



**MOUNTS BAY  
ACADEMY**



# **School Librarian & Literacy Co-ordinator**

**APPLICATION PACK**



Salary Scale: G

Contract Type: Part time 24 hours a week flexible.

Contract Term: Permanent

## School Librarian & Literacy Co-ordinator

Mounts Bay Academy is a caring and dynamic Academy where students are placed at the centre of everything we do. We provide a broad and balanced curriculum to all our students, who are set challenging academic and personal targets and given the inspiration to succeed. We are proud of the integrated and inclusive support we provide to students, in particular those with special educational needs or on pupil premium.

We are seeking to appoint an efficient and enthusiastic individual to this exciting new role, with excellent communication skills to work with young people in our busy academy. Candidates should have a genuine passion for reading and literature. It is essential the individual will:

- Ensure and maintain school library policies and support with running our tutor time reading programme.
- Take on a key role in delivering literacy interventions and tracking and monitoring literacy skills across the academy.
- Develop strong relationships with students and other staff members
- Ensure that the resources of the library are constantly updated, working with other teaching staff to obtain specific material when necessary.
- Competently use library software, as well as work in collaboration with student librarians.
- Actively promote and encourage students to use the library to readily improve academic attainment and progression.

Mounts Bay Academy embraces the use of new technologies, providing 1:1 iPad devices for each child and an iPad Pro for each member of staff. We welcome applicants who are innovative in their use of IT and can develop their use as a strategy to raise standards across the curriculum.

In return we can offer:

- Excellent bespoke professional development
- Exceptionally well-resourced learning environment
- A friendly and caring whole academy community

Application forms and information packs are available via our school website or upon request by telephoning the Academy.

Leading Edge Academies Partnership is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment

For further information, please contact Malvina Jenkin HR Manager at Mounts Bay Academy [mjenkin@mountsbayacademy.org](mailto:mjenkin@mountsbayacademy.org)

**Closing date for applications:** Friday 30th May

**Interviews:** Week commencing 2<sup>nd</sup> June

**Start:** ASAP

Please send your completed application form to Malvina Jenkin HR Manager at Mounts Bay Academy, Boscathnoe Lane, Heamoor, Penzance, TR18 3JT.

The successful candidate will be subject to reference checks with previous employers and an enhanced DBS disclosure check.

Dear Applicant,

Thank you for expressing an interest in this post at Mounts Bay Academy, a member of the Multi Academy Trust called Leading Edge Academies Partnership (Leading Edge). I hope you find this information pack helpful and that in due course we shall receive an application from you.

Mounts Bay Academy is located in Penzance, West Cornwall with 950 students aged 11-16 years. This is a beautiful part of the world, enjoying a varied coastline surrounding rugged hills and moorland and it is a wonderful place to live and work.

Mounts Bay school converted to Academy status in 2011 and a year later was awarded an Outstanding grade in a full Ofsted Inspection. In November 2017 the Academy was inspected by Ofsted to review its safeguarding arrangements and the HMI visitors noted that the Academy had a fully inclusive culture and provided excellent support for vulnerable students. Since then, we were awarded a good grade in 2021 under the new Ofsted Framework introduced in 2019.

I have been the proud Principal of Mounts Bay since March 2024, and I am passionate about the Academy and the path that we need to follow. Whilst enjoying an enviable reputation in the local area, there is work to do in terms of outcomes, attendance and the quality of teaching and learning. Our priorities are explicit, and my style is very open and honest – there are no hidden agendas here!

We have recently introduced a new behaviour policy which is having very positive effects and our teaching and learning policy has been stripped back to provide very clear expectations of staff and students. All strategies are supported by a comprehensive evidence-based programme of CPD, both internal, and through external bodies such as the PTI, the Cornwall Research School, which we are delighted to lead, and the Challenge Partner network, where we are delighted to be the lead school in the Cornwall hub.

The Academy enjoys a range of impressive physical resources including a purpose-built science area, subject specific teaching areas in the Creative Arts as well as a lively and bouncing Music block. Sports facilities are strong, including a large sports hall, a 3G pitch and extensive outside field areas, all of which have significant community use. Plans are currently being made with Cornwall Council for an on-site ARB to provide further support to learners.

Mounts Bay Academy is an Apple Distinguished school, and each student and staff member is provided with a digital device to support their learning and work. We believe that students should be prepared for the world in which they will live when they leave the Academy and strive daily to ensure that we update our knowledge accordingly.

We are a learning community that aspires to success for all without exception, convinced that everyone can learn at the highest level, when presented with learning experiences that are as engaging as they are adventurous. We believe that all young people can achieve; it is our job to nurture the very best in each person by identifying their strengths and talents and removing any barriers to learning.

Mounts Bay is a caring and dynamic community where students are placed at the centre of everything that we do.

We provide a broad and balanced curriculum which is delivered by a team of skilled and dedicated staff, with the MBA way visible throughout the school, putting 'Relationships, Respect and Responsibility' at the centre of everything. Talent is celebrated, curiosity is nurtured, and every individual is given the chance to shine. We help to develop young people with a positive attitude to learning and life, ready to take on the challenges of our fast-changing world and to make a creative contribution to their community.

The successful candidate will be a brave, creative and visionary person, to join our staff to enable all to thrive in this ever-changing world. We are looking for a professional with a spirit of adventure who understands that high personal and academic standards and exciting learning can combine to change young people's lives.

Mounts Bay Academy is committed to safeguarding and promoting the welfare of young people and we expect the candidate to share this commitment.

Since I joined the Academy, I have felt safe, I have been happy, I have felt challenged, and I have been genuinely welcomed into the Mounts Bay community. Is this not what all of us want from a school?

Please do get in touch if you would like to come and visit. I look forward to meeting you.

Yours sincerely

Simeon Royle  
Principal

## Application

If you wish to apply, please either email your application to Malvina Jenkin HR Manager at Mounts Bay Academy (copies of all the details are available online on our website under the 'Vacancies' section) or post your completed application form to the address below, together with a covering letter, clearly demonstrating your suitability for the role. Where possible, please also provide email addresses for your referees.

In line with our safeguarding practices we are unable to accept CVs.

## Closing Date

Please ensure your application arrives by the closing date/time and that the post for which you are applying has been stated clearly on the application form. Applications received after the closing date will not be accepted.

## Interview

Interviews for the post will take place shortly after the closing date. All applicants will be informed on whether their application is successful within 2 weeks of the closing date.

Mounts Bay Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

We follow safer recruitment practices and appointments are subject to an enhanced DBS check prior to employment. Details of our [Safeguarding and Child Protection Policy](#) can be found on our website [www.mountsbay.org](http://www.mountsbay.org).

Mounts Bay Academy  
Boscathnoe Lane  
Heamoor  
Penzance  
Cornwall  
TR18 3JT

Phone: 01736 363240

Web:

[www.mountsbay.org](http://www.mountsbay.org)  
[www.leadingedgeacademies.org](http://www.leadingedgeacademies.org)

## Job Description

<b>Post Title:</b>	School Librarian and Literacy Co-ordinator
<b>Purpose:</b>	<p>The post-holder is responsible for overseeing the daily operation, supervision and development of the school library, including keeping abreast of up-to-date developments.</p> <p>To contribute to the development and implementation of the literacy strategy which is:</p> <ul style="list-style-type: none"> <li>• Integrated into the life of the whole school</li> <li>• Reflective of its aims and values</li> <li>• Responsive to the fast changing worlds of communications and information technology and meets the needs of young people in the 21<sup>st</sup> Century</li> </ul>
<b>Reporting to:</b>	Head of English/SLT Literacy Lead
<b>Liaising with:</b>	Principal/Vice Principals, teaching/support staff, students
<b>Working time:</b>	Part time
<b>Salary/Grade:</b>	G Scale
<b>Disclosure level:</b>	Enhanced

### MAIN (CORE) DUTIES

<b>Main tasks</b>	<p>The main duties and responsibilities of the School Librarian are as detailed below. Please note that this list of duties is not exclusive or exhaustive and the postholder will be required to undertake such tasks as may reasonably be expected within the scope of the post.</p> <p><b>The postholder will:</b></p> <p><b>Support the school by:</b></p> <ul style="list-style-type: none"> <li>• Managing, maintaining and promoting the School Library and teacher resources.</li> <li>• Contributing to the development and implementation of the literacy strategy and the tutor time reading programme.</li> </ul> <p><b>Support the teaching staff by:</b></p> <ul style="list-style-type: none"> <li>• Identifying and buying quality resources for the school library and classroom bookshelves to help deliver the curriculum.</li> <li>• Supporting the delivery of information skills and literacy teaching in the school.</li> </ul> <p><b>Support the children by:</b></p> <ul style="list-style-type: none"> <li>• Fostering within the children of Mounts Bay Academy a genuine passion for books and a love of reading.</li> <li>• Working with curriculum leads to support a programme to develop independence in our learners.</li> <li>• Supervision of recreational use of the library at break/lunch.</li> </ul>
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### **Key Areas of Responsibility**

- Financial management of the library's budget for new stock and events to promote reading.
- Recommending reading lists, fiction for reading for pleasure and resources for research purposes.
- Operating the Academy's library management system.
- Developing library resources.
- Responsibility for maintenance and selection of appropriate materials for the library stock and to support the school curriculum in collaboration with the Heads of Department (HODs) and teachers.
- Monitoring relevance of stock and updating as appropriate.
- Carrying out regular stock checks.
- Creating and implementing a books donation policy.
- Providing training for staff and pupil assistants.
- Developing and leading library and information skills lessons.
- Developing and leading sessions on information literacy/research skills on an ad-hoc basis.
- Assisting with literacy related lessons as appropriate.
- Leading inductions to the library for new staff.
- Running pupil book Club
- Running Children's Literature Quizzes.
- Running Reading Competitions and Reading Challenges.
- Promotion of the library and reading for pleasure.
- Developing the library as an appealing place to study, eg continual review of physical layout of library and impact on learning environment, creating posters and signage.
- Inviting new pupils to visit the library as part of induction to the school.
- Promoting library events, achievements and news through appropriate channels.
- Arranging author visits, book events and other enterprises to promote reading and literacy.
- Co-ordinating the Academy's participation in literacy events, such as 'World Book Day'.
- Maintaining knowledge of children's literature.
- Managing bookings:
  - of library resources (eg putting together topic boxes/class sets for classroom use).
  - of the library space (for classes and for meetings).
- Make full use of ICT in the library.
- Keep HODs and SLT informed about library and information service needs and developments.
- Maintain knowledge of relevant legislation (eg data protection, copyright).
- Support students with reading and literacy interventions.

### **Skills and Attributes Required**

- Excellent communication skills with the ability to communicate effectively with pupils of school age and with colleagues of all levels.
- Ability to maintain and develop good working relationships with external bodies, visiting authors etc.
- Excellent organisational skills and a flexible approach to work with a 'can do', positive attitude.
- Ability and courage to innovate.
- Ability to think strategically and creatively, as well as having an eye for detail.
- Ability to use library management systems and other ICT software.
- Ability to assume responsibility for own work, devise your own work schedule and set and achieve

appropriate targets.
<b>Requirements Knowledge</b>
<ul style="list-style-type: none"> <li>• Knowledge of children’s literature and resources to support the curriculum.</li> <li>• Knowledge and understanding of teaching and learning.</li> <li>• Knowledge of how ICT can be used to support reading development.</li> <li>• Awareness of child development and the role of reading in a child’s educational development.</li> </ul>
<b>Other Specific Duties</b>
<ul style="list-style-type: none"> <li>• To remain and adhere to the Trust’s Safeguarding Policy and child protection procedures.</li> <li>• To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li> <li>• To actively promote the Academy’s corporate policies.</li> <li>• Be responsible for your own continuing self-development, undertaking training as appropriate.</li> <li>• To be aware and adhere to applicable rules, regulations, legislation and procedures eg the Trust Equality and Diversity Policy, Staff Code of Conduct, national legislation and GDPR Data Protection Regulations.</li> <li>• To comply with the Academy’s Health and Safety Policy and undertake Risk Assessments as appropriate.</li> </ul> <p><b>As a restorative organisation we</b></p> <ul style="list-style-type: none"> <li>• Apply the principles of mutual respect and responsibility in all our internal and external relationships.</li> <li>• Actively work to prevent, address and repair harm.</li> <li>• Engage in continuous learning to further develop our communication and problem-solving skills.</li> </ul>

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

## Person Specification

Requirement	Essential	Desirable	Demonstrated By
<b>Safeguarding</b>	A commitment to safeguarding children and young people and an awareness of current national legislation relating to safeguarding and child protection.		Application Form / Interview
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Good standard of general education, including English and Maths (minimum GCSE Grades A-C)</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in a school library</li> <li>• Experience of working in the education sector</li> <li>• A degree in librarianship or information management or other relevant disciplines</li> </ul>	Application Form / Interview
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• A passion and knowledge of books and reading</li> <li>• An interest in education and passion for children's learning</li> <li>• Good IT skills, with data management experience</li> <li>• A high level of reading, writing and numeracy skills</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity with a Library Management System</li> <li>• Knowledge of library classification and organisation schemes</li> <li>• Knowledge of current children's and young adult literature</li> <li>• Knowledge of children's reading and literacy organisations</li> </ul>	Application form / interview

Requirement	Essential	Demonstrated by
<b>Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to relate well to young people</li> <li>• Excellent interpersonal skills to support both pupils and colleagues</li> <li>• Good team player, willing to work collaboratively with the other departments</li> <li>• Excellent communication skills, both oral and written and the ability to adapt to different audiences.</li> <li>• Excellent organisational skills</li> <li>• Self-motivated and able to work independently and creatively</li> <li>• Willing to attend appropriate training courses to aid continued professional development</li> </ul>	Application form / interview
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Willing to play a full part in the extra-curricular and pastoral life of our happy and vibrant school</li> <li>• Understands and is willing to uphold the Trust values and ethos</li> </ul>	Application form / interview