



**THE AVON VALLEY SCHOOL
& PERFORMING ARTS COLLEGE**





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Information for Job Applicants

Thank you for your interest in our vacancy.

The Avon Valley School is a popular and over-subscribed foundation school providing an exciting and ambitious curriculum for 11 to 16 year-olds. We are committed to building supportive, professional relationships between students, staff, parents and carers and the community that we serve.

At The Avon Valley School we have established a strong community where staff and students work together in an atmosphere of mutual respect. Our students are valued as individuals and encouraged to develop their abilities to the full. We are proud of their progress and of their achievements, both academically and in a wide range of extra-curricular areas.

The Avon Valley School is a forward looking school with proud traditions. We want all of our students to make the most of the opportunities that the school has to offer and to develop into thoughtful, articulate, confident and responsible members of society. We have high expectations and provide the support that each student needs to ensure success; as a result, standards are constantly improving.

Avon Valley staff are welcoming, committed and maintain the highest expectations of both themselves and our students. We have a firm commitment to professional growth for all our staff, reflected in our continual professional development and learning opportunities.

Across the school, teaching is creative, ambitious and evidence-informed which promotes a place of learning that challenges and supports all students to aspire, engage and achieve.

Following our Ofsted Inspection in March 2023, we were graded a "Good" School. We have a hardworking and committed team of specialist teachers and a commitment to ensuring the best possible outcomes for our students. We are looking to attract highly motivated individuals, to become valued members of our staff.

Of all our achievements, we are most proud of our students: their enthusiasm, eagerness to learn and willingness to contribute to the various opportunities that life at The Avon Valley School offers and we are united in our commitment to ensuring that all our students receive an excellent education that develops and nurtures their abilities and talents.

We welcome applicants to arrange a visit to our school to see first-hand our learning environment and we hope this information pack provides useful insight into life, work and learning at The Avon Valley School.

Finally, I would like to take this opportunity to wish you every success in your application to join our exceptional team.

Blake Francis,
Headteacher

Newbold Road, Rugby, Warwickshire CV21 1EH
Headteacher: Blake Francis Bsc Hons, PGCE, NPQH

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School Library Assistant (Maternity Cover)

Band D SCP 4-5 (£10,060.24 - £10,243.50 Actual Salary)

Part-Time – 1 year Maternity Cover (20 hrs per week, 40 weeks per annum – TTO plus teacher training days plus 1 week in the summer holidays).

Job Start: November 2023

The Avon Valley School is seeking to appoint an enthusiastic school library assistant who is passionate about reading and has the ability to inspire and motivate students to engage with reading. The successful candidate will be required to assist in promoting and developing the school library in order to provide an efficient service to pupils and staff. They will also provide support for cataloguing of new material to the library collection.

As the school library assistant, you will contribute to the school wide reading culture through reading programmes, initiatives, displays and events, with the aim of improving literacy levels across the school. You will help to promote and foster the enjoyment of reading for pleasure through day-to-day interactions with staff and students.

The school offers a very effective CPD Programme, providing you with every opportunity to develop your career. You will benefit from an environment that provides a progressive and supportive context for change, where your own ideas are highly valued. We aim to appoint a candidate who will contribute and thrive in our vibrant community.

Closing date: Midday Wednesday 25th October 2023

(We reserve the right to close this vacancy early if we receive sufficient applications for the role).

Interviews to be held: Soon after the closing date (after half term)

For further information, the application form and job description, please visit our website, email: recruitment@avonvalleyschool.uk or telephone: 01788 542355. Please note we do not accept CVs without an application form. Please note we do not provide working visas. Please send completed application forms to: recruitment@avonvalleyschool.uk

The Avon Valley School is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to share this commitment. The above post is subject to a satisfactory DBS Enhanced Disclosure Certificate with Barred List check (child) via the Disclosure and Barring Service.

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Job Description Job Title: School Library Assistant

Accountable to:	The Teacher with Library Responsibility	Line Managing:	N/A
Post type:	Permanent Part time	Salary/Grade:	Band D SCP 4-5
Liaising with:	Students, staff, volunteers		
Every member of staff is required to:			
<ul style="list-style-type: none">• Work towards and promote the vision, beliefs, aims and expectations of the school• Support and contribute to the achievement of every child's outcomes• Support and contribute to the safeguarding of all students• Undertake professional development activities to enhance personal development and performance• Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff.			
Broad Description			
<ul style="list-style-type: none">• To assist in developing the library as a centre of learning, promoting and delivering a supportive and effective facility for all members of the school community which will foster a love of reading and enhance life-long learning.• To be responsible for the day-to-day operations of the school library• Contribute to student achievement by supporting inquiry learning and reading engagement programmes or initiatives			
Tasks and Responsibilities			
Reading Engagement			
<ul style="list-style-type: none">• Promote and foster the enjoyment of reading for pleasure through day-to-day interactions with staff and students.• Assist with, and contribute to, the school wide reading culture through reading programmes, initiatives, displays and events.			
Information Literacy or Inquiry Learning			
<ul style="list-style-type: none">• Support inquiry learning by responding appropriately to the information needs of students and teachers with guidance and resources.			
Library Management			
<ul style="list-style-type: none">• Promote the library services and resources to all staff and students.• To be responsible for data entry of reading journals and preparing of certificates• Manage the circulation desk and circulation of resources.• Establish and monitor day-to-day systems and workflows in consultation with other library team members.• To be responsible for maintaining an up-to-date library handbook or procedures manual.• Attend staff meetings and briefings as required.• Collaborate with teaching and literacy staff to ensure that the library is seen and used as a reading and research resource.• Present as a professional and supportive member of the school community.• Proactively engage in professional development opportunities and performance appraisal.• Liaise with external agencies as appropriate.• Any other duties as required by the Teacher with Library Responsibility.			

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Place or Space (physical and virtual)

- Maintain a tidy and user-ready library space that is welcoming and a positive learning facility.
- Ensure resources are re-shelved efficiently and accurately.
- Assist in managing the Integrated Library System effectively.
- Assist in maintaining the school library presence on the school website.

The Library Collections or Resources

- To be responsible for the development of a collection that supports reading programmes and inquiry learning.
- Carry out the cataloguing and processing of resources in line with library practice and procedures.
- Find and curate relevant online content to support inquiry learning.

Continuing Professional development

- Take responsibility for personal professional development, keeping up-to-date with research and developments and changes in the school curriculum
- Undertake any necessary professional development as identified
- Maintain a professional learning portfolio of evidence to support the appraisal process including the incorporation of targets related to leadership, evaluating and improving own practice

Additional Duties

- Contribute to the life of The Avon Valley School and Performing Arts College, and support its ethos and policies
- Undertake any other duties as reasonably required by the Headteacher

This job description may be reviewed and be subject to amendment or modification after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Safer Recruitment Statement:

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).

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Person Specification School Library Assistant

	Essential	Desirable	Evidence
Qualifications & Experience	<ul style="list-style-type: none"> GCSE/GCE 'O' level or equivalent grade C or above in literacy and numeracy 	<ul style="list-style-type: none"> Preferably educated to at least A level standard Previous experience (or formal training and experience) 	Application form, letter & references
Skills & Knowledge	<ul style="list-style-type: none"> Ability to relate to teaching staff, other professionals, parents, students and governors Ability to use data effectively to monitor use of the library Ability to work as a member of a team and/or independently Can use initiative, within recognised procedures Can deal with unexpected problems/ situations, though has access to manager/supervisor for advice on unusual or difficult problems Good organisational skills Able to use all office equipment and has knowledge of databases, administrative and word processing software packages 	<ul style="list-style-type: none"> Previous experience of library databases. 	Letter, references & selection process
Personal qualities and skills	<ul style="list-style-type: none"> Enthusiastic, sensitive, flexible, hard working with an approachable persona and ability to remain calm High level skills of communication, time management and prioritisation Excellent interpersonal skills and organisational skills Ability to inspire, motivate and influence others An enthusiasm for books and reading 	<ul style="list-style-type: none"> Ability to ask for help if required Creativity 	Letter, references & selection process
Special Requirements	<ul style="list-style-type: none"> Excellent punctuality and attendance record Willingness to participate in the extracurricular life of the school 		References & selection process

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