



Librarian & Learning Centre Coordinator

Recruitment Pack - Apr 2025



**CHELTENHAM
BOURNSIDE
SCHOOL**

“Inspiring lives through learning



Welcome

People are at the heart of Bournside. Rating us as “Good” in all areas, OFSTED saw that “staff well-being, as well as curriculum knowledge, are paramount”. Our staff and students are **Ambitious, Purposeful, Proud, Respectful, Curious,** and **Supportive**. These are our values and whilst you’ll see them written on our website and on our corridor walls, where you’ll really see them is in the way we work together, the way we talk to one another, the way teachers teach and students learn. All that leads to what OFSTED called “*a harmonious school*”.

We are highly ambitious for the academic progress of our students: our positive **Progress 8 score of +0.52** places Bournside in the top 16% of schools nationally for academic progress.

Bournside is an established single academy trust with a PAN of 300. We have a wide catchment, over 200 staff and over 1,800 students. That means we have the resources to provide a wealth of opportunities: a sports centre and 3G sports pitches; a fully equipped drama studio, a dance studio, a large library, modern spacious English and Maths blocks, 12 new and further refurbished science labs and specialist design, technology, computing and media rooms. Our highly successful sixth formers have their own large base within the school too.

No one gets lost in the crowd, however. In their 2022 report, OFSTED commented on the “***strong sense of community for both staff and pupils***” and that “***pupils are ready for learning and engage well with teachers and other adults.***” Everyone is a member of one of our six houses; coupled with our vertical tutor group model, the house system aims to nurture and enhance that sense of family and community, strengthen home/school communication, and provide opportunities for older students to act as role models for younger students, enabling them to have meaningful conversations about school life and their future aspirations.

If you have any questions regarding the position please contact Human Resources - recruitment@bournside.gloucs.sch.uk. I would also very much encourage you to visit our school so you can see for yourself why it is a wonderful place to work.

I look forward to receiving your application to join us in **inspiring lives through learning**.

Steve Jefferies
Headteacher



**CHELTENHAM
BOURNSIDE
SCHOOL**





Overview

Librarian & Learning Centre Coordinator

Start date:	1st September 2025
Grade/pay scale:	Grade F6-12 (Actual pro rata salary £20,443 - £22,495) (Pay award pending)
Contract:	Permanent, 35 hours per week, 39 weeks per year
Working pattern:	Monday to Friday 8:30am - 4.00pm
Responsible to:	Whole School Literacy Lead / Headteacher

Purpose

An exciting opportunity has arisen to join Cheltenham Bournside School as a Librarian & Learning Centre Coordinator. We are looking to appoint an enthusiastic and passionate Librarian to organise and manage the daily running of our Learning Centre and library resources.

As a Librarian you will work closely with the Literacy Lead and subject leaders to support students' literacy development and foster a love of reading throughout the school. Reading for pleasure is a priority within our school. Many pupils choose to read widely and avidly.

Closing date: Friday 2nd May 2025 at 9.00am

Apply online: www.bournside.gloucs.sch.uk/school-information/careers-at-bournside

Please note - We reserve the right to interview and appoint prior to the closing date.



**CHEL TENHAM
BOURN SIDE
SCHOOL**



Job description

Librarian & Learning Centre Coordinator

We are an equal opportunities employer and value respect and diversity across our school community. Bournside is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check.

Purpose

- To organise and manage the daily running of the Learning Centre and the library resources, to include categorising and organising the library stock
- Work collaboratively with staff and students to create and develop the Learning Centre and library that inspires and engages users.
- Work with the subject leaders to ensure frequent and relevant use of the library by all of the curriculum areas
- Support the Literacy Lead in closing the reading age gap and with literacy initiatives
- Support the Literacy Lead with organised events to motivate and encourage reading and independent learning
- To supervise students studying in the Learning Centre
- To supervise and support students attending homework club after school

Specific Responsibilities

Support for Students

- Maintain a conducive working environment for all students studying in the Learning Centre
- Be well-informed about literature and developments in literacy to ensure you can best advise students their choice of reading material, to be sensitive to their needs and to recommend suitable titles
- Be pro-active in suggesting study resources and articles for students to use
- Encourage and supervise student librarians in their role
- Supervise access to the Learning Centre at break and lunchtime
- Supervise and support homework club after school

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.



**CHEL TENHAM
BOURN SIDE
SCHOOL**



Job description

Support for Teachers

- Organise and manage learning centre and library resources
- Liaise with all subject staff to ensure that library resources support departments
- In liaison with the Head of Sixth Form oversee the Sixth Form peer mentoring scheme and cross-reference with Reading Mentors
- Assist the Literacy Lead with literacy intervention strategies where appropriate
- Assist the Literacy Lead with any literacy related events taking place at the school

Support the School

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.



**CHEL TENHAM
BOURN SIDE
SCHOOL**

Person specification

Librarian & Learning Centre Coordinator

Cheltenham Bournside School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

	Essential	Desirable
Qualification	<ul style="list-style-type: none"> A good standard of education of A-Level or above (or equivalent) Excellent literacy and numeracy skills 	<ul style="list-style-type: none"> Librarian training /qualification or willingness to complete training
Experience, understanding and knowledge	<ul style="list-style-type: none"> Ability self-evaluate learning needs and actively seek learning opportunities Ability to relate well to children and adults Work constructively as part of a team Shows a personal commitment to safeguarding and promoting the welfare and rights of young people Excellent interpersonal skills both in working relationship with young students and in forming effective professional relationships Enthusiasm, drive and love for the job Committed to high personal standards at all times Ability to form and maintain appropriate relationships and personal boundaries with children and young people 	<ul style="list-style-type: none"> Experience in working in a secondary school or education environment Adaption of ICT equipment to specific student needs Understanding of child development Working knowledge of national curriculum and other relevant learning programmes
Personal qualities	<p>These personal qualities are essential for creating a positive and supportive school environment that fosters the growth and development of students, staff and the broader community.</p> <p>Ambition</p> <ul style="list-style-type: none"> Shows enthusiasm to excel in their role. Takes initiative to identify and pursue opportunities for growth and improvement. <p>Curiosity</p> <ul style="list-style-type: none"> Possesses a natural curiosity and desire to learn new things. Approaches challenges and opportunities with an open and curious mindset. <p>Pride</p> <ul style="list-style-type: none"> Punctual and reliable. Pays careful attention to detail and takes pride in delivering high-quality work, effectively prioritising tasks to meet deadlines. <p>Purpose</p> <ul style="list-style-type: none"> Demonstrates a strong sense of purpose and dedication to making a positive impact on students' lives. Is committed to serving the needs of students, parents, and the school community with purpose and intentionality. <p>Respect</p> <ul style="list-style-type: none"> Shows empathy and understanding towards the needs and perspectives of others. Conducts themselves with professionalism and integrity in all interactions and communications, keeping calm when working under pressure in a busy working environment. <p>Support</p> <ul style="list-style-type: none"> Works collaboratively as part of a team, supporting colleagues and sharing guidance, knowledge and resources. Provides encouragement and support to students, colleagues, and parents to help them achieve their goals. 	





Supporting information

Settling in at Bournside

We will fully support you with your transition to Bournside. Our HR team oversees the provision for new staff, including your induction to support you in understanding your new role.

Induction

You will receive induction training on your first day, providing all of the information you'll need for a successful start at Bournside. Including:

- Leadership Structure
- Communication and meeting systems
- Induction procedures, performance management and professional development
- IT equipment
- Health and Safety
- Safeguarding
- Key policies

Your line manager or mentor will meet with you regularly to ensure you have the support you need.

Continuing Professional Development (CPD)

We pride ourselves on being a forward-thinking in our approach to CPD. We use a wide variety of activities to engage all staff with sharing best-practice including whole staff training options and access to National Online Training resources.

We are also happy to discuss support to complete further relevant job role qualifications.

Teacher Development Trust Gold Award

In 2023 our genuine, shared commitment to inspiring the lives of both students and staff through learning. was recognised with **The Teacher Development Trust Gold Award** following a rigorous audit of our provision for staff.



"The school has a proven track-record in designing and delivering a high-quality, research-informed programme of CPD, which senior leaders quite rightly take great pride in. It was a great pleasure to speak with a range of staff who clearly feel well supported and appreciative of the developmental opportunities unique to the school." - TDT Auditor, 2023



**CHELTENHAM
BOURNSIDE
SCHOOL**



Support staff

Employee Benefits

Please speak to the HR team about our full range of benefits.

Lifestyle and wellbeing

- Salary sacrifice electric car leasing scheme
- Four electric car charging points
- Family-friendly policies
- Attractive salary and pension
- Generous annual leave entitlement
- Free one-to-one wellbeing support
- Onsite parking facilities and cycle storage
- Free/discounted access to the school's onsite Gym (conditions apply)
- Cycle to work scheme
- Techscheme – save money on the latest tech from Apple and Currys PC World
- Blue Light Card - Discounted Scheme
- Staff social events
- Onsite catering (8.00am - 1.30pm daily).

Statutory and other benefits

- The full range of statutory benefits including sick pay, maternity, parental, and adoption leave
- Enhanced Paternity Leave Policy
- We will honour your continuity of service in other state-funded schools in relation to sick pay and pension rights.
- Provision of all necessary IT equipment.



Lottie & Olive, our School Therapy Dogs



**CHEL TENHAM
BOURN SIDE
SCHOOL**

We are:

Ambitious

Curious

Proud

Purposeful

Respectful

Supportive



“leaders put the welfare of pupils, as well as academic achievement, at the heart of everything they do”

“strong sense of community for both staff and pupils”

“the school curriculum is ambitious”

“inclusive environment”

- Ofsted, 2022



“Inspiring lives through learning