



READING BLUE COAT SCHOOL

JOB PROFILE INFORMATION PACK

LIBRARIAN



Closing date for applications: 6th December 2016

Applications must be made on a School Support Staff Application Form, which can be downloaded from our website "Vacancies" page <http://www.rbc.org.uk/vacancies/>

This should be submitted, together with your CV and letter of application, by email to recruitment@rbc.org.uk. You will be required to sign and date this form in person if invited to attend an interview.

Contact for questions about the application process should be addressed to: Mr Ian King, HR Manager, Reading Blue Coat School, Holme Park, Sonning Lane, Sonning-on-Thames, RG4 6SU.

T: 0118 944 1005 F: 0118 944 2690 E: reception@rbc.org.uk www.rbc.org.uk

Headmaster M J Windsor, BA, MA Reading Blue Coat School, Holme Park, Sonning Lane, Sonning on Thames, RG4 6SU



READING BLUE COAT SCHOOL

BACKGROUND

Reading Blue Coat School (RBCS) is a leading independent day school for 480 boys aged 11 – 16 and a co-educational sixth form of 270 pupils. The School was founded in 1646 by Richard Aldworth, a merchant of The Skinners' Company and a Governor of Christ's Hospital. The School was established near St Mary's Minster Church in Reading and was originally known by its historic name of Aldworth's Hospital.

In 1947, Reading Blue Coat School moved to the magnificent 46 acre estate of Holme Park in the Berkshire village of Sonning where it remains today. The ethos of the School derives from its Christian foundation and traditions, fostering care and consideration within the community. The School aims to provide a stimulating and friendly atmosphere in which each pupil can realise his or her full intellectual, physical and creative potential. Pupils are encouraged to be self-reliant and adaptable, and the School intends that they will learn the basis of good citizenship, founded on honesty, fairness and understanding of the needs of others. The curriculum provides a balanced blend of academic and non-academic activities that combine to meet these objectives.

The School employs in excess of 160 salaried staff, of whom about 50% are academic staff.

The School has recently been listed by the Telegraph and the Good Schools Guide as one of the Ten Best Value Private Schools in the UK.

FACILITIES

Reading Blue Coat School is located four miles from the centre of Reading in the Thames-side village of Sonning. Set in 46 acres of grounds and woodlands for pupils to enjoy, the facilities are excellent and the School continues to invest in the site.

Key developments over the past five years include;

- the Richard Aldworth Building, a 25-classroom block that provides first-class teaching facilities for a number of major departments including English, Mathematics, Modern Languages, Classics, Geography, Art and a common room for Middle School pupils with views over the sports pitches;
- the Sixth Form Centre;
- a Psychology and Geology Centre;
- a riverside boathouse;
- an IT Centre;
- a Design & Technology Centre;
- a Drama Studio;
- and various other amenities have been completed.

The new buildings add to an already impressive list of facilities including the Sports Complex, the Science Centre, Reception and the Messer Building.

The Governors have further ambitions for the School and we have planning permission for the next phase in our development which will include:

- a new Grounds, Maintenance and Activities Centre;
- a new Performing Arts Centre.



READING BLUE COAT SCHOOL

ACADEMIC LIFE

The academic curriculum at Reading Blue Coat is based on the principle that all pupils should experience a broad and balanced range of basic subjects and skills. From Year 9 onwards, this range is gradually modified, by elements of choice, enabling both the interests and aptitudes of individual pupils to be reflected. Most lessons are taught initially in classes of mixed ability, although setting occurs in Mathematics and French in Year 7, Languages in Year 8 and Science in Year 9. Geology is also a thriving subject, with a new Geology and Psychology Centre supporting the increased levels of interest.

In Year 11, all pupils take qualifications in English, Maths and Science (all IGCSE) and a Modern Foreign Language. They also take three GCSEs from a broad range of eleven subjects. All pupils take a GCSE in Religious Studies in Year 10.

In the Sixth Form pupils can choose from a range of 24 subjects, including subjects most will not have studied before, such as Economics, Government and Politics and Psychology. Enrichment opportunities in the Sixth Form include the Extended Project Qualification (EPQ), visiting speakers and the School's own PLUS course, which covers giving a presentation, writing an extended essay as well as careers, personal statements and finance. Reading Blue Coat School always seeks to stretch and challenge pupils and the School's Learning Support Department ensure that pupils with specific learning needs are supported effectively.

The School's Learning Research Group ensures a sustained focus on developing teachers and pedagogical enrichment. 2016 academic results were impressive; the A Level results were amongst Blue Coat's best with 79.4% achieving A*-B and at GCSE 68.5% gaining A*-A.

Virtually all Year 13 leavers proceed to degree courses at universities of which approximately 70% go to the Russell Group of universities. Each year, four or five students attain places at Oxbridge. In 2016 just under 90% of students achieved places at their preferred university.

PASTORAL

Pastoral care focused on the individual is at the heart of the School. Reading Blue Coat's pastoral structure is based around the tutorial system within the framework of four houses: Aldworth, Hall, Malthus and Rich. All pupils are part of a tutor group that is overseen by a member of staff who is responsible for their well-being and the development of their character and intellectual curiosity. The School prides itself on mutual respect, tolerance and courtesy and all activities seek to strengthen these values. The house system enables pupils to take part in activities that foster the development of these ideals through music, sport, drama and public speaking.

SPORT

Reading Blue Coat has an enviable reputation both locally and nationally for the high quality of its sporting teams. Sport plays a key role in developing every pupil's potential – physical fitness and skill, teamwork and learning how to win and how to lose. Sports are coached to a very high level while providing for, and encouraging, those for whom participation rather than excellence is important. Major sports are rowing, rugby, netball, football, cricket, tennis and athletics. Other sports include golf, squash, cross country, climbing, weight training, touch rugby, shooting and archery.



READING BLUE COAT SCHOOL

DRAMA, MUSIC AND THE ARTS

Reading Blue Coat School has a reputation for drama performances of the highest quality, with an extensive programme of performances throughout the year. The main expressions of artistic undertakings at Reading Blue Coat are music, drama, public speaking and painting. Pupils' endeavours in the arts are highly successful and widely acclaimed, including internationally. Music is at the heart of the School; all boys are auditioned for the choir and many learn a musical instrument. The breadth and depth of musical and dramatic talent at the School is evident in the wide range of plays, concerts, "Swing into Summer time" – an outdoor festival of the arts, and other eclectic events that take place across the year.

CO-CURRICULAR

Co-curricular activities are designed to enable pupils to develop practical and social skills such as leadership, enterprise and communication. As part of the extensive co-curricular programme, Reading Blue Coat School offers a number of exciting options from which pupils can choose for their weekly activities session. Activities offered include Combined Cadet Force (all services), Duke of Edinburgh, Young Enterprise, Film Club, Archery, Scuba Diving, Creative Writing and Journalism.

COMMUNITY

Reading Blue Coat pupils are encouraged to be aware of their place in the wider world and to show consideration for all those with whom they come into contact. These principles are based on the ideas handed down by Richard Aldworth who founded the School in 1646. Today the School has strong links with the wider community and pupils have many opportunities to engage with the world beyond the School gates. The Sports Leaders programme is particularly popular, as it prepares Sixth Formers to go out into primary schools in Sonning, Caversham and Maidenhead to coach a number of sports. Reading Blue Coat's Primary Schools Placement programme also gives pupils the opportunity to assist with tuition in Maths, English and languages in local primary schools and A Level Philosophy pupils have delivered an introduction to Philosophy in a nearby school. Through the Community Service programme, pupils also help out in residential care homes and assist in local charity shops, while an environmental group undertakes projects in and around Sonning. Further afield, the School has a burgeoning partnership with a school in Ghana.

Further information is available on the School's website at www.rbcs.org.uk.



READING BLUE COAT SCHOOL

THE LIBRARY

The school Library's focus is to support students and staff in the process of independent learning, teaching and personal development, through the provision of print and digital information collections and to contribute to educational outcomes.

A whole-school resource, its layout and access aims to continually foster and promote a calm and purposeful environment suited to the needs of class teaching, personal study and reading for pleasure.

It is divided into four principal areas

- **The Main Room.** With seating for 34 students, this area is used for teaching and independent study for all years. It also houses reference material, non-fiction, 13+ fiction, DVDs and magazines
- **The Reading Room.** This room promotes a more relaxed feel to encourage reading for pleasure during free time. Stocked with fiction and games, this room is also used weekly by Years 7&8 for timetabled silent, sustained reading with library staff, and at times by other colleagues with other year groups.
- **The Resources Room.** A bookable space equipped with 26 computers for both whole-class and independent use
- **The Old Blues' Room.** Dedicated to the school's history and managed by the School Archivist. It is also used as an office by library staff for meetings, and archive/other work.

Years 7 & 8 have one session per week timetabled for silent reading which is taken by library staff, and reading profiles are set up for each student. Library inductions and skills are also undertaken in these periods throughout the year and allowing for logistics.

The Library works closely with the Learning Support department and assists in assessments for both years.

Open 8am to 6pm, the Library is a whole-school provision and footfall statistics are taken throughout the day to monitor daily voluntary use and posted on the SharePoint area. The computers in the Resources Room are constantly booked throughout the school day by colleagues, and are available to students before and after school and during break-times.

Several Year 12 independent study groups are also supervised throughout the week, alongside Year 13s and those excused games.

Library staff supervise after-school.

As an open-plan area and in use by all, the Library still remains a traditionally very quiet space in relation to the rest of the school throughout the day.



READING BLUE COAT SCHOOL

JOB DESCRIPTION

LIBRARIAN

Line Manager: Kevin Magill

Department: Library

Main Purpose of the job:

The main purpose of the job is to manage, develop and promote the Library within the school and to ensure effective resource and information provision to students and staff.

Resources:

Library uses Access-It Library Management System. Share Point hosts the Library intranet area, plus department-based documentation.

FMS (Financial Management in Schools) database is used for order processing.

Main Responsibilities:

Will include, but will not be limited to:

1. Planning and overseeing the organisation and management of the Library
2. Developing and supporting information research skills within the curriculum, in consultation with the appropriate teaching staff
3. Planning, leading and delivering programme of library skills to Years 7&8 within the timetabled reading sessions
4. Being responsible for the effective management of the Library budget
5. Supervising and directing Library colleagues
6. Selecting, acquiring and maintaining the Library stock in good order
7. Organising, cataloguing and classifying Library resources to ensure effective retrieval
8. Ensuring that the Library is accessible to users throughout the school day
9. Making the Library attractive and accessible to all including the provision of displays, guiding and publicity materials
10. Promoting the effective and efficient use of the Library and its resources
11. Encouraging reading and enjoyment of literature through stock selection appropriate to age and ability range of students
12. Maintaining reader profiles for timetabled reading sessions
13. Drawing up, and implementing a library policy which reflects the educational aims and objectives of RBCS
14. Updating the Library Handbook and ensuring all documentation remains current
15. Attending HOD meetings when possible to keep abreast of curriculum developments
16. Working closely with Learning Support Department – including planning and assisting in LUCID, and other, pupil assessments



READING BLUE COAT SCHOOL

17. Liaising with individual teachers and departments regarding stock selections and suggestions
18. Supervising all students working in the Library and maintaining good working conditions for them
19. Promoting independent learning skills in students at all levels
20. Answering enquiries from both students and teachers in person and online
21. Issuing, returning and shelving books
22. Stock-taking
23. Processing new books and resources
24. Offering training to teaching colleagues and students in the use of the online catalogue and databases
25. Assisting Library users in becoming proficient in using on-line resources
26. Providing frequent and timely communication of information through the School and Library intranet, Clarion Call, email and other electronic forms as required
27. Ordering stationery as required, maintaining paper stocks, checking deliveries
28. Attending Open Mornings
29. Keeping abreast of technology changes and sourcing courses to further own development
30. If possible, cover for library colleagues in event of illness etc. with time taken in lieu.

Additional Duties:

31. To follow all Health and Safety Policy guidelines and policies as stated within the school's Health and Safety Policy
32. To act professionally and with good conduct at all times
33. The post holder is responsible for promoting and safeguarding the welfare of pupils at the school.

Please note that this Job Description is not exhaustive and the employee may be expected to undertake additional duties if required.



READING BLUE COAT SCHOOL

PERSON SPECIFICATION

LIBRARIAN

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

Knowledge And Experience

- Previous experience of working in a library E
- Competent user of MS Office applications. E
- Experience of working within a school library preferred D
- Experience of working in an educational environment D

Skills and Attributes

- Excellent organisational and administrative skills. E
- Good interpersonal skills. E
- Able to communicate effectively with students, colleagues and external personnel, both verbally and in writing. E
- The confidence and ability to work independently. E
- Able to multi-task and work under pressure of time deadlines E
- Ability to remain calm, patient and polite. E
- The ability to think ahead and draw up schedules and plans and follow-up as necessary E
- High personal work standards E
- Sensitive to the needs of others. Cares about others. E
- Willingness to confront problems. Presents solutions. D
- Displays commitment to the protection and safeguarding of children and young people. E
- A professional and approachable manner. E
- An appreciation of the need for discretion and confidentiality. E
- Be able to work unsupervised E

Qualifications

- Education to degree level standard is preferred. D
- Relevant CILIP (or similar) qualifications, or working towards them D

Requirement

E - Essential

D – Desirable



READING BLUE COAT SCHOOL

SUMMARY TERMS & CONDITIONS OF EMPLOYMENT AND BENEFITS

- Contract Status: Permanent, term time only (plus 2 weeks)
- Salary: c. £30,800 pro rata (actual earning c. £26,000), dependent upon experience and qualifications. Annual salary is paid by bank transfer on the 25th of the month, or next working day thereafter, in 12 equal payments throughout the year.
- Place of Work: Reading Blue Coat School, Sonning on Thames, Berkshire
- Working hours: 39.5 hours per week. Normal full working day is from 08:00 to 16.00 with an unpaid meal break of 30 minutes each day. Thursday 08:00 to 18:00.
- Leave entitlement: School holidays in accordance with the published School calendar.
- Pension: A contributory employer's pension scheme is available (5% employee contribution; 8% employer contribution)
- Meals: Lunch and refreshments are provided free by the School.
- Parking: Free Car parking is available on site.
- Child Care: Tax free Child Care vouchers are offered by salary sacrifice to assist with child care costs.
- Sports facilities: Membership of the School Sports Centre with access to fully equipped gym and swimming pool

Full details and terms and conditions of employment will be issued if an offer of employment is made.



READING BLUE COAT SCHOOL

POLICY STATEMENT

CHILD PROTECTION

- Reading Blue Coat School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- This post may involve unsupervised contact with children and young people.
- The successful candidate will be required to undertake the Disclosure & Barring Service (DBS) enhanced criminal records clearance process.

Interview

- The selection process will test and assess the above issues. As required by regulation, the interview will be based on;
 - 'competency questioning',
 - and where appropriate will address: the candidate's attitude towards children and young people;
 - his/her ability to support the School's agenda for safeguarding and promoting the welfare of children;
 - gaps in his/her employment history;
 - Concerns or discrepancies arising from the information provided by the candidate and/or a referee.
- In addition to the candidates' ability to perform the duties of the post, the interview will also explore related issues including:
 - motivation to work with children and young people;
 - ability to form and maintain appropriate relationships and personal boundaries with children and young people;
 - emotional resilience in working with challenging behaviours;
 - Attitudes to use of authority and maintaining discipline.

Recruitment, selection and disclosure policy and procedure

- Candidates are advised to read the School's policy on recruitment, selection and disclosure before submitting an application for employment. This can be downloaded on the School website, "Vacancies" page.