



**The Excel Academy Partnership  
Framwellgate School Durham**

**Learning Resource Centre and Library  
Officer**

**Candidate Information Pack**

**Salary FSD4 points 5-6 £24,790 - £25,183 pro rata to hours and weeks worked (for example, for a 37 hour week, term time only, the pro rata amount for £24,790 is £21,544)**

**Permanent, Term Time Only**

**Full time but part time would be considered and applications for those requiring part time would be welcomed.**

**We will also consider part-time arrangements to allow for family-friendly working hours throughout the week.  
All applications welcomed.**

**Start Date – A.S.A.P.**



Excellence, compassion & respect for all

FRAMWELLGATE  
SCHOOL DURHAM

**FRAMWELLGATE SCHOOL DURHAM**  
**Learning Resource Centre and Library Officer**

**Salary FSD4 points 5-6 £24,790 - £25,183 pro rata to hours and weeks worked (for example, for a 37 hour week, term time only, the pro rata amount for £24,790 is £21,544)**

**Permanent, Term Time Only**

**Full time but part time would be considered and applications for those requiring part time would be welcomed.**

**We will also consider part-time arrangements to allow for family-friendly working hours throughout the week.**

**All applications welcomed.**

**Start Date – A.S.A.P.**

We wish to appoint an inspirational and highly motivated LRC and Library Officer to make a real impact in our school. A new Headteacher took up post on 1<sup>st</sup> September 2024, and the school is entering an exciting new chapter with a brand new building opening in 2027.

Over the last six years we have assembled an excellent group of senior leaders and teachers who have had a significant impact on the quality of teaching and student outcomes. With an aspirational culture, and a commitment to evidence informed teaching, we want to achieve more. Student outcomes are strong and improving. We have made significant improvements to our curriculum, teaching, and professional development programme and we are committed to reducing teacher workload. We are a school that places great importance on reading and are fully committed to developing this aspect of school life. This position is critical in shaping the reading culture that we want to see.

Framwellgate School Durham is an 11-18 non-selective secondary school and Single Academy Trust. The school roll has increased by 35% over the last six years, and we now have more than 1300 students who attend the school. We will move into a fantastic new building in 2027, at which time our PAN will increase to 1600.

The successful candidate will possess expertise alongside energy and enthusiasm. They will believe that every young person deserves the very best education and can become a reader. We can offer you an environment where student behaviour is excellent and our students and staff are a pleasure to work with.

Queries and applications should be submitted to Executive Assistant, Fiona Thompson at [Thompson.f@framdurham.com](mailto:Thompson.f@framdurham.com)

**Key Dates**

**The closing date for applications is: Monday 2<sup>nd</sup> December 2024**

**Shortlisting will take place on: Monday 2<sup>nd</sup> December 2024**

**Interviews are scheduled to take place during: week commencing 9<sup>th</sup> December**

Framwellgate School Durham is committed to the safeguarding of children and young people. An enhanced DBS disclosure with barred list check will be required for this post, together with satisfactory references, and completion of a pre-employment health questionnaire.

**The Excel Academy Partnership  
at Framwellgate School Durham  
Newton Drive  
Durham  
DH1 5BQ  
Tel: (0191) 3866628**

Letter of Welcome from Michael Wright, Headteacher

Dear Applicant,

Thank you for your interest in this position.

Framwellgate School Durham is a school at the heart of the community here in Durham. We have a strong reputation for both academic excellence and incredibly strong pastoral support for all our students, we are fully inclusive and welcome children from all backgrounds into our school. Our commitment to social justice, to ensuring that those that need the most are given the most, is a hallmark of the school and the focus for everything we do.

We offer a high autonomy model to our staff in that we expect people to feel empowered to make the right decisions for our students and trust in their judgement to achieve the best possible outcomes for our students. We work with staff to hear about how they wish to develop professionally and then work together to support them and in turn our students. This commitment to allowing all our staff to develop their own sense of professional joy allows us to feel comfortable that we are supporting everyone with their workload and well being.

Over the coming years the school will be undergoing a complete rebuild on our current site. However, we believe that the true nature of a school is not to be found in the bricks and mortar but in the sense of collective endeavor that permeates all aspects of our work to help all students leave us equipped with not only impressive academic qualifications but also a strong sense of their own self and what they can do to help others in turn. If you'd like to be part of this community then please apply for this post.

We look forward to hearing from you.

Yours faithfully,

Michael Wright  
Headteacher



Excellence, compassion & respect for all

FRAMWELLGATE  
SCHOOL DURHAM

## **About the school**

Framwellgate School Durham (FSD) is an 11-18 school which was granted academy status in 2011. There are over 1300 students on roll including 180 in the Sixth Form. Our roll has grown by 35% in recent years and is projected to increase further still as the sixth form grows and our new building opens in 2027. Our PAN will increase to 1600 at this time. The school serves the population to the north of Durham city, primarily from the Newton Hall estate, but we attract students from a wide surrounding area and over 20 feeder primary schools. We are a high achieving 11-18 academy with a strong track record in both provision and outcomes. We are fully committed to the students in our care, and work to ensure that both the pastoral provision and quality of teaching is the very best.

## **Aims and ethos**

Framwellgate School Durham is an inclusive comprehensive school with high expectations of both our staff and students alike. In the Spring of 2018 we consulted students, staff and parents, and re-evaluated our ethos; the result of this exercise was an ethos statement (below) which emphasises compassion and kindness and places the well-being and happiness of our students alongside academic achievement. A new school uniform was introduced in September 2018 and students wear this with pride.

### **Excellence, Compassion and Respect for All**

Our school promotes academic excellence and embraces the shared values of honesty, integrity, respect, and compassion. We want our students to be ambitious, kind, resilient and hardworking, and have a genuine passion for learning. We want them to change the world with the knowledge, skills and confidence they have learned here; to champion fairness, have friendships for life, and pride in our school. Above all, we want our students to be happy.

## **The curriculum**

We are committed to providing a rich academic curriculum which responds to the needs of the individual student, whilst ensuring access for all to a broad and balanced range of educational experiences. For many students, this means learning with us from 11 to 18. We view this as a continuous, coherent journey and see one of the most important functions of learning, during any key stage, as being to prepare students for the next one. Our curriculum is carefully planned and sequenced and taught by subject specialists.

We recognise that whilst all our students have needs, some have more significant barriers to learning. We are an inclusive school, and through the work of the Achievement Centre, we seek to remove or minimise any barriers to learning that our students may have, be they emotional, physical, or academic.

At Key Stages 4 and 5, students receive options guidance linked to future aspirations, and we offer a significant number of GCSE, A Level and BTEC/OCR courses which meet the needs and interests of all our students. Nearly all our Year 13 students go on to university, most choosing to study at Russell Group universities.

## **Pastoral Care and Support**

Pastoral care is a strength of the school. This has been recognised by Ofsted in all its recent reports. All students are placed in tutor groups and remain with their tutor group (and their tutor) as they move from Year 7 to 11. The tutor is the first port of call for all students. We place a real emphasis on good student behaviour and believe that teachers can't teach, and students can't learn, unless behaviour in the classroom, and



Excellence, compassion & respect for all

**FRAMWELLGATE  
SCHOOL DURHAM**

around school, is excellent. We have effective and robust systems in place to manage behaviour.

### **Teaching and Learning**

Having established robust systems to manage various aspects of school life, and a broad and balanced curriculum, we have spent the last few years developing and improving our classroom practice. We place a very high priority on developing our staff professionally. Middle leadership training has been a strong focus and there is an extensive programme of CPD opportunities which seeks to support all staff, identify their development needs, and help them to improve their practice. We now have regular collaborative planning time for all departments, to allow them to work together to plan exciting, engaging, and effective lessons and our weekly CPD programme for teachers is rightly regarded as a significant strength of the school.

We aim to ensure that our teaching stretches and challenges students, and we are increasingly research-led. We don't ask teachers to follow a prescribed learning cycle, but we have invested a significant amount of time on training and CPD and have embraced Rosenshine's principles in planning the key ingredients of a good lesson.

The development of teaching is supported through a supportive appraisal process and lesson drop-ins and learning walks. The support for ECTs is exceptional and we have other training strands for RQTs and those aspiring to middle and senior leadership. We have supported many colleagues to complete NPQs and we use external consultants to support our teaching and leadership development.

### **The website and social media**

Our website ([www.framdurham.com](http://www.framdurham.com)) gives an insight into the school and I would encourage all prospective applicants to look at it, especially the curriculum information about what we teach in each subject.

### **Finally**

We can offer the successful candidate:

- A great school to work in with huge capacity for change;
- A talented and committed staff dedicated to securing the best outcomes for our students;
- A vibrant local community, loyal to the school, with very strong relationships between staff, students and parents;
- The opportunity to help FSD improve further and put teachers at the heart of this improvement.

Good luck with your application.



Excellence, compassion & respect for all

FRAMWELLGATE  
SCHOOL DURHAM

## JOB DESCRIPTION

<b>ROLE TITLE</b>	<b>LRC and Library Officer</b>
<b>LINE MANAGER</b>	<b>Business Director</b>
<b>DATE JOB DESCRIPTION AGREED:</b>	<b>November 2024</b>
<b>GRADE &amp; SALARY</b>	<b>£24,790 - £25,183 pro rata to hours and weeks worked</b>
<b>CONTRACT DETAIL</b>	<b>Permanent, full time, term time only 38 weeks (plus holiday allowance).</b>  <b>Part-time will be considered. All applications welcomed</b>

### **Main Purpose of the Role**

To take responsibility for the day-to-day running of the Learning Resource Centre and Library Provision to provide a comprehensive service for pupils and staff.

### **Main Duties and Responsibilities**

To support staff across school in delivering whole school priorities through utilising the LRC as a base for extended learning and to help establish the culture of reading across school.

### **Key areas of responsibility**

- Assist staff and pupils in using library resources
- On a daily basis use library technology including ICT, photocopiers, and cataloguing
- Manage bookings for library space and provide support for activities in liaison with teachers
- Supervise groups of pupils in library activities
- Manage and maintain stock and equipment to ensure the LRC meets the needs of staff and pupils
- Check books in and out and log information using available technology
- Liaise with staff to ensure stock supports whole school and departmental/curriculum needs
- Be responsible for a small resource budget
- Update and maintain data and other information
- Contribute to the development of promotions, displays and other activities.
- Manage student librarians and the allocation of their work
- Supervise students in the LRC around the school day including pre and post school, break and lunchtimes.
- Support staff in using the LRC for key events
- Manage a small stock of equipment for sale to students (equipment monitors)



Excellence, compassion & respect for all

**FRAMWELLGATE  
SCHOOL DURHAM**

**General responsibilities of all staff**

**Safeguarding, Equality & Diversity and Health & Safety**

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the school’s Equality, Diversity and Community Cohesion Policy
- To comply with Health and Safety policies and the school’s statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others.
- To comply with the school’s requirements for safeguarding and vetting checks.

**Other**

- The post holder may be required to undertake any other duties as directed by their line manager, commensurate with the grade and level of the role.

The post holder is required to comply with all school policies

**Person Specification**

<b>Category</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ GCSE English and Maths grades A-C or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>▪ A level English</li> <li>▪ Hold a recognised library qualification at NVQ level 3 or 4</li> </ul>	<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Interview</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Recent experience of working in a library or other similar environment</li> <li>• Managing library stock</li> <li>• Managing a small budget</li> <li>• Working in a team environment</li> <li>• Administrative work</li> <li>• Use of appropriate technologies</li> <li>• Coordination and liaison with staff</li> <li>• Cash handling</li> <li>• Use of own initiative</li> <li>• Ability to follow instruction</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school</li> <li>• Experience in use of SIMS</li> <li>• Supporting with publicity and events</li> </ul>	<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Interview</li> </ul>
<b>Essential Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Library information, services and resources</li> <li>▪ The value of reading</li> <li>▪ Excellent numeracy and literacy skills</li> </ul>	<ul style="list-style-type: none"> <li>• Role of the LRC/library in the school community</li> </ul>	<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Interview</li> </ul>



Excellence, compassion & respect for all

**FRAMWELLGATE  
SCHOOL DURHAM**

<p><b>Essential personal attributes and practical qualities</b></p>	<ul style="list-style-type: none"> <li>• Outstanding communication skills – verbal and written</li> <li>• Be able to work under pressure</li> <li>• Excellent organisational skills</li> <li>• Ability to empathise with and enjoy helping young people of all abilities and cultures</li> <li>• Ability to prioritise and delegate effectively.</li> <li>• Ability to identify own and others' training &amp; development needs and cooperate with appropriate individuals to address these.</li> <li>• Exhibit strong inter-personal skills and excellent customer care skills.</li> <li>• Exhibit strong team working skills and due consideration for others.</li> <li>• Empathy with students and staff.</li> <li>• Proactive approach to work.</li> <li>• Willingness to work flexibly when required.</li> </ul>		<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Interview</li> <li>▪ References</li> </ul>
---	--	--	---

### **The Application Process**

Please complete the application form available from our website.

#### Guidance on completing the application form:

Candidates are requested to complete the application form in full. Section B requires you to set out thorough evidence of how you meet the criteria included in the person specification. This will be used in the shortlisting process. This section should be no more than 1,000 words.

Please note, we will not consider applications which do NOT have:

- A completed application form
- A completed Section B

**The closing date for applications is: Monday 2<sup>nd</sup> December 2024**

**Shortlisting will take place on: Monday 2<sup>nd</sup> December 2024**

**Interviews are scheduled to take place during the week commencing 9<sup>th</sup> December**

Your completed application form should be emailed 'in confidence' to [Thompson.f@framdurham.com](mailto:Thompson.f@framdurham.com) by **9.00am on Monday 2<sup>nd</sup> December**. All applications will be acknowledged by email. Please DO NOT upload your application to the website on which this post is advertised and please note that we do not accept CVs.