



Stoke Newington School
& Sixth Form

Recruitment Pack

Library Assistant

Start Date: Monday 10th March

Compassion



Ambition



Resilience



Excellence



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Headteacher's Welcome

Dear Applicant,

A warm welcome to Stoke Newington School (SNS) and thank you for your interest in the post for **Library Assistant**. This is an exciting time to be working with us as we move forward to enhance our offer, so we achieve outstanding academic outcomes and close the gaps in student achievement.

We are an oversubscribed school with a diverse and enthusiastic student intake reflecting our local vibrant community. Our recent Ofsted inspection (July 2022) recognised us as a “Good” school with many strengths. Our students are “proud of the diverse nature and inclusive ethos of their school. Enthusiastic and committed teachers make lessons interesting for pupils,” and “teachers have strong subject knowledge and are passionate about their subjects.”

This is a key post for the school. You will be one of a strong team who are keen to develop consistently outstanding practice in supporting our diverse student intake.

You must have excellent interpersonal skills, a strong team ethic, drive, determination, energy, and the highest expectations of every student. You must be committed to excellent provision for our students.

We are committed to our pledge of being an anti-racist school and strive to have a workforce reflective of our school body. Applicants from Black and Global Majority backgrounds are strongly recommended to apply.

Best wishes,

Zehra Jaffer
Headteacher





Our core values and expectations for every student

At Stoke Newington School and Sixth Form, we want all our students to be proud of the school in which they study and be respectful and engaged members of the SNS community.

Compassion

We are polite and courteous and keep our voices quiet to show consideration for our community.

Ambition

We actively participate in lessons and use the feedback given to us to go above expectations.

Resilience

We understand that mistakes are part of learning and strive to work hard, even when the task may be challenging.

Excellence

We take pride in our smart appearance, the brilliant work in our books and our commendable behaviour.

Equality at SNS

We are incredibly passionate about creating a fair and equal community within our school. We set out these objectives to achieve and maintain an environment where every young person feels valued, cared for, and empowered to succeed.

Objective 1

Actively close gaps in attainment and achievement between pupils and all groups of pupils; especially pupils eligible for free-school meals, pupils with special educational needs and disabilities, looked after children and pupils from minority ethnic groups.

Objective 2

Reduce the incidence of the use of racist, homophobic, biphobic, transphobic and sexist language by pupils in the school.

Objective 3

Promotion of cultural understanding and awareness of different religious beliefs between different ethnic groups within our school community.

Objective 4

Monitoring and promotion of the involvement of all groups of pupils in the extra-curricular life of the school, including leadership opportunities, especially pupils with special educational needs and disabilities.

Performance

You can view and download the full 2022 Ofsted report [here](#). For performance tables and more statistics about our school, please visit our page on the [Department for Education website](#).

Staff Benefits

We understand teaching and working in schools can be hugely rewarding but can also be demanding. Our staff are totally committed to the young people, colleagues, and families in our community. We seek for all our staff to have a healthy work-life balance. Our staff benefits are one way we show our appreciation to our staff.



Development and Training

Quality continuing professional development is essential to ensure everyone maintains and enhances the knowledge and skills necessary for a positive learning environment. As practitioners, we seek to be well-informed about recent evidence-based research. At SNS, we allocate time to implement strategies so teaching practice maximise the learning in the classroom. The SNS Teaching and Learning Hub is the teacher training, professional development, and quality assurance element of our school. The Hub, led by the Assistant Headteacher leading on Teaching and Learning together with the Lead Practitioner and Early Careers teacher Mentor, provide support and expertise to staff and departments across the school.

Flexible and Family Friendly

We know it can be challenging finding the right work-life balance. We want the absolute best people to work in our school, and so we want to support flexible working. We are able to consider flexible and family friendly working opportunities to include part-time, term-time working and job-sharing arrangements. The number of part-time staff is above average for similar schools, and we always try to accommodate if the timetable and resources permit. It is important that staff who are parents, do not miss important milestone events, such as your child's first day at school or graduation. Where we can, we will support these important

moments. As part of our admission policy, staff members with children who wish to attend SNS are given a priority school allocation.

Pensions



Pensions are an important part of our life planning. We understand that and we want to make it as easy as possible for you to access the right pension scheme for you. When you join SNS, you are eligible to join the relevant pension scheme.

Health and Wellbeing

Balancing everyday life with the requirements for work and home can create pressures for all of us. Work is a large part of people's lives. Each member of the teaching staff is equipped with a laptop. However, it is vital to ensure that there is a productive, healthy environment that is conducive to a healthy lifestyle. We actively encourage emails to only be sent during 7am and 6pm of a school day, and not during the weekend. The school will operate a texting service to alert staff should there be a need in an emergency.

A subsidized lunch from our school canteen helps our staff through the day. The culinary offer is wide and highly popular with staff and students alike.

Optical expenses – we offer free eye tests for staff who use display screen equipment.

All employees are part of the Employee Assistance Programme. The Employee Assistance Programme is a 24/7 confidential service giving employees access to a range of support from lawyers, health, and wellbeing professional, financial and debt specialists, and counsellors. This free service can be used to support you with any personal or work-related issues that may be affecting your wellbeing.

Getting to Work

By public transport: Season ticket travel loans are available so staff members can take advantage of discounted annual fares for travelling to work by public transport.

By car: We have on-site parking. Applications will be considered on an individual basis. Please note, Stoke Newington School resides on a School Street which means you cannot enter Clissold Road between 8.30am-9.30am or 3pm-4pm. You can leave the road at any time.

Cycle Scheme: We encourage all staff to walk or cycle to work if possible. The school's Cycle Scheme provides staff members with the opportunity to purchase a bike of their choice, tax free. Spread across monthly payments deducted from your salary.

Discounts

Staff are offered a Vectis card, this is a discount card offering savings across retail shops, tourist attractions and holidays. Clissold Leisure Centre, immediately opposite our school, offers a 10% discount on their membership scheme.

SNS Staff Association

A strong sense of belonging is essential for us to thrive in the workplace. Our staff association holds events for staff, and their families, from weekly football, half-termly socials and Family Fireworks evening. In addition, such events as the Community Evening and our annual school performance are open to all staff and their families.





Job Advertisement

Library Assistant

Start Date: Monday 10th March

Scale 3 - £14,506 - £14,714 per annum, 4 hours per day, Term Time Only

The School

This is an exciting opportunity to contribute to a successful and popular 11-19 inner-city comprehensive school. The school is especially committed to creative teaching and learning. We aim that every colleague has excellent professional development which leads to every student having an outstanding education. Stoke Newington School is dedicated to being anti-racist, and inclusive, by striving hard to challenge through our curriculum. We seek to inculcate and strengthen the knowledge, confidence, and skills for all in our community to challenge racism.

The Post

You will be supporting the librarian in promoting reading for pleasure across the school. This will include using the Library Management System (READING CLOUD) to issue and return books, maintaining the library as a well-organized and inviting space, working with students to guide and develop their book choices, supporting subject teams in using the library, developing the role of the student librarians, being involved in enrichment activities such as author visits, book groups or special events or activities.

How to Apply

If you are interested in joining our team please apply via [TES](#).

Alternatively, you can download an application pack from our [website](#). When completing your application form, please name your application file with your full name and the role you're applying for and submit to recruitment@sns.hackney.sch.uk.

The closing date for receipt of applications is **midday Thursday 30th January**.

Interviews will be held on **Wednesday 5th February**.

We are an equal opportunities employer committed to ensuring diversity in our workforce. As employers we are committed to safeguarding and promoting the welfare of children. A DBS clearance is a statutory requirement for all positions.



Job Description

Title of Post: Library Assistant

Salary: Scale 3 - £14,506 - £14,714

Reporting to: Librarian

Post Purpose:

- To assist in the activities of the library within the school to provide pupils and staff with comprehensive services.
- To assist in the implementation of school policy in relation to the library service to achieve an efficient and developed provision within the school, which encourages use by all students.

Main Tasks and Responsibilities

Provide general clerical assistance including:

- Use ICT packages relevant to the library e.g., Microsoft Office (Class Charts, SIMS, Outlook, basic Excel, Power Point), Internet, Reading Cloud Library Management System.
- Issue and process resources.
- Prepare and distribute overdue book reports.
- Shelve books in the correct section of the library and general library tidying.
- Basic repairing of books, reporting any vandalism to the Librarian.
- Assist users with locating and using resources including ICT.

Provide practical assistance including:

- Contribute to the maintenance of a safe, welcoming, caring and stimulating environment for students.
- Monitor student behaviour within the library area and deal with low-level issues in line with the school behaviour policies.
- Support library users with research skills.
- Recruit, supervise and train student librarians.

Support the promotion of Reading for Pleasure:

- Be an advocate for reading around the school.
- Assist in developing, promoting, and running activities to encourage reading for pleasure and literacy.
- Promote the Library service and resources via the school's social media channels, website and
- in-house displays
- In liaison with the Librarian, Inclusion Leader, Literacy Leader, Year Group Leaders, and tutors, encourage all year groups and target groups in using the library and resources.

The post holder will contribute to the school's objectives in service delivery by:

- Acknowledging Customer Care and Quality Initiatives.
- Commitment and contribution to improving standards for all pupils and all groups of pupils within the school as appropriate.



General Requirements:

- The post holder must always carry out their responsibilities with due regard to policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with Hackney Education's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Equal Opportunities

- Highest ambition for the achievement of every student.
- Understanding of the needs of different students, and the appropriate policies and strategies to support them.
- Understanding of the needs of SEND students.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.



Personal Specification

| | | Essential | Desirable |
|-------------------------------|--|-----------|-----------|
| | Criteria | | |
| | Knowledge of library lending and returning procedures | | ✓ |
| | Knowledge of book classification systems | | ✓ |
| | Familiarity with general ICT packages e.g. Word, Excel, Outlook, Powerpoint | ✓ | |
| | Experience of working with school library ICT packages, particularly READING CLOUD | | ✓ |
| | Excellent organisational skills | ✓ | |
| | Ability to assist and direct pupils in the use of resources | | ✓ |
| | Good communication skills | ✓ | |
| Knowledge & Skills | Excellent reliability, attendance, punctuality and commitment | ✓ | |
| Qualifications | English and Math GCSE (A* - C) | ✓ | |
| | Experience of general clerical duties | | ✓ |
| | Experience of promoting reading with young people | | ✓ |
| | Experience of working with young people | | ✓ |
| Experience | Experience of school library systems | ✓ | |