



**DURHAM HIGH SCHOOL FOR GIRLS**

Independent Day School  
Church of England Foundation  
GSA – c450 girls (aged 3-18)  
[www.dhsfg.org.uk](http://www.dhsfg.org.uk)

**INFORMATION FOR THE POSITION OF  
LIBRARIAN**

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Durham High School for Girls  
A Company Limited by Guarantee. Registered in England and Wales No. 6257502  
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### **AIMS OF THE SCHOOL**

- To create a friendly, caring community based on Christian principles where every individual is valued
- To develop the potential of every girl in all areas of her life
- To encourage academic excellence and a life-long love of learning

### **QUOTE FROM THE GOOD SCHOOLS' GUIDE**

'Top-flight single sex school (the only all girls' school in Durham) with all the trimmings.  
"A fantastic school - I recommend it to everyone I know" enthused a parent.'



## **Durham High School for Girls**

### **INFORMATION ABOUT THE SCHOOL**

Durham High School was founded in 1884 by the Church Schools' Company and in 1910 the school's governing body took over and formed an independent school for girls.

The school is a Church of England Foundation and takes seriously its role as a Christian school which welcomes girls of all faiths and none.

The presence of the University and the Cathedral in the heart of the city as well as strong professional and commercial interests ensure that Durham is a thriving community and a centre of intellectual and cultural excellence. Pupils come not only from the city of Durham but also from a very wide surrounding area.

In the 1960s the High School moved to its first purpose-built premises on the edge of the city adjacent to the new Durham University colleges. This began a period of building and expansion which continues to the present day. Recent developments include the Rainbow Hill Nursery, a Science, ICT and Library block and most recently a new building incorporating classrooms for Mathematics and Geography with a purpose built Performing Arts Suite and Music practice rooms.

Durham High School provides a continuous education for girls from 3 – 18, with c450 girls currently on roll.

The Junior School works very closely with the Senior School. Virtually all Year 6 pupils progress to the Senior School. In the recent inspection Junior House achieved 'excellent' in all areas including EYFS.

The school enjoys a very good reputation locally both for its academic results and for its friendly, caring atmosphere. Classes are small and the pastoral care of pupils is given a very high priority.

The academic standards are very high. The school has consistently topped the County League tables in both GCSE and A level. In 2015 we were the top performing school in the North East (Telegraph A\*-A 2015). In 2017, 64% of GCSE entries achieved A\* and A with 59% achieving 9-7 on the new grading. At A-Level 38% of the entries achieved A\* or A. Pupils invariably obtain a place at the University of their choice; a substantial number win places at Oxford and Cambridge and other Russell Group universities.

The School is keen to widen access as much as possible. There are means-tested bursaries, including some free places, to enable as many girls as possible to attend the school from a wide area. There are also academic scholarships available at 11+ and 16+ together with scholarships in Music, Performing Arts and Sport.

There is an extensive extra-curricular programme with huge enthusiasm for a very wide-ranging number of sporting activities including the traditional girls' sports of hockey, netball and tennis, as well as aerobics and cricket.

The musical life of the school is extensive and of a very high standard. A large proportion of girls take lessons in an instrument and/or voice. There are four choirs,

several orchestras and there is also an outstanding Drama Department which stages a number of plays every year, including the School's annual production which is performed over three days at Durham's Gala Theatre.

The opportunity to serve both the immediate and wider community is an important part of school life. Other extra-curricular activities include: a Duke of Edinburgh's award scheme with large numbers of girls taking part, including achieving Gold Awards; Young Enterprise; Debating; and numerous trips and visits abroad. A recent initiative was a 'World Challenge' trip for Sixth Form pupils to Vietnam in 2015 and a trip to Sri Lanka is planned for 2017.

The school enjoys excellent relationships with its parent body and there is a thriving Parents and Friends' Association. There is also an active Old Girls' Association and the school is working very hard at present to ensure that there is regular contact between the school and its alumnae.

### **Durham High School for Girls as a Church of England School**

The school is a Church of England foundation with strong links with the Diocese of Durham and Durham Cathedral.

Church of England schools are inclusive and distinctive. As such, we welcome girls of all faiths and none. Religious faiths are valued and respected and we have a significant number of pupils who practise faiths other than Christian. At the same time we strive to be a distinctively Christian school as outlined below.

### **Christian Values**

All staff are expected to be sympathetic to and supportive of the Christian ethos of the school and to model Christian values. As an Anglican priest, the school-based Chaplain has a key role to play in the life of the school.

*Applicants are encouraged to familiarise themselves further by viewing the website at [www.dhsfg.org.uk](http://www.dhsfg.org.uk) to obtain a sense of the work and atmosphere of the school.*

## **MAIN FINDINGS OF THE ISI INSPECTION REPORT 2015**

### ***Press release from January 2016***

Durham High School for Girls is celebrating the glowing report received this week following an inspection by the Independent Schools' Inspectorate (ISI) in December.

The inspectors' main findings are that 'the School provides an excellent atmosphere for learning that is particularly suited to able girls, enabling them to achieve highly in both academic subjects and a wide range of sporting, musical and other activities'.

Headmistress, Lynne Renwick, said: 'we are particularly delighted that the inspection team judged as 'excellent' the contribution of teaching, the quality of the pupils' achievements and learning and our pastoral care.'

This excellent report comes as the High School has topped the government's GCSE and A level league tables in the North East, confirming its reputation as one of the best in the country. Four Sixth Formers have recently been offered places at Oxford and Cambridge Universities to read Chemistry, Chemical Engineering and Classics.

The School's extra-curricular provision was also described by inspectors as 'excellent'. Girls are currently busy rehearsing the musical 'Loserville' to be performed in Durham's Gala Theatre later this month and the U14 netball team has just qualified for the National Schools Netball Finals.

Educating girls from Nursery through to Sixth Form all on one site, Durham High is very much a family school. The inspectors noted that 'throughout the School, relationships between the staff and pupils are warm, based on mutual respect. Pupils appreciate the generous support their teachers provide.'

\*      *See school website for full Inspection Report*

## **JOB DESCRIPTION**

### **THE POST**

#### **LIBRARIAN**

#### **Schroder Library**

##### **Introduction**

"If every school has a well-resourced, properly staffed, fit-for-purpose library that is a key part of their strategies, it will make a huge contribution to young people's education and attainment." (Lord Tope, Chair, All Party Parliamentary Group 2014)

##### **Job Purpose**

Responsible for the management, development and for promoting the Senior Library to ensure that all students and staff have ready access to as broad and relevant a range of reading matter, reference materials, research tools and information services as possible, in order to support teaching and learning throughout the school, facilitate independent learning, and encourage reading for pleasure.

Responsible for organising and maintaining the school archives, in order to support school personnel/events, alumnae, enquiries by providing relevant materials as and when required.

##### **Accountable to**

Assistant Head.

##### **Hours of Work**

Term time plus 10 days during holiday periods which will include INSET Days.  
Monday to Friday 8.30am – 4.00pm

##### **Accountabilities**

##### **Policy/Strategic Direction and Development**

Assist the SLT in developing and implementing a policy for the resourcing, management and use of the library to ensure that they effectively support teaching and learning throughout the school.

Keep the policy under review to ensure that it meets the developing needs of the school community, and make recommendations for change and innovation as necessary.

Contribute to relevant whole school policy development (eg ICT strategy, curriculum enrichment, special needs) through membership of appropriate groups, attendance at relevant departmental meetings.

##### **Teaching and Learning**

In accordance with agreed policy and financial guidelines, manage and organise resources, facilities and services provided to allow flexible access and support for curricular and extra-curricular activities, study support, independent and recreational use.

In accordance with agreed policy and financial guidelines, and in consultation with teaching staff, research, select, acquire, organise and advise on learning resources in all formats to support the curriculum, and teaching and learning in general.

Collaborate with teaching staff in the planning, development and delivery of relevant learning and study skills programmes to equip students to make effective use of the learning resources available.

Work with individual departments to develop subject-specific teaching and learning resources both within the library and across the school.

Support individual students to make effective use of the learning resources available and support and monitor pupils independently studying in the library.

Encourage the active participation of students and teachers in accessing the full range of facilities available through the library, in order to maximise their learning opportunities, and encourage reading for pleasure.

Develop pupils' techniques in retrieving information utilising the resources supplied by the library.

Provide guidance, where appropriate, in the use of ICT applications and other library resource services to ensure that users can make full use of the facilities available.

Maintain an atmosphere conducive to study and learning within the library/managing pupil behaviour with the objective of quiet zones to enable pupils to concentrate and maintain their attention span whilst studying at any time with the library is open.

### **Management of Resources**

Prepare an annual library/resource centre development plan in line with the overall school strategic development plan.

Manage the agreed library budget to ensure that resources are maximised, that value for money is obtained, and that overspending does not occur.

Index, catalogue and classify learning resources and develop and maintain accurate and reliable catalogue and lending systems, to facilitate accessibility, use and control of stock.

Contribute to the development and promotion of relevant ICT applications in the library to support learning.

Ensure that the law of copyright is observed and that appropriate licences are in place to minimise risk of claims against the school.

Ensure that appropriate measures are in place to keep the library secure and to minimise the risk of loss of resources and equipment.

Organise and maintain the school archives, developing an index/catalogue/database of items which will facilitate easy retrieval of archive material about the school and past members of its community. Continually add to the archives over time and provide assistance when information retrieval is requested.

### **Leadership and Management**

Instruct pupils in supporting the Librarian in the issuing of books and other resources as appropriate.

### **Marketing and External Links (including Public Occasions)**

Promote the use of the library to the school community and foster an attractive atmosphere and environment which is conducive to a positive learning experience for users.

Develop and maintain links with external agencies to maximise the availability of appropriate materials and information, including public libraries, museums, local HE and FE institutions, community information services etc.

Ensure that the library/resource centre presents an attractive and exciting image to visitors, in particular potential pupils and their parents.

**Pastoral Care**

Ensure that appropriate standards of student discipline are maintained in the library including at after school times.

Maintain awareness of students' special needs and operate within the SEN policy framework of the school. Liaise with SENCO to ensure pupils on individual learning plans are appropriately supported and monitored.

**Training and Development of self and others**

Take responsibility for personal professional development (and that of staff for which responsible, where relevant) to keep up to date with new approaches, facilities and technologies relevant to learning resources.

Maintain a high level of awareness of current children's literature and developments in education and librarianship in order to ensure that the library provides an up to date service to its users.

**Monitoring, Evaluation and Assessment**

Monitor and evaluate the effectiveness of the services provided by the library to ensure that it is meeting the needs of the school community.

As required, prepare and present reports to the Head/SLT/Governors on the operation and effectiveness of the services provided.

**General Requirements**

All school staff are expected to:

Work towards and support the school vision and the current school objectives outlined in the Strategic School Improvement Plan;  
Contribute to the school's programme of extra-curricular activities;  
Support and contribute to the school's responsibility for safeguarding students;  
Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors;  
Diversity;  
Promote equity of opportunity for all students and staff, both current and prospective;  
Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues;  
Engage actively in the performance review process;  
Adhere to policies as set out in the Staff Handbook; and  
Undertake other reasonable duties related to the job purpose required from time to time.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

**Person Specification****Skills Required**

Excellent written and spoken English.  
ICT competence at a level to meet the demands of the job.  
Proven high level of organisation skills.  
Ability to communicate effectively with all members of the school community.  
Information retrieval skills.

**Knowledge Base**

Knowledge and love of children's literature.  
Knowledge of the principles and practice of librarianship as acquired through professional qualification.  
Awareness of current developments in library/resource centre management.  
Awareness of school curriculum.



**Qualifications/Attainment**

Chartered Librarian (MCLIP or equivalent) (desirable).

Education to Degree Level or equivalent (desirable).

**Experience**

Post qualification experience in a library.

Post qualification experience in a school library/resource centre or similar environment (desirable).

**Attitude/Approach**

Self-motivated and able to work under own direction.

Proactive and imaginative in approach to provision and promotion of library/resource centre services.

Ability to liaise confidently with teaching staff and other professionals.

Ability to work with young people.

Ability to remain calm when under pressure and employ tact and diplomacy in difficult/sensitive situations.

**Salary**

According to experience and qualifications.

## **METHOD OF APPLICATION**

Please complete the application form (available from the School's website) and submit this with a covering letter outlining your reasons for applying and what you feel you can bring to the post. This should be addressed for the attention of the Headmistress and sent by e-mail to [recruitment@dhsfg.org.uk](mailto:recruitment@dhsfg.org.uk)

**Closing date for applications: Noon Monday 19 March 2018**

**Interviews will be held: Friday 23 March 2018**

**The successful candidate will be expected to take up the appointment from September 2018.**

### ***DBS***

*Durham High School for Girls is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to an enhanced DBS disclosure.*

## **SCHOOL CONTACT DETAILS**

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