



Dear Applicant

Thank you for showing an interest in the Library/Literacy Lead Assistant post at Portchester Community School.

We are seeking to appoint an energetic individual to raise the profile of the library and support the English team to increase the students' love and passion for reading. The successful candidate will need very good interpersonal and communication skills and be confident in dealing with pupils and staff on a day- to-day basis. If you match the description outlined above – then we would like to work with you.

As a school we invest heavily in support and training and have a commitment to individual professional development.

All of the information required for application is available through our school's website; please ensure all forms are completed as instructed.

Visits to the school are welcome as well as informal discussions to support and inform your application. Please contact Nr N Cousins, Deputy Headteacher, by calling 023 9236 4399, or email: [n.cousins@portchester.hants.sch.uk](mailto:n.cousins@portchester.hants.sch.uk)

Once again, thank you for showing an interest in this post and I wish you every success in your application.

Yours faithfully

Mr R Carlyle  
Headteacher



**Library / Literacy Lead**  
**Permanent, Full-time (37 hours per week)**  
**Term-time only plus one week (40 weeks)**  
**Grade D. Full Time Equivalent Salary: £23,703 to £26,401 p.a.**  
**Actual Salary: £20,794 to £23,161 p.a.**  
**Potential for an immediate start**

An exciting opportunity has arisen for a hardworking team player to join our school. This is a new modified role, and we are extremely excited about the impact that the successful applicant can play in raising the profile of the library and supporting students with literacy. You would be working closely with the English team in supporting them to further develop several reading and literacy initiatives all designed to increase the students love and passion for reading. You would also be leading small groups of students with their reading and literacy skills in timetabled intervention style sessions. We consider ourselves to be a reading school with all teachers taking responsibility for raising the profile of literacy in their subject area.

Our library is a well-kept area that provides students with a calm and relaxed space to both read and play board games. Several English classes are timetabled into the library each week to encourage students to read and regularly change books and utilise this lovely space. This role will suit a confident, friendly, organised, and creative adult with good communication skills and a passion for reading and literature. For the successful candidate there is a huge opportunity to put your imagination to work and place your own stamp on this space.

Key roles and responsibilities for the librarian position include:

- Taking a lead role in supporting with the Accelerated Reading Programme
- Leading reading and literacy intervention sessions for targeted groups of students
- Auditing all books
- Overseeing students taking books out and returning them
- Organising author visits and book weeks
- Supporting students with reading
- Working closely with teachers and supporting library-based lessons
- Keeping the library well stocked with books of interest
- Refreshing and maintaining displays
- Raising the profile of the library within the school
- Keeping up to date with reading and library initiatives

The postholder will also be responsible for fulfilling the safeguarding requirements of the role and adhering to the school's safeguarding policy.

We are a growing 11 – 16 comprehensive school. Graded ‘good’ across all standards by Ofsted in our recent inspection, we pride ourselves in being highly inclusive and student focused. We were awarded the prestigious National SMSC Quality Mark Gold Award, May 2021. We are very proud of our pupils and their achievements.

An Application Pack can be downloaded from our website at [www.portchester.hants.sch.uk](http://www.portchester.hants.sch.uk) under the ‘About Us’ menu, or email: [recruitment@portchester.hants.sch.uk](mailto:recruitment@portchester.hants.sch.uk)

If you would like to discuss this role further or arrange to visit the school, then you would be very welcome. Please call 023 9236 4399 or email Nick Cousins (Deputy [Headteacher](#)) [n.cousins@portchester.hants.sch.uk](mailto:n.cousins@portchester.hants.sch.uk)

Please email your completed application to [recruitment@portchester.hants.sch.uk](mailto:recruitment@portchester.hants.sch.uk) or send to Portchester Community School, White Hart Lane, Portchester, Fareham, Hampshire, PO16 9BD, marked for the attention of Mrs Y Boxall, Personnel Services Leader. Please return the equalities monitoring form in line with the details shown on the form.

**Closing Date: Noon on Friday 31 March 2023**

We do reserve the right to interview earlier than the closing date. If that is the case, then we will remove the advert.

Portchester Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful applicants will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Online searches will form part of the pre-employment checks on shortlisted candidates.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex and sexual orientation.

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. Applicants shortlisted for interview are therefore required to declare whether they have any criminal convictions (or cautions or bind-overs) including those which are ‘spent’. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’ and are not subject to disclosure. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website: <https://www.gov.uk/government/collections/dbs-filtering-guidance>

Portchester Community School, White Hart Lane, Portchester, Fareham, Hampshire, PO16 9BD.



**Headteacher:** Mr R Carlyle BEd (Hons)

White Hart Lane, Portchester, Fareham, Hampshire PO16 9BD

**T:** 023 9236 4399 | **F:** 023 9220 1528 | **E:** office@portchester.hants.sch.uk | [www.portchester.hants.sch.uk](http://www.portchester.hants.sch.uk)

<b>Details about the post: Library/Literacy Lead</b>	
<i>Salary:</i>	Grade D, Actual Salary £20,794 to £23,161 p.a. Full Time Equivalent Salary: £23,703 to £26,401 p.a.
<i>Contract Type:</i>	Permanent, 37 hours per week Term-time only plus one week (40 weeks) Working hours: Monday to Friday
<b>Safeguarding of pupils:</b>	
<i>School statement:</i>	Portchester Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.
<b>Context for the vacancy:</b>	
<i>Start date:</i>	Potential for an immediate start.
<b>Terms and conditions:</b>	
<i>School statement:</i>	This post is offered subject to the Employment in Hampshire County Council agreement (EHCC07) in conjunction with other Hampshire and school pay policies.
<b>Equalities Statement:</b>	
<i>School statement:</i>	<p>The Governing Body of the school is committed to equality for all in the appointment, development, training and promotion of staff, and in all dealings with students and parents of the school.</p> <p>The Governing Body recognises the value of a diverse and inclusive workforce and governors and managers will operate at all times within the requirements of anti-discrimination legislation and will promote equality in its staffing decisions.</p> <p>The Governing Body will wherever possible make reasonable adjustments to recruitment processes, working conditions or the working environment, to help overcome practical difficulties created by applicants or members of staff who have a disability.</p> <p>The over-riding premise that will be adhered to in matters of equality, by all governors and staff in the school, is that everyone has the right to be treated with dignity and respect whatever their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race or belief, sex or sexual orientation.</p> <p>All applicants are invited to indicate whether they have any special requirements to enable them to submit an application.</p>

<b>Information about the recruitment and selection process:</b>	
<i>Closing date for applications</i>	<p>Please email your completed application form to <a href="mailto:recruitment@portchester.hants.sch.uk">recruitment@portchester.hants.sch.uk</a> by noon on Friday 31 March 2023. If you intend to email the equality monitoring form, please send in a separate email to <a href="mailto:recruitment@portchester.hants.sch.uk">recruitment@portchester.hants.sch.uk</a> with the title: 'Confidential - equality monitoring form'.</p> <p>If you submit your application form by post, please return the equality monitoring form in a sealed envelope along with your application.</p> <p>If you would like confirmation that your application has been received, please contact the school on 023 9236 4399 or email: <a href="mailto:recruitment@portchester.hants.sch.uk">recruitment@portchester.hants.sch.uk</a></p>
<i>Interview date:</i>	To be advised.
<b>Employment checks required:</b>	
1	<b>Fully</b> completed application form
2	Rehabilitation of Offenders Act declaration
3	Right to work in the UK
4	Disclosure and Barring Service check.
5	Employment history including explanation of any gaps.
6	Proof of academic and professional qualifications.
7	Occupational Health check.
8	Professional character references.

*If you have any questions about the detail contained within this document or any other aspect of the information sent to you, please do not hesitate to contact the school.*

*School policies including the Recruitment Policy and Equality Policy are available on request.*



## **APPLICATION GUIDE**

### **Vacancy Details**

Details of the terms and conditions of the post are included in the Vacancy Details document. This gives information about the post, grade and salary and underlines the school's commitment to safeguarding children and young people and to equality of opportunity for all. Details of the closing date for applications, interview date, interview panel and selection procedure are included. The employment checks undertaken for the successful candidate are also shown on this document.

### **Job Description**

This gives an overview of the purpose of the post and outlines the main core duties and any specific duties.

For a Support staff post, the Role profile describes the generic tasks of the post and may be supplemented with a Local List of Duties which specifies, at individual school level, the main duties of the role. The role profile also defines the necessary knowledge, skills and experience required at selection.

### **Person Specification**

This outlines the qualifications, experience, skills and personal attributes which the successful candidate will need to possess. These elements are classified as either essential or desirable and are used as the basis for the shortlisting process. The person specification also outlines the basis by which other information collected as part of the recruitment and selection process will be assessed e.g. lesson/task observation, presentation, references.

### **The Application Form**

Please ensure that you complete the relevant Hampshire County Council Teaching Staff or Support Staff application form, both of which can be downloaded from the school website at [www.portchester.hants.sch.uk](http://www.portchester.hants.sch.uk) or the Hampshire County Council website. Please do not send a C.V. in place of the Hampshire application forms as this will not be accepted.

When completing your application form it is important to consider the Job Description/Role Profile and the Person Specification and include in your application evidence to demonstrate your skills and knowledge. Applicants should meet the essential criteria detailed in the Person Specification and it will be advantageous to demonstrate some of the desirable criteria.

### **Application Process**

Once completed, please send your application form for the attention of Mrs Y Boxall, Personnel Services Leader, to arrive by the deadline specified in the advertisement and Vacancy Details information.

When received, we will hold your information securely, in line with our Data Protection policy and Privacy Notice for job applicants. Please refer to the Privacy Notice for Job Applicants available on our website.

Please remember to complete the Equalities Monitoring form which is included as part of the application pack and return it as detailed on the form. This information will enable the school to monitor the effectiveness of its equality policy and ensure that all staff and applicants receive fair and equal treatment at all times.

As part of this policy, it is essential that we monitor the profile of our applicants in relation to gender, ethnic origin, disability, sexual orientation and age.

The information on this form will not be shared with the selection panel and will be used for statistical purposes only. It will not form any part of a record on you as an individual, unless you are subsequently appointed to the school, in which case it may be held as part of a computerised personnel record on the school's HR system which is available for your inspection.

All application forms are logged on receipt and although we do not currently acknowledge receipt, we are more than happy for you to contact the school for confirmation that your application has been received. Again, please contact Mrs Boxall by email (recruitment@portchester.hants.sch.uk), or via the school on 023 92 364399.

### **The Short-listing Process**

The interview panel will undertake the short-listing process and candidates will be assessed against the job description/role profile and the essential and desirable aspects of the person specification. Candidates selected for interview will be contacted by telephone or email. Candidates will be advised of any tasks or lessons they will be asked to undertake as part of the selection process.

Please be advised that if you have not been contacted within two weeks of the closing date, your application has been unsuccessful on this occasion.

### **The Interview Process**

The interview panel for all teaching posts will comprise the Headteacher, Mr Richard Carlyle, a member of the Senior Leadership team, usually either the Deputy Headteacher or Assistant Headteacher, together with the Subject Leader for the relevant department. For Subject Leader posts, a school Governor may also be included in the interview panel.

The purpose of the interview is to assess the candidate's suitability for the post and give both the panel and the candidate an opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information provided in your application form.

The interview will also assess the candidate's suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

Candidates will be asked the same core questions relating to the requirements of the post, however relevant supplementary questions may also be asked.

During the interview process notes will be taken.

### **References**

It is our policy to approach both referees noted on the application form **prior to interview** for a reference. As stated on the application form one of your referees must be your present employer e.g. Headteacher.

### **Offers of Appointment**

Appointments are subject to satisfactory completion of all relevant pre-employment checks including a Disclosure and Barring Service check and medical clearance from the Hampshire County Council Wellbeing unit.

### **Statement on Safer Recruitment**

Statutory Guidance “Keeping Children Safe in Education”, issued by the Department for Education, requires the school to have written recruitment policies and procedures in place to prevent people who pose a risk of harm from working with children.

The Governing Body recognise that promoting the welfare of children and young people is integral to the recruitment and selection process and essential to creating a safe environment for children and young people. The aims of the school’s Recruitment Policy are therefore to: attract and appoint the highest calibre of applicants; undertake recruitment and selection activities in a fair and transparent way and to ensure safer recruitment guidelines are followed to deter, identify and reject applicants and volunteers who are unsuitable to work with children and young people.

In accordance with the School Staffing (England) Regulations 2009, at least one person on an appointment panel will have undertaken safer recruitment training.

The full Recruitment Policy is available on request to any member of staff and all prospective applicants and volunteers.

The school’s Child Protection policy and Safeguarding policies are available on request or on the school’s website [www.portchester.hants.sch.uk](http://www.portchester.hants.sch.uk)

### **What to bring to interview**

Applicants selected for interview are asked to refer to the “Pre-employment checklist for Candidates” sent with the interview invitation letter and bring documentation as outlined. This will include original qualifications certificates and proof of identity (preferably photographic, such as a photocard driving licence or passport).

In order to meet our legal obligation under the Immigration, Asylum and Nationality Act 2006, the school must ensure that evidence has been seen and checked to confirm eligibility to work in the United Kingdom. Therefore, candidates selected for interview must bring relevant documentation to confirm this, as outlined in the Pre-employment Checklist for Candidates.

Thank you for your interest in this post at Portchester Community School.

**Successful    Confident    Responsible**

**Portchester Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.**





### **Library/Literacy Lead Role Profile**

**Reports to:** Deputy Headteacher/Senior Manager  
**Role purpose:** To assist staff and students in accessing and using library facilities in order to support learning activities

#### **Role requirements:**

- To supervise and organise students whilst using the library
- To issue and discharge items accurately and promptly to ensure a high quality service
- To shelve and tidy library items accurately and efficiently to ensure students and staff can find items easily
- To help and encourage students to use the library to increase the use of resources
- To deal face to face with information enquiries from students and staff or refer as appropriate to ensure customer satisfaction
- To assist with the introduction of library sessions for students
- To assist students and staff in use of the full range of equipment (e.g. photocopier, IT) to maximise the use of facilities
- To research resources for curriculum use
- To collect and update current affairs information including newspaper articles about the school

#### **Resources:**

- Assist in stockwork, assessing condition to ensure attractive stock
- Process and repair new and existing resources to maintain the quality and currency of the library resources
- To select and catalogue new stock

#### **Administration:**

- Carry out daily routine procedures (e.g. preparing counters and inquiry desks for library opening) to ensure the smooth running of the library
- To issue new students with library cards
- To issue overdue notices
- To use computer-based systems

#### **Corporate and statutory initiatives (Safeguarding, equalities, health and safety):**

- Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace.
- Be aware of and comply with school policies
- Understand and promote the principles of safeguarding children and young people
- Be responsible for fulfilling the safeguarding requirements of the role and adhering to the school's safeguarding policy
- Understand and promote the principles of equality and diversity

**The key decision-making areas in the role:**

- Identify stock for repair/withdrawal
- General and reference enquiries (decide how to respond correctly to students/staff needs based on agreed basic service procedures)

**The role dimensions – financial/non-financial**

- Be aware of and discuss with line manager the budget for library resource

**The main contacts:**

- Library users (daily -issuing/discharging items and helping students and staff/answering queries)
- Other teaching staff (general information)
- School library service (liaison over resources)
- Local book swaps/book suppliers/public library

**Working conditions:**

- Manual handling books, boxes, fixtures and fittings
- Standing for long periods
- Repetitive processes

**Context/additional information:**

- Supervision of behaviour of students and responsible for their health and safety whilst using the library
- Frequent interruptions
- Lone working
- Daily use of computers

**Necessary role-related knowledge, skills and experience at selection:**

- Literate and numerate
- GCSE Level English and mathematics at Grade 4/C (or equivalent)
- Experience of working with people
- Empathy with young people
- Good interpersonal skills
- Ability to communicate clearly in writing and orally
- Ability to work under pressure
- Willingness to acquire ICT skills
- Ability to cope with the physical element of the job

**Initial induction/training required to become effective in the role:****Estimated time to become operationally effective: 6 months**

- Awareness of school procedures and practices
- Sound knowledge of library issue system (manual and computer)
- Knowledge of shelving layouts and classification schemes in use
- Awareness of Health and Safety responsibilities
- Sound knowledge of ICT Networks (Hantsnet)

**Operationally effective: How effectiveness in the role be demonstrated:**

- Answers enquiries satisfactorily and without the need to refer
- Carries out issue and discharge of items quickly and accurately
- Demonstrates a good manner with staff and students
- Shelves items/tidies shelves efficiently and accurately
- Shows working knowledge of the in-house computer/manual systems
- Works neatly and efficiently at repairs
- Transfers and packs/unpacks stock promptly
- Process new material effectively
- Demonstrates consistent ability and empathy to deal with students
- Able to show students and staff how to use IT equipment
- Able to order and purchase books

**Adding value – What characteristics will the advanced role holder demonstrate**

- Suggests, gains agreement and implements practical improvements to the operation of the library
- Shows a developed judgement for when and how to use initiative



## Job Hazard Form

This form highlights hazards related to the role that could pose a risk to the post holder.

### **Role Title: Library/Literacy Lead**

#### Manual Handling

The types of manual handling operation involved in this role are *objects*. These manual handling operations are required on an *frequent basis*. The weights involved in these manual handling operations are *up to 6-10kg*.

#### Display Screen Equipment

This role will require the postholder to be a Display Screen Equipment User. This will involve use of a *laptop/desktop computer, virtual learning platform*.

#### Job Characteristics

This role involves working with children and young people *between 11 and 16 years old*. This role also involves working with children and young people with special needs including those with *physical disabilities*.

This role also has potential to involve *verbal abuse and/or aggression and this is likely on an infrequent basis*. The role is also likely to require *behaviour management interventions for which the postholder will be trained*.

#### Work Equipment/Machinery

This role also involves working with computers.

#### COSHH (Control of Substances Hazardous to Health)

This role may require the postholder to *change printer toner cartridges on an occasional basis*.

*Applicants should be aware that where roles are exposed to hazardous risks, risk assessments are undertaken and control measures are put into place where possible*



Dear Applicant

### **Equality Monitoring**

Thank you for your interest in the Library/Literacy Lead vacancy at this school. The school operates an equality policy to ensure that all staff and applicants receive fair and equal treatment at all times. As part of this policy it is essential that we monitor the profile of our applicants in relation to their age, disability, gender identity, race, religion or belief, sex and sexual orientation.

The equalities monitoring form is designed to record and monitor the relevant data for this monitoring process. I would be very grateful if you could complete the form located in the Vacancies section of the website under 'Applications Forms and Equalities Monitoring Form' and return it to me.

The information on this form will be used for statistical purposes only and will not form any part of a record on you as an individual unless you are subsequently appointed to the school, in which case it may be held as part of a computerised personnel record on the school's HR system which is available for your inspection.

I am making this request in accordance with the recommendations of the Equality and Human Rights Commission. However, if you wish to discuss the content of the form or the use of the data, please let me know.

Yours sincerely

Mr R Carlyle  
Headteacher



## Disclosure and Barring Service Policy Statement

Portchester Community School complies fully with the [Disclosure and Barring Service Code of Practice](#). We undertake to treat all applicants fairly and not to discriminate against anyone on the basis of conviction or other information provided.

Having a criminal record will not necessarily prevent an individual from being employed by a Hampshire County Council school. This will depend on the nature of the role, professional suitability and the circumstances, nature and background of the offences.

Portchester Community School recognises that access to criminal record information has to strike a balance between the rights of children and the vulnerable in society, an individual's right to privacy and the rights of ex-offenders to become rehabilitated into society.

We also use the Disclosure and Barring Service to support Hampshire County Council's corporate aims, specifically its commitment to ensuring that children and vulnerable groups are protected from harm with their welfare at the forefront of the Council's work.

We undertake to ensure that confidential and sensitive information about an individual's criminal record is handled fairly and properly and in accordance with the relevant legislation.

The policy statement will be reviewed at least annually.

Date: September 2022

**Successful    Confident    Responsible**

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