



• Learning Resource Centre Assistant.  
8am-4pm Monday to Thursday 8am-3.30pm Fridays.  
Term time only.  
Required from 6 January 25.  
KR7 - Actual Salary £22,418.  
Full time equivalent salary £26,515



# Welcome

Thank you for your interest in working at DSTC. We are committed to our vision to *educate and empower citizens of the future* and we welcome applications from outstanding, passionate and dedicated practitioners who would like to make a difference and contribute positively to leading our school.

We are proud to be a popular and oversubscribed stand alone Foundation school working with the Co-operative Trust. Consequently we embrace the Trust ethos of self-help, self-responsibility, democracy, equity, equality and solidarity. We are the only non-selective girls' school in Dartford which makes us unique. Despite the competitive environment of the selective system, many of our students have passed the Kent selection test and thrive in our ambitious, developmental and safe environment: regardless of their starting point, all students have the opportunity to flourish. It is an exciting time in our journey and the successful applicant will have the opportunity to drive meaningful change.

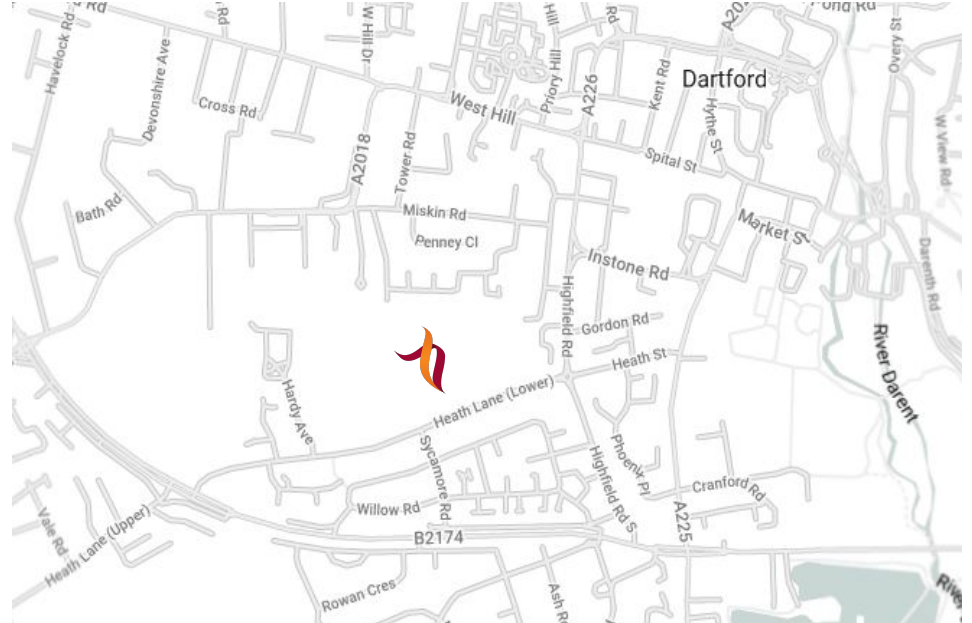
If you have any further questions or would like to visit the school in advance of an application, please don't hesitate to contact the school. Applications will be considered as they are received but must be submitted by noon on Wednesday 4 December 24.

Finally, thank you for taking an interest in this incredibly important Learning Resource Assistant role. I hope you will decide to apply and look forward to meeting you.

Joanne Sangster  
Principal

# Our School

Dartford Science and Technology College is the only non-selective girls' school in Dartford with a coeducational Sixth Form. DSTC is committed to opportunities and experiences which promote Science, Technology, Engineering and Maths. In addition, we have a strong commitment to sustainability. DSTC encourages academic ambition and character development to inspire a love of learning, lifelong passions and intellectual curiosity. We are proud to challenge gender stereotypes and develop our students to ensure they have a life of choices ahead of them. Our school has exceptional facilities including a sports hall, dance studio, multi-use games area, floodlit courts and fields all of which ensure that students have a happy, safe and successful seven year journey with us.





# The Role

We are seeking to appoint a Learning Resource Centre Assistant/Librarian with experience of working with young people to enable us to manage our Learning Resource Centre and to broaden the support and services which we are able to offer our students.

The post holders primary duty will be the management, development, promotion and evaluation of an effective learning resource and information service which supports learning and teaching across the school.

DSTC is recognised by Ofsted as a good school where character development is valued and students have access to a broad curriculum. Our all girls environment up to Key Stage 4 maximises engagement and secures positive outcomes.

This is an exceptional opportunity for an individual who wants to make a real difference to our students.



## Why work at DSTC?

As a non-selective girls' school with a co-educational sixth form we are proud of the ways we promote girls' ambitions, aspirations and achievements. Our partnership with the Co-operative Trust is central to our work in promoting women and girls in the fields of Science, Technology, Engineering and Maths (STEM) past, present and future. The ethos of the Co-operative Trust aligns with our own vision and values. Concepts of solidarity, equality, equity, democracy, self help and self responsibility further promote our core purpose of educating and empowering citizens of the future. DSTC is a small school which gives us the unique advantage of being able to build strong and personalised relationships with our young people and their families.

Ambition is cultivated in every classroom as teachers engage students in their learning providing equal and appropriate levels of support and challenge through our 'Thinking Hard' strategy. We are a fully inclusive school ensuring all students are able to actively engage in their learning, see the importance of education and find their lifelong passions and interests. Our sense of social justice is strong and teaches our young people to challenge stereotypical and prejudicial views to strive for an equitable society for all. As a community we aim to remove the barriers students may face based on their gender and other protected characteristics that may intersect with gender. In doing this our ambition is to create a fully inclusive school where these qualities are actively promoted and allow students to make a difference in their community and their lives.

## Diversity & Inclusion

We are a diverse and inclusive community fully aware of our responsibility to serve and celebrate our diverse community. We are committed to closing academic gaps in learning which may be present due to systemic disadvantage and actively promote extracurricular activities to develop our students holistically. We are committed to ensuring our recruitment process encourages applications from a wide range of prospective candidates and seek to appoint diverse thinkers.

## Benefits

- A committed team of staff who are dedicated to making a difference in the lives of the young people they have privilege of working with
- Professional development opportunities with support for external qualifications
- Collaboration with schools within the Co-operative Trust
- A focus on workload, work life balance and wellbeing
- A wellbeing day
- A strong staff and student voice to inform policies
- Free, secure on site parking
- Kent Reward Scheme
- Use of the school gym
- Two-week October half term
- Five INSET days a year, partly flexible to facilitate working from home



# Job Description & Person Specification

## KEY DUTIES & RESPONSIBILITIES:

### General Responsibilities

- To be a positive presence around the school with the aim of building the self-esteem of students and supporting moral values as well as motivating students to do their best.
- Support pupils and staff in using the library resources
- Support and assist in the use of library technology including ICT and photocopiers
- Oversee the use of books and other library resources, using agreed systems for recording use.
- Assist with promotions, displays and other activities in the library
- Deliver planned learning activities for small groups of pupils in the library as directed by senior and/or teaching staff
- Provide support to staff in supervising small groups of pupils in the library
- Supervise students using the library, ensuring behaviours are maintained in the absence of a teacher
- Undertake administration duties as required
- Catalogue library resources and index learning materials using agreed protocols
- Assist in events within the library
- To use the library catalogue and the online resources for effective information retrieval and to assist with requests and specific information searches using the full range of library resources
- Assist teachers in the implementation of appropriate behaviour management and teaching & learning strategies
- Order and maintain stock securely as directed
- Receive and check deliveries
- Ensure library is kept tidy and presentable

### Safeguarding

The post holder has a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and will adhere to and ensure compliance with the school's Child Protection Policy at all times. If, in the course of carrying out their duties, the school counsellor becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns following the school recognise and refer process.

### Other Duties

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. However, in most cases, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with the higher level of responsibility, then the post would be eligible for re-evaluation

### Expected Behaviours

- Promotion of safe working practices with young people
- Consistently positive, calm approach and manner with young people and adults
- Effective self-management of emotions
- Positive rapport with young people
- Implementation of relevant professional standards
- Implementation of agreed school policies.

### Equality, Diversity, Social Justice & Anti-racism

We are committed to and champion equality, diversity, social justice, and anti-racism in all aspects of employment within the school. All employees are expected to understand and actively promote these principles in every aspect of their work in and out of school.



# Person Specification

	Essential	Desirable
Qualifications	English and Maths GCSE at Grade 5 or above or equivalent. Demonstrate a commitment to ongoing professional development.	Further professional qualification i.e. CILIP.
Experience	Experience of working with young people.	Experience of managing whole class activities, including behaviour management. Experience in using Oliver library software.
Knowledge & Skills	Love of reading and ability to inspire others. Knowledge of reading materials and experience of keeping up to date with new works being published.	Experience of managing a school library.
Personal Qualities & Characteristics	A commitment to promoting the vision and values of the school Effective time management and ability to prioritise to meet deadlines. Excellent interpersonal skills. Attention to detail. High level IT skills.	Experience of working in an all girls environment.
Equalities and Diversity	An understanding of the complex barriers that young people and families from diverse ethnic, cultural and social backgrounds may face.	

# Application Process

## How to apply:

An application form is available on our website [www.dstc.kent.sch.uk](http://www.dstc.kent.sch.uk), completed forms should be emailed to Susie Wells ([Susan.Wells@dstc.kent.sch.uk](mailto:Susan.Wells@dstc.kent.sch.uk)) or posted to the school address. Applications by CV are not accepted. Applications can also be made online through Kent Teach. In cases where we receive a high volume of applications for a post we may bring the closing date forward. You are therefore advised to submit your completed application form as early as possible to avoid disappointment.

*We are committed to safeguarding and promoting the welfare of all our students. You are advised that any post that is classed as a regulated activity is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 and therefore will be subject to an Enhanced Disclosure Application to the Disclosure and Barring Service (DBS). Please be aware that in order to comply with Keeping Children Safe in Education, an online recruitment check will be carried out on all shortlisted candidates.*

Closing date for applications: 12.00pm (noon) Wednesday 4 December 2024, interviews dates are TBC.

## How to contact us:

Dartford Science and Technology College Heath Lane, Dartford, Kent DA1 2LY

Tel: 01322 224309

[www.dstc.kent.sch.uk](http://www.dstc.kent.sch.uk)

If you would like any further information please contact Susan Wells on 01322 224309 or by email to [Susan.wells@dstc.kent.sch.uk](mailto:Susan.wells@dstc.kent.sch.uk)