



BELIEF IN EVERY CHILD



## WELCOME TO BLACKDOWN EDUCATION PARTNERSHIP

I hope that this recruitment pack will give you an idea of Blackdown Education Partnership, what we stand for and what it might be like to work with us.

We have a simple and compelling vision for education. We believe that our schools should sit at the heart of our communities; that there are no limits to what our children and young people can achieve; and that they should be great places to work and learn.

We are incredibly proud of our Trust and the schools within it. Strong partnerships, collaboration and generosity are the bonds which underpin our collective mission to provide great education for all children no matter what their starting point or their background.

Before BEP...I have been associated with Uffculme Academy Trust for more than 10 years, and I have no doubt that it is a very special organisation. Having moved from Headteacher to Executive Head to CEO, I know first-hand how a strong ethos, ambitious culture and compassionate environment drive success. We are lucky enough to employ brilliant people who share our vision, many of whom have started careers with us and stayed to progress these careers. We want people to join us who believe that, whatever their role, they can make a difference to the life chances of students. We are totally committed therefore to helping all our staff thrive and fulfil their professional ambitions.

We are looking for an individual who shares the same vision and values – if you believe that you have the skills, drive and vision to help us achieve our aims we would be delighted to receive your application.

We look forward to receiving your application.

**LORRAINE HEATH, OBE**  
**CHIEF EXECUTIVE OFFICER**





Dear Applicant

I'm delighted that you are interested in the position we have available at Court Fields School and joining the Blackdown Education Partnership. Visitors to Court Fields School always comment on our warm, friendly and purposeful learning environment. We pride ourselves on our excellent pastoral care, our varied programme of enrichment and extra-curricular activities, our outstanding relationships with each student, our broad and ambitious curriculum and the cohesion within our staff team. Though our significant school development in the last 4 years, we have worked tirelessly with students, parents, staff and the wider community to build a positive, inclusive and aspirational environment for all our stakeholders.

We are looking to appoint a **Librarian** at Court Fields School. The successful candidate will join a thriving department within our wider staff team. We value diversity and richness in our schools and welcome applications from teachers at any stage of their career. You will join a team who are absolutely focused on the ongoing development of our school and increasing the life chances of our current and future students.

On a personal note, it is a pleasure and privilege to work with our students and with our staff. This is, without doubt, the best team of people I have ever worked with. Our staff are invested in educating our young people, so that they leave us ready for the challenges of the future and equipped to make a difference in the world. We need those who join us to share these very high expectations of themselves and those they work with. I look forward to hearing from you, understanding how you can complement our team and inspire our children.

Yours sincerely

Mrs Polly Matthews  
Headteacher

# The Opportunity



## **COURT FIELDS SCHOOL**

Mantle Street, Wellington, TA21 8SW

### **Librarian**

**Grade 13 (£23,893 to £25,979 FTE)**

**38 weeks plus 3 days a year**

**15 hours per week (hours/days to be discussed at interview)**

**Actual starting salary £8,209**

We are looking to appoint an enthusiastic Librarian who is passionate about reading and has the ability to inspire and motivate students to want to read. The successful candidate will be able to maintain the high standards within our library, creating a professional and welcoming atmosphere. The post holder will liaise with staff to help improve levels of literacy and organise in-school events to promote reading. We would wish for our librarian to be knowledgeable and enthusiastic about a wide range of fiction, able to offer advice and recommendations to our keen readers as well as those who are less confident with reading.

A commitment and passion for working with young people is essential and the successful candidate will ideally have previous experience of working in a busy environment, combined with meticulous organisation, excellent interpersonal skills and strong written and verbal communication. Previous experience within a similar role or school is desirable but not essential as training will be provided.

**Closing date: Thursday 15th August 2024**

**Provisional Interview date: Wednesday 21st August 2024**

***Blackdown Education Partnership is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.***

# Job Description



**Job Title:** Librarian  
**Location:** Court Fields School  
**Responsible to:** School Business Manager  
**Salary Grade:** £23,893 to £25,979 FTE (actual salary £8,209)  
**Hours:** 15 hours per week (hours/days to be discussed at interview)

## **Main Purpose of Job:**

To support students in achieving their full academic potential by taking a leading role in promoting literacy and organise in-school events to promote reading.

## **Responsibilities and Accountabilities:**

- To be responsible for the library area, creating a professional and welcoming atmosphere and supervising students while using the facility.
- Devise and present sessions for KS3 students aimed at developing students' knowledge of the library and its resources.

## **Duties:**

- To work closely with middle and senior leaders across the school to ensure provision of literacy.
- To liaise with staff across the school to ensure appropriate learning resource provision.
- To be responsible for the library budget.
- To manage the issuing and returning of the library stock.
- To shelve stock and keep the library in good order.
- To resource, purchase and process new stock.
- To operate the overdue system to ensure that books are returned or renewed promptly.
- To help library users find material to meet their needs.
- To encourage students and staff in using the library by supporting a range of library based activities.
- To supervise students using the library including exams supervision.
- To use the school systems to record student late attendance and students signing in and out during the day.
- To ensure that the schools learning needs are met.

**Standards and Quality Assurance:**

- To support the aims and ethos of the school/Trust.
- Set a good example in terms of dress, punctuality and attendance.
- Attend team and staff meetings.
- Be proactive in matters relating to health and safety across the school.

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# We believe in the potential of every child

## OUR MISSION

- To nurture and develop the ambition, talents and interests of every child
- To break down the barriers that inhibit the opportunities and achievements of disadvantaged pupils so that they can go on to lead lives of choice and opportunity
- To create a family of schools that are deeply and purposefully connected to their communities.

# Our Schools







## LOCATIONS

All our schools are situated in the beautiful countryside of Devon and Somerset, within easy commuting distance of Exeter to the west and Bristol to the North, being close to some of the most beautiful coastlines of Devon and Dorset.

Our schools' varied locations allow our staff to access not only beautiful beaches, but also some of the best areas for walking, biking and other outdoor activities; yet the cities of Exeter, Bristol and Bath are close by.



