



# INFORMATION PACK

## School Librarian

Thank you for your interest in The Swan School, part of the River Learning Trust.

The Swan became Oxford's first completely new secondary school for over 50 years when it opened in September 2019.

When full, we will have approximately 1,200 students on roll, of whom around 300 will be in the Sixth Form. Our students are drawn from a local catchment area and the school will be at the heart of the community.

Learning from the most successful approaches at the best schools, The Swan School provides a uniquely challenging and structured experience in a caring and disciplined environment.

The ethos is academic; we regard an excellent academic education as the entitlement of all young people, no matter what their background or previous experiences of learning. Our students are inspired and nurtured, acquiring the knowledge and skills to think critically and creatively.

They learn to be confident, resilient



and ambitious, and have high expectations in terms of their own achievements and their contribution to wider society.

To achieve these aims we draw on best practices proven elsewhere, including a longer school day on Tuesdays that enables enrichment activities to be embedded in the curriculum.

Students read and are read to and we expect all students to work to the best of their abilities and have excellent attendance and behaviour. If you have any questions or would like to speak to someone about this post, please contact our school office via [office@theswanschool.org.uk](mailto:office@theswanschool.org.uk) or on 01865 416 070.

We very much look forward to hearing from you.

Kay Wood, Headteacher.



## **A Unique Curriculum - Ambitious and Inclusive**

The curriculum at The Swan School is tailored to provide a rigorous academic education. We have the highest expectations of what students can learn and encourage them to learn quickly and securely, while being considerate of different starting points. We know that giving all young people access to knowledge through which they can be successful promotes social justice and ensures students have a full range of opportunities open to them.

The subjects taught are broadly traditional, but all students are motivated to stretch themselves beyond what is normally expected in English, mathematics, sciences, a modern foreign language, history, geography and religious education. Alongside this, and seen as of equal value, is their learning in art, design and technology, and music, in which they are taught to both appreciate the achievements of others and to develop their own creative abilities. In all subjects, the emphasis is on expertly-designed learning with high levels of structure.

There is absolute clarity for all on what students are expected to know and do at each point. No time is spent on tasks that don't move students on. This is also evident in the provision of home learning – some of which is completed during tutor time, and some at home.

This is purposeful, clear and useful, normally involving practice or learning of key vocabulary in all subjects.



## **Electives**

Our longer day on a Tuesday also means time for 'electives' every week. Electives are timetabled slots in which students choose from a range of enriching activities alongside the main curriculum. Currently these include specialised sport, music, drama, additional languages and volunteering.

Electives are a chance for students to explore existing passions and discover new ones.

They are a compulsory part of school life so that enrichment is an entitlement for all, not an optional extra for a few.

Everyone at The Swan School works hard, guided by the belief that, through effort and dedication, wonderful things can happen.

Students are expected to show commitment, self-discipline and responsibility in their studies.

As a result, they produce work of the highest quality and learn to achieve more than they ever believed possible.

### **Co-curricular Activities**

Students at The Swan School are able to access a wide range of activities outside the curriculum, helping them to develop confidence, curiosity and resilience, and ensure their development into well-rounded young people.

Students will be active participants in the school, local community and beyond. They learn consideration and kindness, and contribute to society. Swan students have 40 minutes of tutor time every day where we focus on their personal and social development.

Tutors and co-tutors guide their tutees through a centrally planned 'pastoral curriculum' that includes PHSE topics, values-based activities, and opportunities to debate topical issues in 'Thought for the Week'.

Tutor time also includes 'guided reading' where tutors read to their tutees for 20 minutes to help develop their literacy, love of reading, and cultural capital.

### **Support and Inclusivity**

The Swan School is an inclusive school, where all students learn well, no matter what their previous experiences of learning, background or circumstances.

Our experience in schools confirms that all young people can learn challenging content. Therefore, our approach to teaching students with SEND or other barriers to learning is to ensure that classroom delivery and organisation is of the highest standard, and to intervene immediately when evidence shows that a student is falling behind.

If a student demonstrates lower than expected levels of literacy or numeracy in the early years, intensive teaching will be provided to ensure that this is, where possible, remedied. An outstanding learning support team and the extra-flexibility provided by the extended day allow us to make sure that no student falls behind or does not make good progress. Good schools do not give up on students.

### **Family Lunch**

Students and staff sit and eat together every day to promote healthy eating, caring for others, maturity and conversation skills. This communal approach helps all our students to learn good habits, consideration for others, and also how to engage in discussions with confidence. Breakfast and healthy snacks at break are also available.



# RIVER LEARNING TRUST

The Swan School is part of River Learning Trust (RLT), a multi-academy trust responsible for primary and secondary schools and a school-centred initial teacher training provider across Oxfordshire, Berkshire and Wiltshire.

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## OUR VISION

Education has the power to change lives, communities and society for the better.

At the River Learning Trust we believe that we can achieve more for our pupils, trainees, staff and communities by working together rather than alone.

All of the schools in the River Learning Trust are united by a common belief in the benefits of working together, and by our commitment to our shared principles. Our vision is for our schools and SCITT to improve rapidly, continuously and sustainably: to be better faster together.

Our 'Why?' is that children and young people 'only get one go' in school and our schools should improve faster and be better as part of RLT to ensure the best possible 'go' for our pupils.

Our 'How' is through the highest possible support and challenge for our schools and each other, underpinned by our three principles. We use the principles of 'aligned autonomy' to empower colleagues in schools to perform well; we rarely direct from the centre but rather support leaders and other colleagues to do their work exceptionally well in their own context.

The schools and SCITT are united by their commitment to the principles of the trust and a common belief in the benefits of everything that is gained by working together.

## WHAT MATTERS TO US

The River Learning Trust is a community of children, young people and adults with shared principles.

These principles are:

- Commitment to Excellence; striving for the best educational experience through continuous improvement.
- Everyone Learning; creating and taking opportunities that enhance lives through evidence-based practice supporting adult and pupil learning.
- Respectful Relationships; acting with care, integrity, and fairness in all we do.

## THE POWER OF PEOPLE

High-performing organisations have the right organisational culture, effective processes and well-trained, motivated colleagues in the right roles.

We focus a great deal on people and the importance of continuous professional learning and development.

# THE TRUST'S SCHOOLS

We currently educate around 14,500 pupils and have around 2,000 colleagues working in the trust. The SCITT trains around 110 trainees across some 40 schools in Oxfordshire, Berkshire and Wiltshire.

## SECONDARY SCHOOLS

Cheney School  
Chipping Norton School  
Gillotts Secondary School  
Gosford Hill School  
Kingsdown School  
The Cherwell School  
The Marlborough CofE School  
The Oxford Academy  
The Swan School  
Wheatley Park School

Horspath CofE Primary School  
Larkrise Primary School  
Madley Brook Primary School  
Middle Barton Primary School  
New Marston Primary School  
Rose Hill Primary School  
Sandhills Primary School  
Seven Fields Primary School  
Tower Hill Primary School  
Witney Community Primary School  
Windrush CofE Primary School  
Wolvercote Primary School

## PRIMARY SCHOOLS

Barton Park Primary School  
Bayards Hill Primary School  
Beckley CofE Primary School  
Charlbury Primary School  
Cuttleslowe Primary School  
Edith Moorhouse Primary School  
Edwards Field Primary School  
Garsington CofE Primary School

**SCITT**  
OTT

## TEACHER SCHOOL HUB

Oxfordshire Teaching School Hub



# JOB DESCRIPTION

**Title of Post:**  
School Librarian

**Grade: 8**

**Contract Terms:** Permanent

**Accountable to:**  
Head of English & Literacy

## **Purpose of the post:**

To facilitate the library practice and procedures in supporting students' learning and their development into effective, independent learners and readers. To plan and implement the successful development of the library in cooperation with the line manager and the senior management team.

## **KEY RESPONSIBILITIES**

In collaboration with and under the direction of the line manager:

### **Supporting the student**

- To promote and foster a life-long love of reading amongst students.
- To support particular groups of students to develop their reading skills, for example through leading reading groups and reading interventions, as appropriate.
- To encourage, promote and manage the students' use of the library and all its resources both as a source of leisure activity and a more formal study tool.
- To help to coordinate whole school events, to raise awareness of the importance of books and reading, for example World Book Day.
- To develop and lead a team of pupil librarians to help with clerical duties.
- Lead on trips when required

### **Supporting teachers**

- To help teaching and support staff in any way that enhances their lessons and personal training.
- To help to maintain a high quality CPLD library and to support staff to access high quality research resources.
- To support training for teachers around embedding reading in their lessons and tutor time (tutor reading)

### **Supporting the curriculum**

- To support in the development of the tutor reading aspect of the pastoral curriculum.
- To support the elective and independent study programme.
- To work with teachers and other staff to ensure that useful materials are available to support curriculum lessons.
- To seek out opportunities to work with external providers, e.g. authors, to enhance the curriculum.

## **Supporting resource management**

- To be responsible both for existing book stock and equipment and the selection of new stock and equipment which will support the curriculum at all key stages throughout the school and will promote the literacy strategy. This should also include soliciting teaching staff book selection suggestions and incorporating them into orders when funds allow.
- To maintain the stock of the library in a state of good repair and in good order on the shelves. Removing out of date books and replacing them with modern relevant equivalents as funds allow.
- Ensuring that students return books and apply charges for lost stock where necessary
- Preparing a budget requirement statement and administering the budget by keeping full and accurate records of expenditure.
- Keeping computerised records of all new stock prior to it being put on open access shelves. Keeping a book ledger of all new purchases with publishing details and accession numbers to be used for audit purposes.

## **Supporting the school**

- To develop the library as a centre of excellence that is vibrant and seen as an integral part of the school and its educational ethos.
- To monitor and evaluate the effectiveness of the service provided by the library and its impact on teaching and learning.
- To contribute towards instilling a culture of high expectations for all students across the school.
- Provide consistent and effective support for colleagues in line with the responsibilities of this role.
- To consistently apply whole school policies, including behaviour and rewards.
- Support the maintenance of student safety and security and minimise the risks from health emergencies.
- Build successful relationships with students, parents, teaching staff, support staff and outside agencies, as appropriate.
- To support the pastoral teams.
- To contribute to some school events, including open events.

# JOB DESCRIPTION - Page 2

## **Supporting members of your team**

- To train any members of the Library team in helping to support the successful management of the Library.
- To effectively line manage Library colleagues through regular formal and informal meetings and conversations.
- To identify CPLD and ensure these opportunities are taken up to help develop Library colleagues.
- To ensure that Library colleagues understand and are able to implement whole school systems, including behaviour management, safeguarding and general communication.
- To monitor and evaluate Library colleagues' performance in line with the RLT's appraisal systems.

## **Supporting your own development**

- Participate in regular performance reviews to ensure that any personal development needs are identified and met.
- Attend relevant professional development training. Review and maintain your own professional practice through agreed development activities.

## **Other duties**

- To be familiar with and adhere to all school policies.
- To fulfil your duties and responsibilities regarding safeguarding pupils, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- To set a good example in terms of dress, punctuality and attendance.

## **General responsibilities as part of the Trust**

- Provide high quality support as part of a committed and flexible team;
- At all times act in accordance with agreed local and national policies and procedures;
- Contribute to the overall ethos/work/aims of River Learning Trust;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Participate in the school's Appraisal process; training and other learning activities to support performance development as required;
- Carry out other duties as required from time to time by Line Manager;
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The River Learning Trust and its community of schools are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

# PERSON SPECIFICATION

CRITERIA	QUALITIES	Essential or desirable?
Qualifications	<ul style="list-style-type: none"> <li>• Educated to degree level or higher, or evidence of significant relevant experience in the absence of a formal qualification.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Professional librarianship qualification or other training relevant to this role.</li> </ul>	D
Experience	<ul style="list-style-type: none"> <li>• Experience of working in a library in a school environment.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Track record of celebrating reading and developing a passion for reading in others.</li> </ul>	E
Skills and knowledge	<ul style="list-style-type: none"> <li>• An ability to use ICT as a learning and administrative tool</li> </ul>	E
	<ul style="list-style-type: none"> <li>• An ability to work as part of a team</li> </ul>	E
	<ul style="list-style-type: none"> <li>• An ability to work to deadlines</li> </ul>	E
	<ul style="list-style-type: none"> <li>• An ability to support students through the pastoral programme and extra-curricular activities</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Confidence to lead small intervention and reading group programmes.</li> </ul>	E
Personal qualities	<ul style="list-style-type: none"> <li>• A fundamental belief that all children can achieve great things, no matter what their background or prior experiences.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• An ability and willingness to empathise and listen, and to be self critical and reflective.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Enthusiasm, hard-work, integrity, creativity, flexibility, and resilience.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Interest in developing own personal skills.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• An understanding of, and commitment to, equal opportunities in its widest sense and a commitment to inclusive education.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• A sense of fun as well as the ability to work hard and calmly under pressure.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• A commitment to child protection in its broadest sense to empower learners and prevent harm.</li> </ul>	E



The Swan School Sixth Form, Marston Ferry Road, Oxford, OX2 7WP. Tel: 01865 416070.

[www.theswanschool.org.uk](http://www.theswanschool.org.uk)