



HOUSTONE
SCHOOL

WHY WORK FOR HOUSTONE SCHOOL

ABOUT US

We have big ambitions for the school and it will become a national beacon of excellence, achieving the highest outcomes and enabling our pupils to make unrivalled progress.

In September 2023, we moved into our brand new, purpose-built facilities that have been designed to maximise space, enabling our leaders and teachers to provide exceptional quality learning to pupils and embed professional development into the very fabric of the school.

SAFEGUARDING

"We believe in the safeguarding and welfare of children and expect all staff to share this view."

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. We are an equal opportunities employer.

The Department of Education (DfE) has set out statutory guidance 'Keeping Children Safe in Education' for schools and colleges on safeguarding. Safeguarding is defined in paragraph 4 as: "Protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes."

The definition of 'children' includes everyone under the age of 18.

WE LOOK FORWARD TO HEARING FROM YOU

Please read the information in this pack. If you are interested in this job opportunity, please apply online today via our career site on: www.advantageschools.co.uk/join-us/work-for-us

If you have any questions about the role or would like to visit the school, please contact **HR Recruitment, Jay Powell on 01582 211 226** or jpowell@advantageschools.co.uk

If you decide to apply, you should include a supporting statement with your application form giving your reasons for applying for the post, addressing information you have read in the pack with particular reference to the person specification and outline any relevant experience you would bring to Advantage Schools. Thank you, we appreciate how much energy goes into it.



MEET OUR LEADERSHIP

Dear Applicant,

I'm delighted that you are interested in applying for a position at Houstone School.

Houstone School is a brand new school which opened in September 2022. Uniquely for a free school, we opened with pupils in Years 7-10 in 2022, and from September 2023 we have pupils in all year groups. We have no time to spare in ensuring our pupils are achieving the academic success they deserve.

We pride ourselves on being a genuinely comprehensive school that provides a knowledge-based education for pupils of all backgrounds. We teach an unashamedly academic curriculum consisting of the best that has been thought and said. Pupils study English, Maths, Science, Spanish, History, Geography, Computer Science, Art, Drama, Music, Religious Education and PE during their time at the school.

At Houstone, our values of aspiration, endeavour, and respect, underpinned by very high expectations and drive in everything that we do. We have a powerful culture which is warm but strict, based on clear routines, systems, and structures. As a result, our teachers enjoy their teaching with impeccable behaviour in lessons and hardworking, highly motivated pupils.

We hold dear belief that every single child and young person, given the right circumstances, is capable of achieving extraordinary things. We're therefore looking for people who want to be the best. You will be excellent in the classroom and as a leader, and hence an inspiring character who is willing to lead by example.

You will be joining an experienced, knowledgeable and supportive team of senior leaders who are committed to making a positive difference for the families we serve. We are looking for a person who can be instrumental in building our school from humble beginnings into something exceptional. Houstone School should be willing to accept responsibility at the highest level for all aspects of the running of the school and be able to offer strategic leadership to bolster our offer.

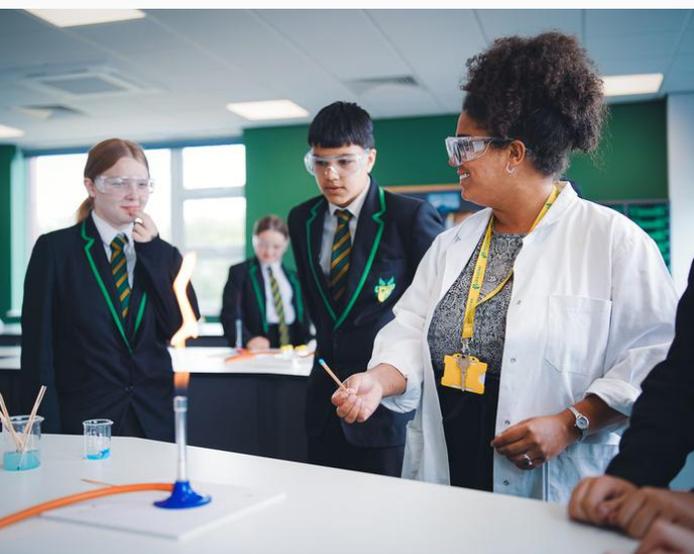
At Houstone we will show what can be achieved when schools refuse to accept excuses and expect the best from every pupil. That said, we recognise that there is much to learn as we aim to become a national leader among UK schools. This post therefore represents a great opportunity to be part of something truly quite special.

With very best wishes,

Elizabeth English
Principal | Houstone School



VISION



INTEGRITY, AMBITION, EXCELLENCE

We are a unique family of schools, sharing our practice and beliefs to enable young people to achieve the very highest standards.

At Advantage Schools, we provide exceptional opportunities for all to be knowledgeable with experiences that broaden horizons. We ensure our children, students and adults cultivate a strong self-belief so that they can flourish and develop into successful, well- rounded, self-respecting people.

Our commitment to this vision can be demonstrated by our values.

INTEGRITY

We provide a caring, nurturing environment where children and young adults feel happy, healthy and supported. Our academies will be places of safety, enabling pupils to develop courage, strong ambition and be the best that they can be.

We act honestly and transparently, advocating for pupils even when this causes difficulties.

We work together to share innovative practice and to provide a wealth of opportunities for all pupils and staff.

We focus on the development of all our colleagues through quality recruitment and retention, with excellent opportunities for clear and dynamic career progression.

AMBITION

We provide exceptional lessons enabling our pupils to be highly successful.

We share the most impactful approaches to teaching, curriculum and assessment, ensuring an interesting, inclusive and challenging education is on offer in each of our schools.

Our aim is to guarantee excellent 2-19 provision, with clear progression routes for all. You can expect excellent behaviour and conduct at all times, allowing all to make progress and achieve.

EXCELLENCE

We enable all of our pupils to develop and flourish, through close working and regular communication with our families and local community.

Our Cross-Trust focus is to ensure children are supported to meet ambitious targets and to provide exciting opportunities both inside and outside of the classroom.

ABOUT HOUSTONE SCHOOL

Houstone School offers:

- A longer school day (8.25am-4pm)
- A disciplined “can do” culture that allows every pupil to be known, feel safe and to be cared for.
- An intensive focus on the basics of Maths and English.
- An academic, knowledge-rich curriculum for all.
- A comprehensive timetable of enrichment opportunity for pupils built into the school day.
- Music for all – all pupils taught an instrument from Year 7.
- Enhanced support for pupils with lower attendance.
- A focus on preparing every single pupil to attend a good university.

We have access to some of the best professional learning in the country, both through the Advantage Schools Knowledge Exchange and partnerships with organisations such as Ambition Institute. As a result, we can attract and retain some of the best staff in the country, so you would find yourself working with a strong team of thoughtful and expert teachers and school leaders, whilst also benefitting from the full support of the central Advantage Schools Trust team.

The successful candidate will be intrinsic in further developing a school that will offer families a genuine choice of an excellent education for their child, including:

A disciplined “can do” culture then allows every pupil to be known, feel safe, and be cared for.

An intensive focus on the basics of reading, writing and maths.

An academic, knowledge-rich curriculum that values the distinctiveness of subject disciplines.

Excellent quality, evidence-based classroom practice.

High quality PSHE provision.

Plentiful, high quality enrichment opportunities, including trips, visits, after-school clubs and sporting fixtures.

For more information about Houstone and the school curriculum, please visit the website:

www.houstoneschool.co.uk



STAFF BENEFITS

We offer a fantastic range of benefits across our trust, supporting our staff in a variety of ways. From an extensive **Wellbeing package**, you can be reassured that we have your best interests at heart.



Whole trust training events



Free eye test vouchers



Staff recognition with reward shopping vouchers



Enhanced pension employer's contribution & death in service payment



Refer a friend £500 bonus scheme



Support for all staff with an experienced licensed counsellor



Cycle to work scheme



We are in the process of a big benefit review. Watch this space!

CAREER PROGRESSION

At Advantage Schools, we are committed to helping every colleague grow, thrive, and achieve their full potential. Supporting career progression is at the heart of what we do.

To empower our staff, we provide fully funded opportunities to study for NPQs, along with tailored middle leader training for eligible colleagues. Additionally, we offer a wide range of CPD training through various platforms, including The National College, giving all staff access to an extensive selection of professional development courses.

Join us and take your career to the next level with our exceptional development opportunities!



All colleagues have access to Perkbox, our Employee Benefits Programme, offering them a huge range of perks from vouchers, hot drinks, cinema tickets, gym classes and so much more. It also offers a substantial **wellbeing package**.



MEDICAL

Perkbox also provides 24/7 access to GP appointments, confidential support and guidance through the Employee Assistance Programme.

Colleagues have access to a team of fully qualified counsellors and advisors, with support for a range of emotional, legal and financial issues, along with a wellbeing portal, full of resources and videos

INTEGRITY, AMBITION, EXCELLENCE

Welcome to Advantage Schools; a high-performing family of ten schools.

We unashamedly believe in high attainment. Our schools seek to transform the life-chances of the young people in our care. We do this through very high expectations – of behaviour and conduct, of hard work and of determination and perseverance – alongside the very best knowledge-based curriculum.

At Advantage Schools, we commit to ensuring that pupils will be able to learn in an environment that is free from disruption so that they can chase their dreams and fulfil the aspirations they share with parents and colleagues. A broad curriculum places pupils in a strong position to question and debate the world around them, making them intellectually resilient and prepares them for citizenship in a democratic society. We believe this is a right of all pupils and one which is empowering.

We also pride ourselves on the additional opportunities available to pupils outside of the classroom. Our extensive extra-curricular programmes include residentials, sports and music so that we develop well-rounded young people.

Our schools work together to provide teachers and support staff with the best possible training. In partnership with families, we work hard to ensure that pupils have the widest possible opportunities in their lives.

Our schools' doors are open in every sense:

- we are in the centre of our communities, inviting them in regularly and celebrating the richness of our local area and those we serve;
- we collaborate with other professionals and schools, sharing our work to benefit pupils across the country;
- we celebrate what we do while maintaining humility in accepting feedback so that we can continue to improve.

We run our schools in the best interests of the pupils, guided by our principle that *"it must be good enough for our own children or those that we care deeply about to be good enough for our pupils"*.

"Educating children, serving the community, achieving exceptional outcomes."

Stuart Lock
Chief Executive



RECRUITMENT BOOKLET



HOUSTONE
SCHOOL



SEE MORE AT

WWW.ADVANTAGESCHOOLS.CO.UK



Librarian and Reprographics Coordinator

Houstone School have an exciting opportunity for an organised and proactive Librarian and Reprographics Coordinator to join our wonderful support team. The successful candidate will have a passion for promoting literacy, reading and learning, alongside strong technical and administrative skills to manage print and copy services efficiently. This is a dual role that combines managing our vibrant school library with overseeing our reprographics service – supporting students’ literacy development and ensuring staff have the resources they need to deliver high quality teaching.

At Houstone, our values of Integrity, Ambition, Excellence are underpinned by very high expectations and drive in everything that we do. We have a powerful culture which is warm but strict, based on clear routines, systems, and structures. As a result, our staff enjoy their roles within Houstone school experiencing impeccable behaviour and hardworking, highly motivated pupils.

Joining Houstone School as a Librarian and Repographics Coordinator is a fantastic opportunity to be part of our story – providing transformational experiences for thousands of pupils, developing our staff to be the very best they can be, and influencing the wider system by demonstrating first-hand what is achievable.

Key Duties

- Manage the day to day operation of the school library, including supervising students, maintaining resources and promoting reading initiatives (including breaktime, lunchtime and after school)
- To develop a culture of reading for pleasure and promoting the positive use of the library.
- Oversee all reprographics requests from staff, ensuring timely and high quality production of teaching and learning materials.
- To manage the resources – books, magazines, newspapers, folders and computers, selecting new resources according to the development plan.
- To run an effective reprographic service for Houstone School, ensuring agreed deadlines are met and processes followed.

The ideal candidate will

- Have experience working in a library or educational setting
- Have Excellent organizational and communication skills
- Be proficient in using IT and reprographic equipment
- Be passionate about reading and promoting literacy to students
- Have demonstrable experience of dealing in person with a wide range of people in a customer orientated service.
- Be able to prioritise workload effectively and work to deadlines
- Be able to sort accurately alphabetically and numerically
- Have a flexible can-do attitude and the ability to work independently as well as part of a team
- Ability to use own initiative and remain calm under pressure

Job Specifics

Start date asap

Salary AS 6-8 FTE £26,298-£27,133 pro rata £23,991-£24,753 dependent on experience

Job role Permanent, Full time, Term time + INSET plus 2 weeks, 41 weeks per year, 37 hours per week, Monday – Thursday 9am-5pm, Friday 9am – 4:30pm

The Trust reserves the right to interview and appoint a suitable candidate before the deadline date.



JOB DESCRIPTION

Title: Librarian & Reprographics Co-Ordinator

Reports to: Business Support Officer

Purpose of the Role:

- To manage and oversee all matters relating to the smooth and efficient operation of the school library and reprographics.
- To develop a culture of reading for pleasure and promoting the use of the library.
- To manage the resources – books, magazines, newspapers, folders and computers, selecting new resources according to the development plan.
- To run an effective reprographic service for Houstone School, ensuring agreed deadlines are met and processes followed.

Duties and Responsibilities:

- To manage the effective use of the library as a multi-media resource centre by pupils and staff.
- To introduce and maintain systems to track the loaning of books to pupils.
- To implement and develop the School Library policy, in accordance with the School Development Plan.
- To select and purchase library resources in all appropriate formats, in consultation with the Literacy Lead and Business Support Officer – Secondary.
- To organise the cataloguing, classifying and indexing of the library's resources and resources located elsewhere in the school in all formats as required. This should ensure that access to and retrieval of material and information is as efficient as possible.
- To manage the day to day organisation of the library, including the supervision of routine clerical duties such as filing, shelving, issue and recovery systems.
- To promote a positive learning environment within the library.
- To deliver the library's contribution to national literacy strategies and to encourage pupils to read widely.
- To work closely with the literacy lead to provide opportunities for pupils to accelerate progress i.e. interventions and lesson support
- To ensure that book stocks are carefully monitored.
- To develop, in consultation with teaching staff, the provision of information services using appropriate technology to support the curriculum and individual information needs.
- To provide information for teaching staff on matters pertaining to library support for the school curriculum to provide programmes for library inductions for teaching, support staff and pupils and to develop, in conjunction with the literacy lead, strategies for developing pupil skills to use the library and information resources.
- To supervise and oversee study in the library including timetabling, general discipline and induction into the use of the library's facilities.
- To ensure that the IT equipment in the library is in good working order and liaising as appropriate with support contractors



Reprographics Duties and Responsibilities:

- To run an effective reprographic service for Houstone School ensuring agreed deadlines are met and processes followed.
- To ensure that all reprographic equipment is in good working order and liaising as appropriate with support contractors.
- Prepare orders for printing and photocopying supplies and maintaining stock control.
- Monitor paper and copies usage within the school and work with departments to reduce costs.
- To provide appropriate reception cover as and when required.
- To maintain filing systems in line with organisations policies and procedures. Provide a printing, finishing and photocopying service for all departments.
- Process routine documentation, collate information for reports and undertake processing of correspondence, reports and other documents to corporate standards and deadlines and in formats appropriate to Houstone School.
- To be responsible for the use of physical equipment and to report any defects in equipment as appropriate.
- To be a flexible and supportive member of the team. To maintain strict confidentiality at all times.
- Attend and take part in team meetings and regular reviews with the line manager. To act as a first aider to pupils and staff.
- To act as a fire warden.

Statutory duties:

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of the School/Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person(s) or organisations.

Safeguarding

To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with School/Trust procedures.

Equality and Diversity

To be responsible for promoting equality and diversity in line with School/Trust procedures.

Health and Safety

To be responsible for following health and safety requirements in line with School/Trust policy and procedures.

GDPR – Data Protection

To be responsible for following GDPR requirements in line with School/Trust policies and procedures.

Training and development

To participate proactively in training and development including qualification development required in the job role.

Please note that the above list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks the post holder will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Principal, SLT or the Business Support Officer.

This job description is subject to review and may be changed following consultation with the post holder.



PERSON SPECIFICATION

Librarian & Reprographics Co-ordinator

	Essential	Desirable
Qualifications / Training	<ul style="list-style-type: none"> English and Maths at GCSE grade A-C or equivalent ICT skills with experience of using Microsoft Office and MIS NVQ Level 3 or equivalent 	<ul style="list-style-type: none"> Higher Education (A Levels or Degree standard) First Aid Certificate Fire Warden Trained Safeguarding Training Equality and diversity training
Knowledge / Experience	<ul style="list-style-type: none"> Experience of working in a school environment Evidence of high performance in previous roles / jobs Experience of working effectively with people from diverse backgrounds Previous experience of librarian work Previous experience of reprographics work Establishing effective relationships with staff, pupils and other stakeholders Evidence of understanding how to promote equality and diversity within the job role Working knowledge of Microsoft Office and a willingness to tackle complex word processing tasks Experience of operating computerised and manual systems 	<ul style="list-style-type: none"> Experience of working as a school librarian and experience of reprographics Experience of databases, spreadsheets, internet and email Experience of working effectively in a customer focused environment



	<ul style="list-style-type: none"> • Understanding of confidential and data protection matters • Understanding of the demands of the administrative role to ensure effective prioritisation of workload • Able to seek relevant information for problem solving and decision making 	
<p>Skills / Abilities</p>	<ul style="list-style-type: none"> • Ability to make a positive contribution to the team, valuing and respecting others' expertise and contribution • Ability to promote the school's reputation and carry out School business appropriately and professionally at all times • Ability to communicate effectively and confidently face-to-face, on the telephone and in writing • Ability to form and maintain good working relationships and must be punctual and reliable • Ability to produce documents that are grammatically correct, and spell checked • Ability to proofread and correct documents accurately • Ability to prioritise own workload and juggle a range of tasks and deadlines effectively communicating changing priorities to those involved • Ability to record, track and retrieve documents using files and folders (both paper-based and on the PC) • Ability to work on own initiative • Ability to communicate with pupils • Excellent interpersonal skills Drive, Energy and vision Efficient, methodical and organised • Calm under pressure • Reliable with a high degree of confidentiality and integrity 	



Special Requirements	<ul style="list-style-type: none">• Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns• Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults• Willingness continuously to update skills and knowledge• Awareness of health and safety requirements relevant to the job• Must be a resilient character with a flexible approach to work	
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