



**The Excel Academy Partnership  
Framwellgate School Durham**

**Learning Resource Centre and Library  
Officer**

**Candidate Information Pack**

**Salary – Grade FSD4 Pt 5-6 (£18795-£19171) Pro rata to  
hours and weeks worked  
Full time (37 hours per week)  
Term time only**

**Start Date – A.S.A.P.**

**FRAMWELLGATE SCHOOL DURHAM**  
**Learning Resource Centre and Library Officer**

We wish to appoint an inspirational and highly motivated LRC and Library Officer to make a real impact in this rapidly improving school. A new Headteacher took up post on 1<sup>st</sup> September 2017, and a new senior leadership team was appointed in January 2018. Since then, the school's performance has improved significantly, reflected in a positive Ofsted inspection in May 2018, where our leadership & management, 6<sup>th</sup> form, and students' personal development, behaviour and welfare, were all graded "Good". Our exam results in 2018 were amongst the best in Durham. With solid foundations now in place, the opportunity to play a significant role in leading the school to 'Outstanding' is both exciting and realistic.

The successful candidate will possess energy, vision and enthusiasm and believe that every young person deserves the very best education. This is a fantastic opportunity for a new member of the support team to run the LRC and Library, and encourage active use by staff and students so that it becomes the hub of the school. A commitment to supporting colleagues in raising achievement, and a willingness to work as part of a wider support team are essential. We can offer you an environment where student behaviour is excellent, prior attainment levels are amongst the highest in the North-East and our students and staff are a pleasure to work with.

Framwellgate School Durham is a rapidly growing 11-18 non-selective secondary school within a Multi Academy Trust. The school roll is set to have increased by 20% in two years and by September 2019 we expect to have more than 1200 students on roll. In 2016 the school was awarded a grant of £2.4 million to create a purpose-built sports complex. This was opened in September 2017.

The school is now closed for the summer holidays but any enquiries about this post should be emailed to [enquiries@framdurham.com](mailto:enquiries@framdurham.com) and will be responded to on Wednesday 14<sup>th</sup> August.

**Key Dates**

Pre-application enquiries: Responded to on Wed 14<sup>th</sup> August

The closing date for applications is: Wednesday 21<sup>st</sup> August

Shortlisting will take place on: Thursday 22<sup>nd</sup> August

Interviews are scheduled to take place on: w/c 2<sup>nd</sup> September

Framwellgate School Durham is committed to the safeguarding of children and young people. An enhanced DBS disclosure with barred list check will be required for this post, together with satisfactory references, and completion of a pre-employment health questionnaire.

**The Excel Academy Partnership**  
**at Framwellgate School Durham**  
**Newton Drive**  
**Durham**  
**DH1 5BQ**  
**Tel: (0191) 3866628**



## **Letter of Welcome from Andy Byers, Headteacher**

Dear Applicant

I am delighted that you are interested in this post. Framwellgate School Durham (FSD) is a fantastic school, which experienced a rough two or three years. I joined the school in September 2017 and have appointed a new Deputy Head, 2 new Assistant Headteachers, and a Director of Safeguarding, all of whom took up post in January 2018. Working alongside our other talented and experienced staff, the potential is there to make the school truly outstanding.

Although our 2016 and 2017 outcomes were below average, the intake of students at key stage 2 is on a par with most of the high performing schools in the region. Student behaviour is excellent, and we put a great deal of emphasis on ensuring that teachers can work in an environment where students want to learn. The strength of the school has always been its caring ethos and strong community links, and these remain. By introducing new systems to manage behaviour, rewards, assessment, marking, and teaching, and with a new ethos and curriculum, we have made huge strides in transforming the school. Our exam results in 2018 were excellent and a significant improvement on recent years.

I am looking for staff who are passionate about their area and who enjoy working in a team, to help us to rapidly improve outcomes. I think this is an incredible opportunity and hope you will too; you must be able to work in effective teams and demonstrate resilience, humour and enthusiasm. You must never settle for second best. I will guarantee you our time and support and a fabulous place to come to work every day.

In your application, please tell me why you are passionate about literature, reading and libraries and make me feel like I am reading about you; try not write a generic letter which ticks the right boxes but doesn't tell me what you are like as a colleague.

I am also very interested to learn about what else you can offer the school. I am sure that the thing you remember most about your own time at school was the sports team you played in, the trips or visits you went on, or the school production you were part of. We need our staff, whatever their role, to share their passions (human rights, music, sport, the environment, outdoor education, drama etc.) with our students, so that our extra-curricular offer is truly special.

We have changed so much over the last year (new teachers including many NQTs, a new sports centre, a new school day, dedicated CPD time each week, a new website, a new ethos statement, new uniform, a new curriculum) and have much more planned for 2019-20. Developing staff in a supportive environment is at the heart of what we do.

Finally, one of you reading this will become a library officer in a fantastic school in September. You will love it. Good luck with your application.

Yours faithfully,

Andy Byers

Headteacher

## **About the school**

Framwellgate School Durham (FSD) is an 11-18 school which was granted academy status in 2011. There are approximately 1115 students on roll including 130 in the Sixth Form. Our roll is projected to increase by a further 100 in September 2019, and within the next three years, we envisage a roll of 1400 including 230+ in the sixth form. The school serves the population to the north of Durham city, primarily from the Newton Hall estate, but we attract students from a wide surrounding area and over 20 feeder primary schools. We are a high achieving 11-18 academy with a strong track record in both provision and outcomes. We are fully committed to the students in our care, and work to ensure that both the pastoral provision and quality of teaching is the very best.

## **Aims and ethos**

Framwellgate School Durham is a community that values learning and celebrates achievement. We are an inclusive comprehensive school with high expectations of both our staff and students alike. In the Spring of 2018 we consulted students, staff and parents, and re-evaluated our ethos; the result of this exercise was a new ethos statement which emphasises compassion and kindness and places the well-being and happiness of our students alongside academic achievement. Our new school uniform was introduced in September 2018 and is being phased in over two years.

## **The curriculum**

We are committed to providing a knowledge rich curriculum which responds to the needs of the individual student, whilst ensuring access for all to a broad and balanced range of educational experiences. For many students, this means learning with us from 11 to 18. We view this as a continuous, coherent journey and see one of the most important functions of learning, during any key stage, as being to prepare students for the next one.

In the summer of 2018, we planned a new Key Stage 3 curriculum, launched in September, which builds on prior learning and prepares students for their GCSE courses. We aim to ensure that our provision stretches and challenges students, and our approach is to "teach to the top". We recognise, however, that whilst all our students have needs, some have more significant barriers to learning. We are an inclusive school, and through the work of the Achievement Centre, we seek to remove or minimise any barriers to learning that our students may have, be they emotional, physical or academic.

At Key Stage 4 and 5, students receive options guidance linked to future aspirations, and we offer a significant number of GCSE, A' Level and BTEC courses which meet the needs and interests of all our students. Nearly all our Year 13 students go on to university, most choosing to study at Russell Group universities.

## **Pastoral Care and Support**

Pastoral care is a strength of the school. This was recognised by Ofsted in 2018. All students are placed in tutor groups, and almost all teachers have a pastoral responsibility, remaining with their tutor group as they move from Year 7 to 11. The tutor is the first port of call for all students. In 2018 inspectors praised student behaviour; indeed, we place a real emphasis on this aspect of school life and believe that teachers can't teach, and students can't learn, unless behaviour in the classroom, and around school, is excellent. We have effective and robust systems in place to manage behaviour and tackle issues from low level disruption, to more serious incidents.

## Teaching and Learning

Having introduced new systems to manage various aspects of school life, and a new knowledge rich curriculum, we are spending time developing and improving our classroom practice. We place a very high priority on developing our staff professionally. Middle leadership training has been a strong focus this year and there is an extensive programme of CPD opportunities which seeks to support all staff, identify their development needs and move forward in their practice. In 2017 we introduced collaborative planning time for all departments, to allow them to work together to plan exciting and engaging lessons. Our CPD programme in 2018-19 has focused on lesson planning and issues such as:

- Teaching to the top; ensuring challenging
- Knowledge retrieval
- Metacognition
- Providing better feedback
- Introducing a new assessment regime with fewer data collection points but more meaningful assessments

The development of teaching is supported through appraisal, and supportive lesson observations and learning walks. The support for NQTs is exceptional and we are in the process of developing other training strands for RQTs and those aspiring to middle and senior leadership.

## Ofsted

Ofsted does not determine our practice, nor does it dominate our thinking, but we believe that our ethos, curriculum, teaching and support for students are such that an inspection will confirm our own judgements and recognise our successes. Our inspection of May 2018, soon after the new leadership team had taken up their posts, confirmed that we were heading in the right direction. Inspectors highlighted the following **"Strengths:**

- The new headteacher, supported by a recently appointed and skilled senior team, has brought much-needed drive and ambition to the school. In a short period of time, they have tackled a significant number of weaknesses effectively.
- Pupils' behaviour, sixth form achievement and pupils' progress in English and mathematics have improved. The quality of teaching is also improving.
- Pupils behave very well around the school. Most are attentive in lessons and show respect for each other's opinions. Parents and pupils value the high level of support provided by the school's pastoral team
- The sixth form is good. Most students make strong progress in their chosen studies. They are well supported to go onto higher education, training or employment."

## The Website and Social Media

Our website ([www.framdurham.com](http://www.framdurham.com)) gives an insight into the school and I would encourage all prospective applicants to look at it; in particular, the Curriculum section provides detail about the courses we offer and the subject content we teach. Many departments have an active twitter account and you may be interested in the Headteacher account (@framheadteacher) and school account (@fram\_official). The Headteacher also writes a weekly blog ([www.framheadteacher.com](http://www.framheadteacher.com))

## **Finally**

We can offer the successful candidate:

- A great school to work in with huge capacity for change;
- A talented and committed staff dedicated to securing the best outcomes for our students;
- A vibrant local community, loyal to the school, with very strong relationships between staff, students and parents;
- The opportunity to help FSD on a journey to become 'Outstanding' and one of the best schools in County Durham

Good luck with your application.

**Andy Byers, Headteacher**

<b>JOB DESCRIPTION</b>	
<b>ROLE TITLE</b>	<b>LRC and Library Officer</b>
<b>LINE MANAGER</b>	<b>Business Director</b>
<b>DATE JOB DESCRIPTION AGREED:</b>	<b>July 2019</b>
<b>GRADE &amp; SALARY</b>	<b>Grade FSD4 Pt 5-6 (£18795-£19171) Pro rata to hours and weeks worked</b>
<b>CONTRACT DETAIL</b>	<b>Permanent, full time (37 hours), term time only (plus holiday allowance).</b>

### **Main Purpose of the Role**

To take responsibility for the day-to-day running of the Learning Resource Centre and Library provision to provide a comprehensive service for pupils and staff.

### **Main Duties and Responsibilities**

To support staff across school in delivering whole school priorities through utilising the LRC as a base for extended learning.

#### **Key areas of responsibility**

- Assist staff and students in using library resources
- On a daily basis use library technology including ICT, photocopiers, and cataloguing
- Manage bookings for library space and provide support for activities in liaison with teachers
- Supervise groups of students in library activities
- Manage and maintain stock and equipment to ensure the LRC meets the needs of staff and students
- Check books in and out and log information using available technology
- Liaise with staff to ensure stock supports whole school and departmental/curriculum needs
- Liaise with key staff to ensure the availability of a careers focussed library
- Be responsible for a small resource budget
- Update and maintain data and other information
- Contribute to the development of promotions, displays and other activities.
- Manage student librarians and the allocation of their work
- Supervise students in the LRC around the school day including pre and post school, break and lunchtimes.
- Support staff in using the LRC for key events
- Manage a small stock of equipment for sale to students
- To support staff responsible for display in public areas of the school
- Provide general administrative support for colleagues in school

### **General responsibilities of all staff**

#### **Safeguarding, Equality & Diversity and Health & Safety**

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the school's Equality Policy and Race Equality Scheme.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
- To comply with the school's requirements for safeguarding and vetting checks.

#### **Other**

- The post holder may be required to undertake any other duties as directed by their line manager, commensurate with the grade and level of the role.
- Compliance with policies
- The post holder is required to comply with all school policies



Category	Essential	Desirable	Method of Assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ GCSE English and Maths A-C</li> </ul>	<ul style="list-style-type: none"> <li>▪ A' level English</li> <li>▪ Hold a recognised library qualification at NVQ level 3 or 4</li> </ul>	<ul style="list-style-type: none"> <li>▪ Application form and interview</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Recent experience of working in a library or other similar environment</li> <li>• Managing library stock</li> <li>• Managing a small budget</li> <li>• Working in a team environment</li> <li>• Administrative work</li> <li>• Use of appropriate technologies</li> <li>• Coordination and liaison with staff</li> <li>• Cash handling</li> <li>• Use of own initiative</li> <li>• Ability to follow instruction</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school</li> <li>• Experience in use of SIMS</li> <li>• Supporting with publicity and events</li> </ul>	<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Interview</li> </ul>
<b>Essential Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Library information, services and resources</li> <li>▪ The value of reading</li> <li>▪ Excellent numeracy and literacy skills</li> </ul>	<ul style="list-style-type: none"> <li>• Role of the LRC/library in the school community</li> </ul>	<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Interview</li> </ul>
<b>Essential personal attributes and practical qualities</b>	<ul style="list-style-type: none"> <li>• Outstanding communication skills – verbal and written</li> <li>• Be able to work under pressure</li> <li>• Excellent organisational skills</li> <li>• Ability to empathise with and enjoy helping young people of all abilities and cultures</li> <li>• Ability to prioritise and delegate effectively.</li> <li>• Ability to identify own and others' training &amp; development needs and cooperate with appropriate individuals to address these.</li> <li>• Exhibit strong inter-personal skills and excellent customer care skills.</li> <li>• Exhibit strong team working skills and due consideration for others.</li> <li>• Empathy with students and staff.</li> <li>• Proactive approach to work.</li> <li>• Willingness to work flexibly when required.</li> </ul>		<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Interview</li> <li>▪ References</li> </ul>

## **The Application Process**

Please complete the application form.

### **Guidance on completing the application form:**

Candidates are requested to complete the application form in full. In the Personal Statement section you should set out thorough evidence of how you meet the criteria included in the Person Specification and explain how your experience prepares you for this role, the skills and qualities you believe you can bring to the job, what you can offer FSD, and why you are excited to be applying to our school. This will be used in the shortlisting process. This section should be no more than 1,000 words.

Your completed application form should be emailed 'in confidence' to [Thompson.f@framdurham.com](mailto:Thompson.f@framdurham.com) by **Wednesday 21<sup>st</sup> August by 08.30am**. All applications will be acknowledged by email. Please DO NOT upload your application to the website on which this post is advertised.

**Shortlisting will take place on Thursday 22<sup>nd</sup> August and shortlisted candidates will be contacted soon after. Interviews are scheduled to take place w/c 2<sup>nd</sup> September.**