of frameworks that support the education, development and well-being of children</li> </ul>	✓	
<i>SKILLS</i>	<ul style="list-style-type: none"> <li>Ability and willingness to undertake professional development.</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Good interpersonal skills.</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Empathy with children and young people.</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Ability to effectively manage student behaviour in accordance with school policy and procedure.</li> </ul>	✓	

	<ul style="list-style-type: none"> <li>Ability to work effectively as part of a team.</li> </ul>	✓	
<i>STUDENTS</i>	<ul style="list-style-type: none"> <li>Understanding of the importance of supportive student/teacher relationships</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Ability to communicate effectively with young people</li> </ul>	✓	
<i>PARENTS AND THE COMMUNITY</i>	<ul style="list-style-type: none"> <li>Understanding the importance of the partnership with parents and Redmoor Academy</li> </ul>	✓	

*PERSONAL QUALITIES*

*Ability to keep to deadlines and achieve targets*

*Good analytical and planning skills*

*Ability to work under pressure*

*Enthusiasm and energy*

*Desire to contribute to a forward-looking, innovative school*

Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including:

- Motivation
- Ability to maintain appropriate relationships and personal boundaries
- Emotional resilience in working with challenging behaviour
- Effective use of authority and maintaining discipline

*This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/ or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006.*