



Founded 1879

St Aloysius' College

Hornsey Lane, Highgate, London N6 5LY

School Librarian Part-time (0.6fte)

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| Job Title: | School Librarian | REF: | STA/002 |
| Contract Type: | Fixed Term Contract – (31 August 2025) | Contact Name: | Inas Hassoun-Soussi |
| Work Pattern: | Part-time 0.6FTE (3 days) | Contact Email: | HR@sta.islington.sch.uk |
| Location: | Highgate, Islington, London | Closing Date: | Midnight, 28th October 2024 |
| Salary: | Support Staff Scale 6 | Interviews: | W.C 4th November 2024 |
| Start Date: | 6th January 2025 | | |

St. Aloysius' College is a high performing Roman Catholic Boys' secondary school with a Mixed Sixth Form in the Borough of Islington. It has provided the local community with over 145 years of high-quality education. The College is on a journey to Outstanding having received a "Good" Section 5 OFSTED report in June 2022. It is a highly regarded school in the local community, based in a vibrant location in North London with excellent transport links.

It is a friendly and supportive school community with a focus on excellence and high expectations of all. Staff development is a priority on our journey to Outstanding. We are now looking to appoint an enthusiastic and motivated part-time School Librarian who will be able to develop the school library to its full potential and work strategically to ensure outstanding provision.

We can offer:

- The opportunity to teach enthusiastic, motivated and respectful students
- Supportive, hardworking Governors and colleagues who care passionately about our school and the local community.
- Future career development and a well-structured CPD programme.

We are looking for someone who will:

- Be an outstanding reflective classroom practitioner and a strategic thinker.
- Develop and lead an exciting RE curriculum which will result in the highest level of pupil progress and attainment.
- Be able to assist with the development of strategies to ensure every pupil makes good progress in accordance with the schools' targets and expectations
- Have a commitment to ongoing professional development.
- Be committed to inclusion and well-being of all pupils irrespective of their ability or background
- Be an outstanding role model in your own professional practice including teaching and learning.
- Have the capacity and skills to manage workload and to meet deadlines.
- Be able to assist with the development and delivery of our SEN and intervention strategies monitoring and assessment including the appropriate setting of pupils to ensure we give every pupil the best chance to succeed.
- Have the knowledge and skills to take responsibility for maintaining up to date curricular intent as directed by your line manager which includes curriculum maps, plans schemes of work and assessment plans.
- Have the knowledge and skills to plan and deliver outstanding lessons that inspire and enthuse pupils.
- To set and mark homework and assessments as per school systems.



Our ECT programme is excellent and we welcome applications from newly qualified teachers

For more information about our school, please visit our school website <https://www.sta.islington.sch.uk/>, and if you would like to come and see the school, please contact the school office to arrange a tour on 0207561 7800 or email enquiries@sta.islington.sch.uk

St Aloysius College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants and positive references.

In line with KCSIE 2022 and safer recruitment practices, St Aloysius will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

Please apply online at <https://www.sta.islington.sch.uk/staffvacancies> and fill out an application form. If you need any assistance, please contact Schools HR at hr@sta.islington.sch.uk quoting reference **STA/001**.



Job Description

| | |
|-----------------------------|--|
| Job Title: | Part time School Librarian |
| Reporting to: | Assistant headteacher |
| Grade: | Support Scale 6 |
| Purpose of the post: | To develop the school library to its full potential and to work strategically to ensure outstanding provision. |

Main Duties & Responsibilities

- Manage and organise the school library's collection of books, digital resources, and other materials
- Assist students and staff in locating resources, offering guidance on reading materials and research projects
- Maintain an up-to-date inventory of resources, ensuring the library is stocked with contemporary, relevant and diverse materials
- Organize engaging whole-school literacy initiatives like author talks, world book day and reading for pleasure activities
- Manage the library budget and resources efficiently
- Collaborate with teaching staff to support the curriculum through library resources and reading lists.
- Support pupils working outside of class and after school with their learning
- Run reading interventions, teaching pupils how to read, how to comprehend and how to develop a love for reading
- Ensure a high standard of display and promotional material to enhance the appearance of the library
- Promote the optimum use and supervision of IT services within the library to support students learning
- Assist teachers with the administration and delivery of Accelerated Readers lessons

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Also, as this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

St. Aloysius' College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Equal Opportunities

The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.



Personal Specification School Librarian

| Qualifications | Essential | Desirable |
|--|-----------|-----------|
| Maths and English GCSEs to Grade C | ✓ | |
| Personal | | |
| A desire and determination to make a significant contribution to the school as a whole | ✓ | |
| With the initiative to keep up to date with the latest young people's literature and be able to match pupils to books they enjoy. | ✓ | |
| Who enjoys working with young people and who has the ability to manage pupils using the library resources with or without the presence of a teacher. | ✓ | |
| Excellent punctuality and attendance | ✓ | |
| Right to work in the UK | ✓ | |
| With the ability and desire to work with aspirational young people, and ambition to develop each child to his or her maximum potential | ✓ | |
| Display an awareness, understanding and commitment to the protection and safeguarding of children and young people. | ✓ | |
| With the ability to empathise with and provide for the needs of a diverse learning community | ✓ | |
| With drive and determination to deliver excellent literacy provision | ✓ | |
| Personal values that are consistent with the ethos of a Catholic School | | ✓ |
| With the ability to work as part of a team | ✓ | |
| Excellent communication skills | ✓ | |
| Experience | | |
| Experience of Accelerated Reader at KS3 (Years 7/8/9) or willingness to train | | ✓ |
| Experience working in a Library previously, ideally in an education setting | ✓ | |
| Professional Development | | |
| Recognised professional qualification for librarianship or information management system | | ✓ |
| Knowledge Skills & Aptitude | | |
| Knowledge of the full range of resources appropriate to 11-18 year olds | | ✓ |
| Knowledge of current educational and professional developments and an understanding of their application in a school library | ✓ | |
| With strategic planning and financial management skills | | ✓ |
| With competence in handling ICT | | ✓ |



How to Apply

Application Deadline

Completed application forms must be received at hr@sta.islington.sch.uk by the above stated deadline.

To apply

Please apply online at <https://www.sta.islington.sch.uk/staffvacancies> and fill out an application form. If you need any assistance, please contact hr@sta.islington.sch.uk quoting reference **STA/002**.

Completing your application

Please read the job description and person specification carefully. You should demonstrate on your application how you meet the requirements of the post according to your qualifications and experiences. Please ensure to address each criteria of the person specification as this will be used to assess your suitability for the post.

Selection procedure

The selection will be made by a panel of senior leaders. Candidates will be notified immediately after this has taken place. Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone or e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.

References

Candidates are advised that references will be taken up during the shortlisting process. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least two professional references are required.

The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

Additional

CVs will not be accepted.



Guidance for candidates applying for a job with schools

Before you submit your application form, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria listed in the person specification.

General

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete the form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

Read the advertisement, job description, person specification and other accompanying information carefully before you start. All parts of the application form must be completed. Failure to provide information requested may lead to your application being rejected.

Personal Details

Complete this section fully and clearly. If you do not know your national insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK*. Verification of identity is required before confirmation of appointment.

*A copy of the Asylum and Immigration Act 2006 is available from Schools Human Resources team including a list of the accepted documents.

Relatives and Other Interests

If this applies to you, please give the name of the employee, the department/school that they work in and the relationship (e.g. husband, daughter).

Education, Qualifications and Training

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

Employment record

Please list in chronological order, starting with your current or most recent job including employment other than teaching. You have to list details of employment since leaving full-time education. Failure to provide full account of your employment record may lead to your application being rejected.

Gaps in Employment

If there are any periods of time that have not been accounted for in your application, e.g. periods spent raising a family or extended travel, please give details. Please ensure that there are no gaps in the history of your education, employment and other experience.

Personal Statement

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information given is well organised, relevant and brief. You may find it helpful to list each



person specification requirement as a separate heading to explain how you meet that requirement. If you do not send us this statement, you will not be considered for short listing. CVs are not accepted.

References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. References may be taken up immediately after shortlisting. Please note:

- It is your responsibility to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference.
- You must provide the **professional email address** for references coming from an employer.
- One reference must be from your present or most current employer and references should cover the last 5 years.
- If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.
- We reserve the right to approach any of your previous employers for a reference.
- Candidates for Headship are advised to seek a reference from their Local Authority.
- Schools/Colleges of a Religious Character are permitted, to give preference to applicants who are practising Catholics. Therefore, it is recommended that one referee should be your Parish Priest/the Priest of the Parish where you regularly worship, if applicable. Most Senior Leadership posts require you to be a practising Catholic and, therefore, one referee must be your Parish Priest/the Priest of the Parish where you regularly worship.
- If you are successful, a further post-offer reference will be requested, seeking information on attendance and sickness records.

All offers of appointment depend on receiving references satisfactory to the school. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer. If you have not worked before, give the name of someone who can comment on your ability to do the job, e.g. a teacher or tutor. Further advice on who is suitable as a referee is available from HR. The school reserves the right to ask for substitute or additional referees, if the one you have provided is not deemed to be suitable.

You may ask to see these references, however, some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- the third party has consented for it to be released, or
- your right to know this information and its source outweighs the right of privacy of the third party.

Disclosure & Barring Service / Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 provides 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 at the Disclosure and Barring Service website, DBS filtering guide.

All school-based jobs are exempt from the provisions of the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Therefore, you will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record, also be able to discuss any details with the selection panel as part of your interview. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures. Disclosure of a criminal record will not necessarily debar you from employment with Islington Schools, this will depend upon the nature of the offence(s), frequency and when they occurred.

The application for an enhanced disclosure with barred list information will be verified before your first day of work. Please read the policy on the recruitment and employment of ex-offenders. If you have any queries, please call Islington Human Resources helpdesk on 0207 527 2875.



Additional Information for people considered to have a disability under the Equality Act

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

Declaration

It is a condition of your employment that you comply with the prevailing data protection legislation in force from time to time. You must also comply with the Council's data protection and connected policies, which can be obtained from the school office, and all rules, systems, instructions and requirements laid down by the school under the security rules.

Equal Opportunities Monitoring Information

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively. Copies are available from Islington Schools Human Resources on 0207 527 2875.

Policy on the recruitment and employment of ex-offenders

Background

London Borough of Islington uses the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (copies are available from Islington Schools Human Resources or on the internet at www.direct.gov.uk). This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a disclosure.

Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure.

London Borough of Islington is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for Islington Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

During the application process

When you apply for a job with Islington schools you will be informed if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications. A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

If you are offered a job at Islington Schools

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post and any other essential requirements for the post.

All employees/advisers involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.



In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- ✓ Whether the conviction or information was disclosed during the application stage;
- ✓ Whether the conviction or information revealed is relevant to the job;
- ✓ How long ago the offence(s) took place;
- ✓ The candidate's age at the time of the offence(s);
- ✓ The number and pattern of offences;
- ✓ Any other relevant circumstances.

All staff/advisers in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

Appeal

You should appeal to the DBS if you believe that the disclosure information is not accurate. Islington Schools Human Resources will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

Policy on handling disclosure information

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.

Islington Schools Human Resources has a policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information which is available from Islington Schools Human Resources on request.
