

Apprentice Library Assistant



RECRUITMENT PACK

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Proud member of Impact Education Multi Academy Trust

Our Academy



At Castle Hall we work hard every day to deliver academic excellence, develop character and raise aspirations in everything we do. We exist to tackle educational disadvantage. We have high expectations of students and teachers and strive to become better every day creating exceptional learners.

Learning is the most important thing that happens in the academy and our exceptional classroom culture is key to supporting exceptional learning at Castle Hall.

The position offers the right candidate, an opportunity to deliver on our vision to secure improvements which raise levels of student aspiration and achievement. As a senior team, we epitomise the Academy's vision of '**Academic Excellence, Developing Character and Raising Aspiration**'.

We have a broad, balanced and sequenced five-year curriculum, which values knowledge retention and application building upon individual starting points that enables ambitious endpoints for all. Everyone in the Academy makes sure that all students acquire knowledge and skills to achieve the vision, enabling success at the Academy and beyond.

We have invested significantly in our buildings and environment in recent years with upgrades to all teaching rooms, new heating and windows as well as refurbishment to our science block and a brand-new gymnasium.

We value staff wellbeing and are constantly seeking ways to support and develop our staff body. We have no staff meetings outside of the Academy Day and also, have a 1:25pm finish on a Friday.

I am proud to be Headteacher at Castle Hall Academy and believe that all students deserve access to a world-class education.

Mr P Brook
Headteacher



Job Description

Post:	Apprentice Library Assistant
Salary:	National Apprenticeship - National Minimum Wage
Overview:	The Apprentice Library Assistant will provide library support in the academy
Responsible to:	The Headteacher, Castle Hall Academy

Core Purpose

We are looking for a talented Library Assistant that is caring, dynamic and resilient who will provide high quality literacy and reading services to our students. As well as supporting the library, the successful candidate will also be part of the wider administration team.

Key duties and responsibilities:

- To assist pupils to make effective use of the library and other information sources.
- To undertake a range of administrative routines associated with processing new materials, issuing, and returning books and other materials.
- To maintain the Library catalogue; including the library web app, cataloguing records, book reservations etc.
- To assist teachers in selecting books and other learning materials to resource the curriculum.
- To assist in the organisation of, and participate in, library events to promote a whole school reading culture and the use of the library.
- To plan and deliver extracurricular activities as appropriate e.g. a book group and after school clubs.
- To receive and check deliveries of new stock for the library.
- To prepare new books and other learning materials for library use, including cataloguing and classification, and to repair damaged books where appropriate.
- To maintain a safe and stimulating library environment, including both supervising pupils' use of the library and creating displays etc., in compliance with the school's health and safety policy.
- To share stories with classes or small groups of pupils to enrich their library experience.
- To be proficient in using a range of ICT technology; including Microsoft Office, iPads, websites and social media.
- To assist with stock maintenance procedures including stock checks and the removal of outdated or damaged materials.
- To keep the library in good order; shelve returned items daily, follow closing procedures at the end of the day.

- To be welcoming and enthusiastic at all times.
- Any other duties commensurate with the grade and nature of the post.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

All members of staff are expected to:

- Have proper and professional regard for the ethos, policies, and practises of the school.
- Have regard for the need to safeguard pupils' wellbeing and health & safety by following relevant statutory guidance, along with school policies and completing mandatory training on an annual basis.
- Demonstrate positive attitudes, values and behaviours.
- Share responsibility for ensuring that their own knowledge and understanding is relevant and up to date.
- Support equal opportunities measures and promote anti-discriminatory practice.

Impact Education Multi Academy Trust is committed to safeguarding staff and students and expects all employees and volunteers to share this commitment. All posts are subject to an enhanced Disclosing and Barring Service DBS check. All interviews will include a question about Safeguarding and any anomalies identified in pre-recruitment checks will be discussed at interview.

Person Specification

Attributes	Essential	Desirable
Knowledge & Understanding (including any relevant or required qualifications)	<ul style="list-style-type: none"> • GCSE English & Maths Grade 4 (or equivalent) or above • Good working knowledge and skills to support students to a high standard • Self-motivated with excellent organisational skills • Excellent influencing skills and the ability to engage others in new ideas 	<ul style="list-style-type: none"> • Any additional literacy-based skills and experience
Personal and Professional Conduct	<ul style="list-style-type: none"> • Shows commitment to professional and self-development • A high level of self-awareness – knows own strengths and areas for development 	<ul style="list-style-type: none"> • The ability and willingness to run or support the running of extra-curricular activities
Working with others	<ul style="list-style-type: none"> • The ability to support the Librarian in developing a clear vision for the Academy and for engaging the wider community • Excellent interpersonal & presentation skills • Ability to promote and develop positive relationships within and beyond the Academy • Ability to communicate effectively and work as part of a team • Open-minded and flexible 	<ul style="list-style-type: none"> • Experience of parental involvement

Impact Education Multi Academy Trust

A Department for Education (DFE) approved academy sponsor based in West Yorkshire. Founded in 2016, Impact Education Multi Academy Trust consist of seven academies including primary, secondary, all-through and alternative provision sectors across Calderdale and Kirklees.

Our Trust Our Family



Our family of academies work collaboratively to create a trust **Where Hearts & Minds Connect** with value-driven partners to ensure education impacts positively on students, staff and communities we serve.

CEO Message

I am proud to welcome you to Impact Education Multi Academy Trust. The Trust is on a mission to improve the life chances of children and young people and improve social mobility for the disadvantaged. Our vision is to be a Trust **Where Hearts & Minds Connect**; values-driven partners working collaboratively to ensure education impacts positively on students, families, communities and staff.

Impact Academies are aligned to the Trust Mission, Vision and Aims. Our Academies have individual identities which reflect the diverse communities they serve. They have the autonomy to create, explore and learn from different practices and our Headteachers believe that leadership and personal accountability are founded on self-direction and reflection.



We believe that collaborative leadership and strong partnership development can lead to a significant positive impact on the quality of education through sharing the best collective practice.

Our values of Heart, Mind and Connect underpin everything we do and our Core Principles and Aims articulate how we will live these out.

Best Wishes,
Mick Kay, Chief Executive Officer & Accounting Officer

Benefits of Joining

All staff within our Trust will receive a planned induction to ensure that your career with us gets off to the best start possible. We recognise that your development is important and working for us will mean that you have fully funded access to a suite of 63 courses with Every e-learning including safeguarding and safer recruitment training modules. Our staff can also apply to take part in a range of external development programmes, including NPQs and other role-specific CPD is also actively supported e.g Finance qualifications.

You will also have opportunities to develop your skills and knowledge by working across the Trust on school improvement workstreams.

Staff wellbeing is important to us and colleagues new to the Trust will be automatically enrolled into our employee benefits platform 'Smart Hive', which gives access to a range of benefits:

- Car Benefit Scheme
- Cycle to Work Scheme
- Employee Assistant Programme (Including LifeWorks health & wellbeing portal & App)
- Face-to-face or telephone counselling (also available for immediate family members)
- Online Cognitive Behaviour Therapy (CBT) (also available for immediate family members)
- Gym Discounts
- Mobile phone deals
- Retail Discounts Scheme
- Westfield Health – voluntary Everyday Health Plan – e.g claim back optical and dental payments

We also provide an online HR Policy handbook so that you can easily look up information on areas such as Maternity/Paternity leave, Attendance procedures and requesting special leave.

For further information about working for Impact Education MAT, please visit our website:

www.i-mat.org.uk/working-for-us/

How To Apply

Please download and complete the application form online and send it to the HR team at hr@i-mat.org.uk.