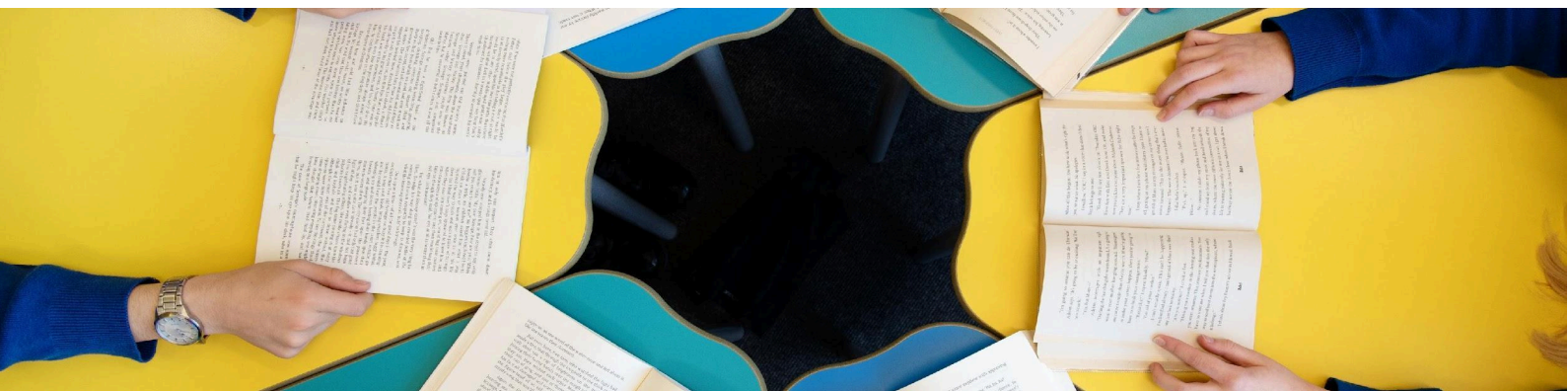


SEATON VALLEY FEDERATION OF SCHOOLS



LEARNING RESOURCES ASSISTANT - Library

Full Time - Term Time plus Five Days

Permanent

About us

Astley Community High School, Whytrig Middle School and Seaton Sluice Middle School are part of the Seaton Valley Federation of Schools. The three schools share a single governing body.

I have a very simple philosophy when it comes to the type of schools that I want to lead. Simply put, I want them to be outstanding in everything that they do and ensure that students attend a school where they are safe, happy and successful. I am immensely proud to be Executive Headteacher of all three schools. We strive for excellence in the education we provide for our students and are a focal point for the local community.

I strongly believe that the relatively small size of all three schools provides a great environment in which to know our young people well, so that we are able to understand and respond to each individual's needs and enable them to succeed.



John Barnes, Executive Headteacher

The Role

Seaton Valley Federation of Schools

Elsdon Avenue
Seaton Delaval
Tyne and Wear
NE25 0BP
0191 237 1505

Job role	Learning Resources Assistant - Library
Type of contract	Permanent, 37 hours per week, term time plus 5 days
Salary/Scale	Band 4: Scale Points 3 to 4 £25,584 to £27,269 (£22,075 to £23,529 pro rata)
Required from	As soon as possible

Small enough to care, big enough to make a positive impact

We are looking for a Learning Resources Assistant - Library to join the team at Seaton Valley Federation of Schools.

You will enjoy working in a busy library environment, with fresh challenges on a daily basis. You will be helping students find and use resources and assist colleagues set texts for the curriculum. The role will see you deal with a variety of teachers and support staff across our schools, as well as students as they come in to use the facilities and our sixth form who have daily independent study sessions in the library. Each Year 9 student has a one hour library lesson per fortnight, led by their English teacher but supported by library staff. Students use the library facility for Independent Study Sessions, so experience in a Cover Supervisor role or some behaviour management would be essential.

You will mainly be based within the library at the site for Astley Community High School and Whytrig Middle School. We will be moving into a new building in September 2025, the successful candidate will have the opportunity to be fully involved in the set up of the new library provision. There may also be a need to make visits to the library at Seaton Sluice Middle School as well.

You should have experience of working in a library environment and be able to think on your feet to meet the daily challenges. You will be willing to get involved in all aspects of school life, students asking for advice on UCAS applications and CVs, and extracurricular activities.

The working hours of the post are 37 hours per week Monday to Friday 8.30am to 4.30pm with a 30 minute lunch break. The role is term time plus 5 days during the school holidays.

You will be line managed by the Business Manager - Data and Curriculum Support and be an integral part of the team.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. An enhanced criminal records check is required for this post.

Job Description

Post title:	Learning Resources Assistant - Library S1183
School:	Seaton Valley Federation
Payscale:	Band 4
Date:	January 2025
Responsible to:	Business Manager - Data and Curriculum Support
Responsible for:	N/A
Job purpose:	To lead specialist support within the library for all staff and students of schools in the Seaton Valley Federation, under the overall direction of the Business Manager - Data and Curriculum Support including the preparation and routine maintenance of resources and equipment.

Duties and key result areas:

Support for Students

1. Undertake sole staff supervision of the library areas ensuring student behaviour and discipline are managed effectively in line with the school policy
2. Provide effective learning support for students in accessing resources for independent study and for activities directed by the subject teacher
3. Ensure stock and periodicals meet the changing needs of the curriculum in consultation with teaching staff and make recommendations for further investment
4. Actively contribute to school strategies to develop literacy and encourage reading including organising and promoting library events, creating reading reward schemes and building on public library promotions
5. Issue library cards and maintain the library system to ensure the issue and return of stock is accurately recorded

Support for Teachers

1. Create and maintain an orderly and stimulating learning environment
2. Timely and accurate preparation of specialist resources as set out in instructions
3. Timely preparation and basic maintenance of equipment as set out in instructions
4. Assist subject teacher with learning activities ensuring health and safety and good behaviour of students
5. Prepare and maintain wall displays of library resources and services
6. Provide ad hoc support on admin tasks including maintaining stocks of and selling stationery supplies

Support for the Curriculum

1. Monitor and manage the use of library stock and publications and ensure their orderly and secure storage, cataloguing as required
2. Maintain specialist equipment checking for safety and undertaking minor repairs within own capabilities and where appropriate
3. Demonstrate and assist others in the safe and effective use of specialist equipment and resources
4. Undertake structured and agreed learning activities under the supervision of subject teacher

Supervision of and Responsibility for Students

1. Register and supervise Sixth Form students in the library on a daily basis creating a purposeful learning environment in which all students can progress.
2. Work in partnership with the Assistant Head Post 16 and other members of the IS duty team to ensure a consistent approach to independent study supervision across ACHS.

3. Resolve any immediate issues of disruption personally and feedback to the Sixth Form team regarding behaviour, attendance and progress of students.

Support for the Schools

1. Work proactively with the public library service to ensure the facility serves the needs of all users and appropriate protocols are in place.
2. Act as the Display Co-ordinator for ACHS/WMS, taking a lead role in creating and maintaining displays around both schools focussing on student achievements both in and out of school, potential careers opportunities etc. and liaising with relevant staff in each school to ensure all displays are complementary
3. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
4. Be aware of and support difference and ensure equal opportunities for all
5. Contribute to the overall ethos/work/aims of the schools
6. Contribute to the promotion of the library as a vital resource for all schools
7. Appreciate and support the role of other professionals
8. Participate in training and other learning activities and performance development as required
9. Attend and participate in relevant meetings
10. Assist with the management of students outside the classroom e.g. school trips
11. Assist with the supervision of students outside normal lessons e.g. homework clubs, after school clubs
12. To undertake other duties and responsibilities as required commensurate with the grade of the post

These schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. You are therefore under a duty to use the federation's procedures to report any concerns you may have regarding the safety or well-being of any child or young person. The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Transport requirements : Ability to travel between sites within the Seaton Valley Federation. Required to use own transport to attend meetings locally and regionally.

Person Specification

Post title:	Learning Resources Assistant - Library	
School:	Seaton Valley Federation	
Essential	Desirable	Assess
Education, Training, Knowledge and Qualifications		
NVQ level 3 or equivalent qualification Good numeracy and literacy skills (NVQ level 2 or above) Broad awareness of school curriculum from Key Stage 2 to Key Stage 5 Knowledge of fiction and non-fiction for children and young adults	Chartered Member of Chartered Institute of Library and Information Professionals (CILIP) Training in customer service skills IT qualification including use of word-processing, spreadsheets, databases and desk-top publishing e.g. European Computer Driving Licence	A, I, O, R
Experience		
Recent and relevant experience of working in a library environment Experience of online searching, using the internet and subscription services	Experience of working in an educational establishment	A, I, R
Skills and Competencies		
Ability to develop information literacy skills of students and staff Awareness of relevant codes of practice and legislation e.g. copyright, licences Ability to use office equipment e.g. photocopier, PC, scanner, projector, smartboard Appreciate the role of other professionals Ability to work on own without supervision on a day-to-day basis Ability to relate well to young people and adults including maintaining effective behaviour and discipline and supporting students with SEND Ability to effectively safeguard children and young people Ability to deal simultaneously with the conflicting demands of a number of service users		A, I, O, R
Physical, Mental and Emotional Demands		
Ability to maintain vigilance to ensure children remain safe and secure in a shared area with the general public Ability to move library resources and equipment and work in a constrained position		
Other		
Self-motivated and able to work under own direction on a day-to-day basis Passion for reading to motivate others Willingness to participate in training and development		A, I, R, C

(a) application form, (i) interview, (r) references (o) observation

What it's like to work here

"Being a teaching assistant in the Seaton Valley Federation has opened many doors for me. I am supported by amazing members of staff and have had the chance to build many relationships with the children and help them along their educational journey. It brings me so much joy to be able to be a part of their school life and help them to flourish."

Eve Lamb, Teaching Assistant

"Working at Seaton Valley Federation is like working with family. It is a supportive environment where you're trusted to get on with your job because you're the expert."

Gary Taylor, Business Manager, Data & Curriculum Support

"Working for SVF is fantastic! There is a fab team behind the scenes who are great at supporting each other - whilst also having a laugh along the way!"

Matty Kiddell, IT Manager

"I joined Seaton Valley Federation two years ago and I would say that the most important elements of working across our three schools are firstly that you are trusted to do the job you are employed to do, secondly, you are part of a welcoming and supportive team and thirdly the variety of the role is amazing - no two days are the same."

Angela Hall, Partnerships and Marketing Officer



Our Ethos & Values

As part of the Seaton Valley Federation we share the same ethos and vision and use this as a reference point for all we do. Our vision is:

- **To be exceptional in everything we do.**
- **To ensure that everyone attends a school where they are safe, happy, successful and have lots of opportunities.**
- **To provide a positive learning environment which allows everyone to achieve their potential.**

We have three main themes to our ethos:

- **To know every child academically and pastorally as a complete young person.**
- **To treat everyone and everything with respect.**
- **To strive for everyone to be as good as they can be and to be proud of doing well.**

Our schools are small enough to care but big enough to deliver a positive impact.

All three schools in the Seaton Valley Federation share a set of core values. We expect that all members of our school community will:

- Develop their self-knowledge, self-esteem and self-confidence
- Respect the laws of England and will know right from wrong and ensure their actions reflect this
- Accept responsibility for their behaviour
- Show initiative and contribute in a positive way to the school community, the local community and society in general
- Show respect for each other and all other people
- Show tolerance and respect for different cultures and traditions and will never act in such a way that these cultures and traditions are abused or attacked
- Show respect for the rule of democracy and respect for the democratic principles of England.

Commitment to Continuing Professional Development

We are committed to the continuing professional development of all of our staff.

- There is a weekly session for teachers to undertake Continuing Professional Development focused on teaching and learning. These sessions are led by internal and external providers and we expect all teachers to contribute to these sessions so that we can share and build upon good practice and innovative ideas.
- We hold joint training days for the three schools in the Seaton Valley Federation to facilitate an integrated approach across all phases and stages.
- Staff are given the opportunity to work in other schools at specific times of the school year to develop their skills and knowledge of other key stages.
- We provide opportunities for teaching staff to observe at least one other colleague of their choosing during the school year to support staff to reflect on their own practice.
- Each member of staff has a CPD plan to address areas for development identified through the annual appraisal process and we support staff to develop their skills and knowledge.
- There are many examples of how we have enabled teaching and support staff to undertake courses of further study either through financial assistance or time off.

Safeguarding

Keeping our children and young people safe and secure is crucially important. 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.

It is important during the recruitment process that we ensure candidates support this commitment. We will ask all applicants to tell us in confidence about any criminal convictions they have and the successful candidate will also need to obtain an enhanced certificate from the Disclosure and Barring Service (DBS). This does not mean that you cannot work here if you have a criminal conviction as we will take into account factors such as the age of the conviction, its relevance to the job and any mitigating factors before making a decision.

However we are aware that not everyone who is a risk to children will have a criminal conviction and therefore you should expect at interview that we will explore any gaps in your employment record, your motivations for working with children and young people and your ability to keep them safe from harm. We will also check this information in any references we receive, one of which must be from your current or last employer.



Ofsted

We are very proud of the Ofsted Reports for all three schools

“They are rightly proud of their school. Behaviour is exemplary. Pupils who have previously found school difficult thrive and flourish here.” **Ofsted 2021 (WMS)**

Pupils display excellent behaviour in lessons and at social times. Incidents of poor behaviour do occur occasionally but are addressed immediately. Pupils who struggle to meet the school’s high expectations are supported well. External speakers, small-group work and other interventions are used to help pupils get back on track. Leaders are inclusive and determined that every pupil can succeed at the school.” **Ofsted 2023 (SSMS)**

“Astley Community High School is a close-knit community where pupils are safe and happy. Pupils are proud to attend the school and enjoy positive relationships with staff. The school has high expectations for pupils. Pupils conduct themselves well. They greet visitors warmly and demonstrate excellent manners. The school is calm and orderly. In lessons, pupils work hard and listen carefully to their teachers. “As a highly inclusive school, staff have the same high ambition for pupils with special educational needs and/or disabilities (SEND) as they do for other pupils.”. **Ofsted 2025 (ACHS)**

For full reports visit <https://reports.ofsted.gov.uk>