



Wyvern
Academy

BUILD YOUR DREAM CAREER

Join our Team!



RECRUITMENT PACK

Librarian

Wyvern Academy, Darlington

EXCELLENCE AND EQUITY WITH INTEGRITY

WELCOME FROM THE CEO



Dear Candidate,

Thank you for your interest in the position of Librarian at Consilium Academies.

At Consilium, we are on a mission to being an excellent trust with excellent schools – we would love you to join us in that mission.

We are a values driven trust and bring this to life every day though our commitment to excellence, equity and integrity.

We recognise the unique value of everyone, whether they are staff or students and are dedicated to ensuring that every member of our Trust reaches their full potential. To achieve this, we collaborate with stakeholders and external organisations to build relationships that enhance opportunities for all members across the Trust.

We have a commitment to ensure each and every staff member is supported to achieve their goals within their career and have the skills and development to flourish. This commitment is reflected in our Centre for Professional Learning, where colleagues have access to tailored training opportunities and resources to meet their specific needs.

We firmly believe that every student, regardless of their background deserves an excellent education and an equal opportunity to fulfil their potential. This vision guides us in creating an environment where every pupil can thrive.

As part of our Trust, our academies align with collective aims, including prioritising holistic development of pupils academically, socially and emotionally. We aim to instil a passion for lifelong learning and continual improvement among our academies, staff and students, empowering them to pursue their aspirations and ambitions. Our goal is to create a family of academies that is inclusive and embraces diversity, fostering a supportive community where all members feel inspired and empowered to succeed.

We look forward to your application, thank you for your interest in joining the Consilium family.

Mr Michael McCarthy
Chief Executive Officer of Consilium Academies.

ABOUT THE SCHOOL



Wyvern Academy is a coeducational secondary school with academy status, located in the Branksome and Cockerton area of Darlington, County Durham, England. We are looking for an exceptional candidate to join us on our journey to becoming a truly outstanding school.

As a Consilium Academy, Wyvern Academy is built on the values of the Consilium charter. The purpose of the charter is to ensure our mission and values translate into practice within our Academies, ensuring that every student benefits from our distinctively inclusive ethos.

Wyvern Academy is committed to ensuring that all children reach and exceed their potential by:

- Providing the best possible education and experiences to develop the whole child during their time at the Academy
- Promoting self-discipline, self-confidence, motivation, aspiration, and excellence in learning to assist pupils to become independent and self-sufficient adults, who will succeed and contribute positively to their local and global communities
- Maximising student achievement through the effective use of teaching and learning facilities
- Offering an appropriate and relevant curriculum, responsive to the needs of all students
- Intending there will be no gaps between those children disadvantaged and the rest, either in attainment or opportunity
- Providing a welcoming environment based on trust and mutual respect, where students feel valued and feel like they belong
- Promoting equality and celebrate diversity
- Creating a safe, secure, and happy learning environment where children can achieve their full potential, both educationally and personally
- Creating a community where the values of truth, honesty, forgiveness, and reconciliation are lived and where there is special care for those most in need
- Working in partnership with families to ensure they are an integral part of their child's education and build positive relationships with our families and the wider community
- Providing a diverse range of extra-curricular opportunities and experiences for all our students to maximise talents and develop creative and social skills
- Fostering the values of responsible citizenship in a democratic way through providing opportunities to exercise responsibility and leadership; making students aware of, and encouraging them to form views on a range of political, social, moral, and spiritual issues; encouraging students to understand and tolerate the views of others.

ABOUT THE TRUST



Consilium Academies is a Multi-Academy Trust dedicated to Excellence and Equality with Integrity. Consisting of eight schools across three hubs in Salford, South Yorkshire, and the North East of England, our culture is built on support, guidance, capacity building, and fostering a collaborative approach to school improvement.

Our Trust is committed to the highest standards of curriculum, teaching, and learning, leading to excellent outcomes for our pupils. This commitment extends to our staff, with a focus on high-quality learning, professional development, and an uncompromising approach to support and growth.

Schools within the Trust are encouraged to engage in rigorous self-evaluation and take swift action to address any areas of underperformance, guided by our School Improvement Framework.

Our Key Areas of Focus:

- **Expert Knowledge:** We prioritise school-to-school support, fostering expert knowledge, and providing effective assistance to our schools.
- **Ambitious Curriculum:** Our schools share a common language for curriculum development, with a focus on Enriching Lives, Inspiring Ambitions, and embedding Equality, Diversity, and Inclusion throughout.
- **Effective Pedagogy:** Our research-focused approach seeks impactful teaching methods, a shared language for pedagogy, and developing partnerships with external experts.
- **Purposeful Practice:** We respect each school's identity while promoting a shared understanding of high-quality practice and staff development.
- **Rigorous Assessment & Intervention:** We implement evidence-based benchmarking and targeted support through Rapid Action Plans, maintaining a relentless focus on achieving strong outcomes for all students.
- **Rich Culture:** Guided by Excellence, Equality, and Integrity, we aim to identify, attract, develop, and retain expertise at all levels, ensuring our schools contribute to the Trust's success over time.

Led by our Chief Executive Officer, Michael McCarthy, our Central Team provides direct services, accountability, leadership, and management to our schools. We operate a strong partnership model, where our partner schools play a crucial role in the Trust's continual growth and development.

Our collaborative approach respects each school's individual identity, empowering them to focus on student achievement and success while being part of a supportive network committed to excellence.

BENEFITS



As a Trust, we want our staff to feel supported and valued. Whether you are a teacher or member of the support team, we want your work to have a positive impact on your health and wellbeing.



A CONTRIBUTORY PENSION SCHEME, MEANING WE'LL SAVE TOGETHER

34 DAYS ANNUAL LEAVE + BANK HOLIDAYS FOR SUPPORT STAFF (PRO-RATED FOR PART-TIME) & 36 HOUR WORKING WEEK FOR FULL-TIME SUPPORT STAFF



EMPLOYEE ASSISTANCE PROGRAM WITH ACCESS TO COUNSELLING AND CBT 24 HOURS A DAY, 7 DAYS A WEEK

A CPD OFFER FOR EVERY MEMBER OF STAFF; TO HELP YOU PERFORM AS WELL AS YOU CAN IN YOUR ROLE, TO HELP YOU REACH YOUR CAREER ASPIRATION



FREE MEMBERSHIP TO VIVUP. WITH HUNDREDS OF EXCLUSIVE OFFERS AND DISCOUNTS AVAILABLE ONLINE AND IN STORE.

ACCESS TO THE LEADING HOME ELECTRONICS LEASE SCHEME, EXCLUSIVE TO PUBLIC SECTOR EMPLOYEES



ENHANCED CONTRACTUAL SICK PAY IN LINE WITH THE BURGUNDY BOOK AND GREEN BOOK, PROTECTING YOU AND YOUR FAMILY

AUTOMATIC PAY PROGRESSION FOR ALL STAFF IN LINE WITH THEIR CURRENT GRADING STRUCTURE



JOB DESCRIPTION



JOB TITLE:	Librarian
REPORTS TO:	Deputy SENDCO
CONTRACT:	Permanent
WORKING PATTERN:	20 hours a week (working hours are flexible and to be agreed), Term time only
GRADE:	Grade 4 – SCP 6-8
ACTUAL SALARY:	£12,661.30 - £13,068.10

MAIN PURPOSE OF THE ROLE

To work with the SEND/literacy lead in the running, development and promotion of the library resource centre ensuring an effective service is provided that promotes a love of reading and provides interventions for those students who may need it.

CORE RESPONSIBILITIES & TASKS

Librarian Duties

- Organising and managing the library, ensuring its effective use by classes, groups and individuals.
- To arrange materials for effective retrieval, including systematic indexing, classification and cataloguing of all resources to staff and students as appropriate
- Selecting, acquiring, organising and promoting Library resources and ICT to support teaching and learning throughout the school.
- To prepare resources for the promotion of reading and to encourage active reading participation, and to deliver these alongside staff in lessons, particularly during reading lessons
- Administer routine library tasks including maintaining existing stock, repairs, re-spinning etc.
- Supervision of pupil out of hours study.
- Recruiting pupil library assistants, supervising and training them and rewarding their achievements.
- Supervise book fairs and any other promotional events.
- Supporting pupil use of ICT facilities within the library.
- Promoting reading and the enjoyment of reading in all its forms.
- Promoting and publicising the services provided by the library to the whole school community.
- Ensuring equality of access for all pupils and staff to high quality learning resources.
- To maintain a high standard of display to enhance the standard of appearance of the resource centre in order to provide an attractive environment conducive to achieving optimum use
- Scribing and / or reading in internal / supporting set up for external exams for those students who have been granted special arrangements

Support for Students

- Undertake structured and agreed learning activities/teaching programmes, advising activities according to pupil responses.
- Undertake programmes and small intervention groups linked to learning strategies e.g. literacy, oracy, reading and feedback to teacher.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity.
- Determining the need for and preparing and maintaining general and specialist equipment and resources and assisting pupils in their use.

General Tasks

- Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Promote good pupil behaviour, dealing with incidents in line with School Policy and encourage pupils to take responsibility for their own behaviour.

- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in relevant meetings as required.
- To assist in meeting the physical care needs of students as required.

CORPORATE RESPONSIBILITIES

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust.
- To plan, monitor and review health and safety within areas of personal control.
- To participate in the Trust's Professional Development Review process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues

ADDITIONAL NOTES

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.

PERSON SPECIFICATION



Qualifications and CPD	Essential	Desirable
Numeracy, ICT and literacy skills to GCSE or equivalent	X	
Experience in a support role or NVQ level 3 in teaching assistance.	X	
A willingness to access further CPD in designated area.		X
Experience of working within a library or learning support environment.	X	
Experience, Knowledge and Skills	Essential	Desirable
Experience of working with a comprehensive mix young people.	X	
Competent in the use of IT equipment and office software	X	
Very good Numeracy/literacy skills.	X	
Ability to relate well to children and adults.	X	
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.		X
Working knowledge of national curriculum and other relevant learning programmes.	X	
Ability to work communicate effectively with young people.	X	
English Fluency	Essential	Desirable
Possessing a relevant qualification for the role attained as part of education in the UK or full taught in English by a recognized institution abroad	X	
Passing an English or Welsh spoken language competency test or possessing a relevant spoken English or Welsh qualification at CEFR Level B1 or above, taught in English by a recognized institution abroad.		X