



# **Toynbee School a Specialist Humanities School**

**Bodycoats Road  
Chandlers Ford  
Eastleigh  
Hampshire  
SO53 2PL**

## **Appointment of Library Manager**

### **Contact Details:**

**Tel:** 023 8026 9026  
**Email:**  
**Website:** [www.toynbee.hants.sch.uk](http://www.toynbee.hants.sch.uk)



## **APPLICATION DETAILS**

I have enclosed with this pack the following details:

- A job description/role profile
- School details

An application form (support staff) is available to download from Toynbee School website. See link below:

[www.toynbee.hants.sch.uk/vacancies.php](http://www.toynbee.hants.sch.uk/vacancies.php)

## **Employment Checks**

Employment checks will be undertaken to establish positive outcomes in the following areas dependent upon role:

1. Personal Identity
2. Right to Work in the UK
3. Police check/Enhanced Level Disclosure and Barring Service Check (previously CRB disclosure)
4. Employment History
5. Qualifications
6. Health
7. References

## **Equal Opportunities Statement**

In our school we are committed to securing genuine equality of opportunity, whether required by law or not, in all aspects of our activities as an employer and service provider.

This commitment is based on our belief in the broad principles of social justice and our aim is to provide services and employment on a fair and equitable basis.

Our staff are encouraged to demonstrate their commitment to equality by taking active steps to: eliminate discrimination, promote equality of opportunity and promote good race relations.



## **The Toynbee School** **a Specialist Humanities School**

Welcome to Toynbee. We are a successful Hampshire County Council Community comprehensive school for pupils aged 11 to 16 situated in Chandlers Ford, a pleasant residential area on the outskirts of Eastleigh. Our position close to the M27 and M3 enables easy access to Romsey, Southampton and Winchester. We have at present approximately 800 pupils on roll. Toynbee enjoys an excellent reputation amongst parents and the local community.

A Theatre, two Sports Halls, state of the art Synthetic Pitch and Dance Studio are adjacent to the Music facilities. There are eight laboratories and buildings devoted to Technology and Art. Improvements in the Technology areas have been made and suites of Information and Communication Technology developed. There is a strong Learning Support department and the school has a designated Resource Centre for pupils from Hampshire, Portsmouth and Southampton who have a Visual Impairment. All departments have their own area in the school and almost all staff have their own teaching space. The school has an excellent Learning Resource Centre which has just been refurbished. We are an 'Investors in People' school and have held this award for the past 10 years.

The school has a strong reputation for extra-curricular activities and the staff are encouraged to take part. We are keen to develop able and talented pupils through our special scheme. As well as a wide range of clubs, sporting, artistic and musical activities we run exchange visits to France and Spain.

The Toynbee ethos combines the achievement of 'Personal Best' with genuine concern for academic results. The school is organised on a year system with Progress Directors, Guidance Managers and Tutors taking their pupils through the five years spent at Toynbee. Year groups occupy an area of the school and Tutors tend therefore to be drawn from one or two subjects. Target setting is supported by a strong pastoral system.

The school currently operates a twenty five period week with five one hour lessons. Toynbee seeks to develop the potential of all pupils and maintains an ethos of academic achievement. Examination results have improved substantially and progress is significantly above national figures. Both the English and Maths departments achieved fantastic results with 68% of pupils achieving a 4+ or above in English, and 82% of pupils achieving a 4+ or above in Maths. However, the philosophy of the school would expect this achievement to be within the context of a curriculum which offers an extensive programme of activities and challenges. The quality of community life is important to us and we are proud of our reputation as a friendly, caring school.



## Job Description

<b>POST:</b>	Library Manager
<b>RESPONSIBLE TO:</b>	Headteacher, Senior Leadership Team, Lead Practitioner, English Department
<b>GRADE:</b>	EHCC Scale D: pro-rata Permanent
<b>LOCATION:</b>	Toynbee School
<b>WORKING PATTERN:</b>	39 Weeks a Year, XXX Hours a Week – Permanent
<b>JOB PURPOSE:</b>	To take responsibility for the day-to-day events of the Library (known as the 'Learning Resource Centre' or 'LRC'), ensuring it is a full and useful part of the school which both supports and enhances pupils' educational experience. To maintain the LRC as a workspace, and to work closely with the English department in terms of handling data.

### Profile and Responsibilities (Local specific from job profile)

#### 1. LRC Management

- To be accountable for the library resources and the promotion of the LRC as a vibrant learning resource.
- To work with teaching staff to develop the use of the LRC across the curriculum
- To work with the English department and LRC assistant, and to take key roles in events to promote reading and literacy across the school
- To play an active role in the local community, attending training events and initiatives provided by Hampshire Schools Library Service (SLS)
- Advise and guide pupils in their choice of reading materials
- To oversee organisation of reading age testing (Star Reading) for Years 7, 8 and 9, and then to collate and distribute this data in a timely fashion
- To liaise with all relevant staff to support pupils' progress and overall development
- Provide a safe working space and environment in line with the school's Safeguarding policy



## **2. Behaviour**

- Expect high standards of behaviour in the LRC in line with the school's Behaviour policy
- Ensure all pupil behaviour issues are addressed and passed on to the appropriate member(s) of staff
- Implement the school dress code
- Supervise pupils at break times, lunch times and after school

## **3. Communication**

- Work with incoming Year 7 parents prior to their child(ren)'s arrival with regards to their access to the range of materials available in the LRC (e.g. age-appropriate texts)
- Respond to staff enquiries (for example, for booking the resource, or accessing data) promptly

## **4. Leadership and Management**

- Liaise regularly with line manager to ensure smooth daily operations of the LRC
- Ensure all appropriate information and data are made available to appropriate staff
- Assist with school events when the LRC is required e.g. Open Evening
- Ensure that personal conduct always promotes the school's ethos; high standards are maintained and pupil achievement is celebrated

The person undertaking the role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Headteacher.