



Assistant Librarian

Information for Applicants



The School's website contains a wealth of information which may be of interest to candidates. The following notes aim to provide, therefore just a brief overview of the School as well as further information about the advertised post.

Introduction

St Faith's is the largest prep school in Cambridge, one of the leading independent schools in the UK and a member of the Independent Association of Prep Schools (IAPS), which comprises the top 600 prep schools in the world. It caters for over 500 girls and boys, aged 4 to 13, and employs over 100 staff, including 50 teachers. Situated in the heart of Cambridge, on a spacious green site with outstanding facilities and easy access to the M11, St Faith's benefits from an enviable location and has the feel of a 'country' prep school with all the advantages of Cambridge on its doorstep. There is a tangible buzz of positivity in the School and new staff are often struck by the happy, productive and supportive atmosphere.

The School enjoys, both locally and nationally, a reputation for providing a first-class all-round education with a strong academic core and excellent pastoral care. Results in senior school entrance examinations have for many years been outstanding with leavers consistently achieving well over 20 scholarships each year. The School's commitment to academic excellence is matched by the value it places on the broader curriculum. The School provides a truly holistic education in which everyone is encouraged to discover their talents and then make the most of them. Pupils achieve a staggering array of success across the curriculum. In recent years, pupils have won national creative writing competitions, reached the final of National Schools' Maths Challenges, performed in regional and national music and theatre groups and competed in national sports finals (fourteen in 2016/17). St Faith's pupils are renowned for being great 'all-rounders' with strong inter-personal and leadership skills. As the Good Schools' Guide states, 'St Faith's is a very impressive school. Plenty of space, an excellent innovative education but, most importantly, a joyous place to be. Curriculum very much based on the future, a very forward-looking school.'

The School's Mission Statement, shown below, provides a succinct summary of our ethos.

St Faith's seeks to be a happy, inclusive and supportive community which welcomes families from all religious and cultural backgrounds. Underpinned by Christian values, we nurture every child as an infinitely valuable and uniquely gifted member of the St Faith's family. We aim to cultivate strength of character, distinguished inter-personal qualities, distinctive leadership ability and a keen sense of social responsibility. Our innovative and future-focused education builds on a strong academic heritage and promotes excellence in all areas.

St Faith's is a busy and an active school. Staff here are encouraged and expected to work to the highest professional standards, contributing to the very high regard in which the School and its staff are held by current and former pupils and their parents and ensuring that the children are given all the opportunities that should be available to them at a first-class independent school.

History

St Faith's was founded in 1884 to meet the educational needs of the sons of the Fellows of Cambridge University. R. S. Goodchild, the founder, reputedly named the School after his daughter Faith. In 1938 St Faith's became part of the same foundation as The Leys School, a prestigious senior independent school in Cambridge. Each school operates autonomously with each own staff, Head, budget and individual identity, yet benefits from a close relationship.



In the 1990s, the School moved from being a six-day a week boys' day and boarding school to a coeducational five-day a week day school.

Over time, St Faith's has thrived and grown into the one of the largest prep schools in the country, with outstanding facilities and a healthy financial position. Well-known alumni include John Maynard Keynes (economist), Christopher Cockerell (inventor of the hovercraft) and Alex Goode (England rugby player).

St Faith's is in many ways a reflection of Cambridge. It has a long and distinguished history but has never stood still. The blend of traditional values and continuous desire to improve has enabled the School, like its neighbouring City, to develop successfully and earn its reputation for exceptional standards. When recruiting staff we look for outstanding individuals who can help us to preserve our traditional values and at the same time, be open-minded, innovative and dynamic, so that the School can continue to develop and lead the way in prep school education.

Structure of the School

Essentially there are three sections:

- (i) The Pre Prep which comprises three year groups – Foundation, Year 1 and Year 2 – with three classes in each. The Pre Prep is located at southern most part of the site with its own classrooms, playgrounds and staff. The children are taught by their Class Tutor with the exception of Spanish, Music and Sport which are taught by specialists.
- (ii) Years 3 and 4 which comprises four classes in each year. The Class Tutor teaches the children for approximately half of their timetable, with the remainder being taught by specialists.
- (iii) Years 5 to 8 which comprises four classes in each year. Each class has a Tutor for pastoral purposes and all subjects are taught by specialists using departmental facilities.



Class size for all year groups is between 14 and 20 pupils. Teaching Assistants are employed for all classes up to Year 5 and for most practical subjects thereafter.

Facilities

St Faith's boasts very fine facilities, on a spacious green site. Essentially the twelve-acre site comprises four Georgian buildings complemented by spacious, purpose-built modern facilities. The most recently built accommodation includes a large Sports Hall (opened in 2011), Keynes (Music, Computing and Engineering) opened in 2006 and Ashburton (Science, Art, Drama, Maths, Classics, Library and assembly hall) opened in 1998. The latest project is a large three-story indoor 'hub' linking the Science, Engineering, Computing and Art and Design Departments; this state-of-the art facility will be completed in September 2018. The Leys and St Faith's Foundation also owns and uses twenty acres of sports fields, including two Astro turf pitches, just two minutes' walk from the main St Faith's site.

The Curriculum

The School curriculum far exceeds national requirements, covering all the National Curriculum subjects as well as Spanish (from age 4), Engineering (from age 7), and Classics (from age 9). An emphasis is placed on excellence and innovation and in recent times the School has received national and international recognition for its curriculum development.

In 2012, St Faith's was formally recognised by the Spanish Embassy for its outstanding language teaching. In 2013 The Royal Society awarded St Faith's Associate Status for its excellence in the teaching of Science and Maths. Also in 2013, the government designated St Faith's a Lead School for the teaching of Computing and for the past five years, our Head of Computing has provided support to over 25 schools in their quest to introduce the Computing curriculum. In 2014, St Faith's won the school's category of the Ashden Awards, an international competition which recognises beacons of excellence in sustainability; in this respect the School is seen as a world leader and is currently supporting many schools in the UK to roll out sustainability education programmes.

In 2015, St Faith's became the first school of this age range to introduce Engineering to the curriculum. This initiative has received accolades and support from the University of Cambridge, leading Engineering companies, and the James Dyson Foundation. The Times Educational Supplement has short listed St Faith's for two awards – 'Prep School of the Year 2018' and 'Strategic Initiative of the Year' (for the introduction of Engineering).



Library

St Faith's has a beautiful and generously stocked library facility, which is accessible and welcoming to the whole school community. It plays a key role in the encouragement and enjoyment of reading throughout the school, and works closely with the English department to promote ambition in reading. In so doing, the Library supports our ethos of promoting and supporting the best possible learning opportunities for each pupil. Every pupil visits the Library for 30 minutes each week, and has access to the Library at break times and lunchtimes. The main role of the Library is to provide books, both fiction and non-fiction, and internet resources, for the curricular needs of all staff and pupils to support and enrich activities in the classroom. In addition, the library also provides such resources for the leisure needs of pupils for use both in school and for home reading, and provides a space for quiet study and reading. The Librarians offer advice to individual parents about their child's reading choices, both in the library after school and at parents' evenings, and supply individualised reading lists on request. The library is organised and managed by a professional librarian with the support of an assistant to enable it to open for the majority of the school day and beyond. Pupils are encouraged to help in the library.

Co-Curricular Activities

Co-curricular activities are important at St Faith's. They range from Music and Drama rehearsals, chess, reading, Art and model making to team sports training, golf, gymnastics and dance. All full-time teachers are expected to run at least one after-school activity each week; many run more than this. Currently over 90 activities are on offer to the children each week.

Many visits to places of local interest are planned to extend and enrich the curriculum, taking advantage of the fascinating possibilities of Cambridge and its environs. The School also runs a planned programme of residential trips, including an annual ski holiday to Austria, an outdoor adventure holiday to the Ardèche gorge, a language learning course in Spain, a Music tour to Liverpool, a Classics trip to Rome and Pompeii, and a Music and Sports tour to South Africa. These trips are popular, and staffing is carefully planned to allow as many teachers and support staff as possible to take part.

Entrants and Exits

Demand for places is high and the School is oversubscribed. Most children enter the School at age 4; there is no formal assessment at this stage other than a visit by the Head of Pre Prep to the child's nursery to ensure that he/she is ready for our school environment. An additional class is recruited at age 7 (Year 3) and occasional places become available in other year groups when current parents relocate. From Year 2 entry onwards our intake is academically selective, although only in so far as we seek to ensure that a child will cope with the demands of our strong academic curriculum. The overall academic ability of each year is well above the national average.

Approximately half of our leavers move to The Leys and the remainder transfer to a wide variety of independent and maintained schools in Cambridge and further afield; in recent years the most common destinations have been Uppingham, The Perse, King's Ely and St Mary's.

St Faith's Parents' Association

The School encourages open and positive professional links with parents. Social events for all the School community are organised by the St Faith's Parents' Association and in recent times have included a Fireworks Display, Christmas Fair, Summer Ball and wine-tastings.

Safeguarding

St Faith's is committed to recruitment procedures which carefully assess the suitability of all those it employs to work with children. All its employees are subject to an enhanced DBS check and references will be required.

Benefits

The School offers a generous remuneration package.

- Teaching staff receive a significant reduction in fees for their children who are educated at the School.
- The School encourages teachers to take part in the Teachers' Pensions Scheme.
- St Faith's owns properties which are made available for staff accommodation. The School can also provide support with rental costs in the first two years of appointment.
- Free membership of a private health scheme is offered to all teaching staff.

- Free membership of Cambridge University Botanic Gardens.
- All staff benefit from free membership of The Leys sports facilities, including a gym, sports hall and swimming pool.
- All staff are provided with free lunches in term time. Breakfast is also available at a subsidised cost to staff, parents and children each morning.
- A parking space is available on site on four days per week. On the fifth day, staff are expected to park off site. The School provides financial support for the purchase of a bicycle through the Cycle to Work scheme.
- All new members of staff receive a detailed programme of induction and mentoring throughout their first year. The School places high importance on professional development and all staff are expected to be proactive in furthering their skills and knowledge. Regular in-house training is provided and there is a substantial budget for staff to attend external courses.
- Class sizes are small, behaviour of pupils is very good and the School prides itself on having a happy, supportive and dynamic staff team. Teachers are allocated a very good proportion of non-contact time to prepare lessons and mark pupils' work. New members of staff are made very welcome and great care and support is given to help them settle in and enjoy working as part of the community.

Cambridge

Cambridge is a wonderful place to live and work. The wide open green meadows in the city centre together with the beautiful architecture of the colleges make the city a very pleasant place. In recent times, Cambridge has become one of the fastest growing cities and exciting technology clusters in the world, with companies such as Microsoft and Apple sitting alongside the many start-up technology companies. The city's hospital, Addenbrooke's, located just a few minutes away from St Faith's, is expanding and will soon be the one of the largest hospitals in Europe and leading biomedical centres in the world. The expansion of Cambridge, and the science parks and Addenbrooke's in particular, has led to major housing developments in the area as Cambridge becomes an increasingly dynamic and cosmopolitan city.



The Application Process

Application for the posts is via an online application procedure which may be accessed from the school website (click on Menu, Further Information then Vacancies). For short-listed candidates, there will be an opportunity to meet some staff as well as have a tour of the School. As part of the interview process we ask candidates to teach a lesson and complete a written task; further details will be provided in the interview invitation letter. References will be taken up for all short-listed candidates. The deadline for applications is 10am on 8th March. Interviews will be held on 20th March 2018.

Job Description

Role Title:	Assistant Librarian
Location:	St Faith's School
Responsible to:	Head of English and Deputy Head Academic
Responsible for:	Assisting the librarian

Key Tasks:

- To support the librarian in the smooth running of the Library on a day to day basis
- To assist in the promotion of the use of the Library as a key resource for all departments, and the use of books within the curriculum
- To assist in promoting a love of reading
- To help create an environment which is welcoming, yet encourages the responsible use of the space and resources
- To help support departments in managing book resources for topic work, especially for Foundation to Year 3.
- To assist in maintaining the quality and appearance of the stock in the library
- To effectively utilise the computerised issue system *Oliver* for library resources
- To keep up to date with newly released books and publications in order to select library resources and recommend books to teachers and pupils alike
- To support the use of the Fabulous Five, Super Six and The Passport to Reading schemes, liaising with members of the English Department
- To support the librarian in the organising and management of 'Book Week'
- To work from 0830- 1130 Monday to Friday (15 hrs per week).

General Tasks:

- To operate in accordance with all school policies, procedures, codes of conduct and ethics.
- To observe IT policies and procedures, and to maintain the strictest confidentiality at all times.
- To undertake responsibility to safeguard pupils adhere at all times to the School's Child Protection procedures.
- To uphold the provisions of the Data Protection Act 1998, and to understand and be mindful of the School email and internet policies and procedures.
- To maintain a safe and tidy working environment at all times for pupils, staff and customers and to meet the requirements of the Health and Safety at Work Act 1974 and other legislation.
- To ensure the safe disposal of waste.
- To observe and implement all relevant legislative requirements, taking responsibility to maintain and update own knowledge and training as appropriate to the role.
- To refer to and adhere to Provision and Use of Work Equipment regulations.
- To undertake any other reasonable related tasks as requested by the Headmaster and Deputy Head Academic.

Person Specification

Role Title:	Assistant Librarian
Location:	St Faith's School
Responsible to:	Head of English and Deputy Head Academic
Responsible for:	Assisting the Librarian

	Essential	Desirable
Qualifications/Education/ Knowledge	<p>Able to communicate well, and empathise with children in this age range</p> <p>Assured administrative and ICT skills</p> <p>A commitment to encouraging and supporting children's reading</p> <p>A commitment to becoming familiar with the library stock so as to effectively advise the children</p>	<p>Experience of running a fully automated library system, using IT on a daily basis.</p> <p>Experience of working with children in the 4-13 age range</p> <p>Proven experience with a variety of different types of digital media</p>
Abilities and Skills	<p>A strong and enthusiastic personal reading habit</p> <p>Good time management skills</p>	
Personal qualities	<p>Strong communication, organisational and interpersonal skills</p> <p>Empathy for pupils, parents, staff and the community</p> <p>A level of understanding to respect and value the different experiences, ideas and backgrounds others can bring to the working environment and to teams</p> <p>Confidence, tenacity, flexibility and adaptability</p> <p>The ability to manage commitments and deadlines</p>	<p>Creative mind with a real desire for innovation and continual improvement.</p>

	Essential	Desirable
	A sense of humour, a 'can-do' attitude and most importantly the flexibility needed to work effectively in a prep school environment	
General	<p>An understanding of and commitment to equal opportunities.</p> <p>A commitment to the aims and objectives of independent sector education.</p> <p>Suited to working with children, and up to date knowledge of relevant legislation and guidance in relation to working with and the protection of children.</p> <p>A generosity of spirit and a willingness to contribute to the extra-curricular life of the School</p> <p>Eligibility to live and work in the UK.</p>	

If you have queries please email the Human Resources Adviser, Janet Mills, on hr@stfaiths.co.uk or telephone the School (01223 229417).