



VACANCY INFORMATION PACK

LIBRARIAN
(PART-TIME)



READING BLUE COAT



INTRODUCTION

Reading Blue Coat is a leading independent day school of 824 pupils; 722 boys aged 11 – 18 and a further 102 girls in the co-educational sixth form which has over 300 pupils.

The School was founded in 1646 by Richard Aldworth, a Master 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 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 concern within the community and enabling all pupils to develop their full potential. 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 most recent full ISI Inspection was in November 2019 from which we achieved the highest rating possible in all categories of the inspection.

The School employs in excess of 170 salaried staff, of whom about 50% are academic. Reflecting the character of our co-educational sixth form, nearly half of our academic staff are female.

FACILITIES

Reading Blue Coat is located four miles from the centre of Reading, in the Thames-side village of Sonning. It is also three miles from Twyford, which will be located on Crossrail, with fast train service across London. Set in 46 acres of land for pupils to enjoy, the facilities are very well maintained, and the School continues to invest in the site to add to an impressive infrastructure of buildings.

Planning permission has been obtained for a new Performing Arts Centre.

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 in Year 7, in 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 (full course) 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, Politics and Psychology. Enrichment opportunities in the Sixth Form include the Extended Project Qualification (EPQ), and a weekly schedule of visiting speakers. Reading Blue Coat always seeks to stretch and challenge pupils and the School's Learning Support Department ensures 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.

2021 academic results were impressive; the A Level results were amongst Blue Coat's best with 88.9% achieving A*- B and at GCSE 84.4 % gaining A*- A (i.e., Grades 9 to 7).

The majority of Year 13 leavers proceed to degree courses at universities of which approximately 70% go to the Russell Group of universities. Each year 80% of our students attain places at their first choice university, whilst others are successful in securing future learning opportunities in their chosen career.

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 the house system. From September 2021, we will increase our houses from four to six: Aldworth, Hall, Malthus, Rich, Norwood and West.

All pupils are part of a tutor group that is overseen by a member of staff who is responsible for their well-being and for personally overseeing the development of their character and intellectual curiosity. At the heart of the School are the values of aspiration, courage, compassion, integrity and service and all activities seek to re-enforce these. The house system enables pupils to take part in activities that foster the development of these ideals through a variety of opportunities that include 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 whilst embodying the principles of Respect, Belief, Commitment and Sportsmanship (teamRBCS). 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 athletics, cricket, football, netball, hockey, rowing, and rugby. The School competes well at local, regional, and even national level. Other sports include climbing, cross country, golf, tennis, swimming, and touch rugby.

Although the emphasis is very much on participation, the School also has much success and currently holds several county titles in hockey, rugby, football, netball, and cricket. We have recent national competition winners in rowing and cross country running, and cricketers, rugby players and netballers who have been selected to international age group teams and gone on to play professionally.



DRAMA AND THE ARTS

Reading Blue Coat 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 the School 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 Summertime" (an outdoor festival of the arts), and other eclectic events that take place throughout 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 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 Award Scheme, 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.

In recent years the School has greatly enhanced its links with the wider community under what is now called the Aldworth Partnership, an umbrella term for all that might traditionally be considered 'public benefit'. One example is the Sports Leaders programme, through which pupils go 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. 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.

Internationally, Reading Blue Coat has a partnership with Ankwanda School in Ghana, which our pupils visit biennially and have helped to build a number of buildings. We also have a strong relationship with the charity Brass for Africa, and our pupils support their work amongst disadvantaged children and young people in Uganda through music. As the Aldworth Partnership continues to grow, the long term aim is that all Blue Coat pupils have the opportunity to be involved in transformative service projects in the local and wider community at some point in their school career.



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

SEE ALSO THE GOOD SCHOOL GUIDE:

<https://www.goodschoolsguide.co.uk/schools/102976/reading-blue-coat-school>

AND MUDDY STILETTOS SCHOOLS REVIEW GUIDE:

<https://berkshire.muddystilettos.co.uk/kids/school-reviews/reading-blue-coat-sonning/>



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 resources 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, independent study and reading for pleasure.

It is divided into four principal areas

- The Main Room. With seating for up to 45 students, this area is used for teaching and independent study for all years. It also houses reference material, non-fiction, senior fiction, and magazines.
- The Reading Room. This room promotes a more relaxed feel to encourage reading for pleasure during free time. Stocked with junior fiction, this room is also used weekly by classes visiting the library and at times by colleagues with other year groups.
- The Resources Room. A room with IT facilities and extra study space for all in the School.
- The Library classroom. A dedicated teaching space for classes in the Library.

Years 7 & 8 have one session per week timetabled for 'Reading and Research' classes which are taken by Library staff. These classes are a mix of literacy activities based around reading and specific research skills. Library inductions and skills are also undertaken in these periods throughout the year. The Library also works closely with the Learning Support department and assists in assessments for both years.

Open from 8am to 6pm, the Library is a whole-school provision and footfall statistics are taken regularly to monitor daily voluntary use.

Sixth form students are welcome to use the library throughout the day for quiet independent study.

Library staff supervise after-school until 6pm each day. There are usually 20 to 30 pupils using the space during this time after their club activities and those waiting for the late buses.

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



For an informal telephone conversation about the role, contact Miss Claire Knight (Head Librarian) on **0118 933 5815** or email CK@rbcs.org.uk

LINE MANAGER

Head Librarian

DEPARTMENT

Library

DIRECT REPORTS

None

CONTRACT STATUS

Permanent contract. To commence as soon as possible.

SALARY

c. 14,470 per annum actual (£26,433 FTE). Salary is paid by bank transfer on the 25th of the month, or next working day thereafter, in 12 equal payments.

MAIN PURPOSE OF THE POST:

To assist the Head Librarian with effective resource and information provision to students and staff.

RESOURCES:

- The Library uses the Access-It Library Management System.
- Microsoft Teams and other Microsoft 365 software.
- FMS (Financial Management in Schools) database is used for order processing.

MAIN RESPONSIBILITIES:

Will include, but will not be limited to:

1. Supervising pupils during the day and after-school.
2. Answering enquiries in person and online.
3. Responsibility for online resources such as JSTOR, Massolit and Philip Allen Magazines, maintaining and promoting these to staff and pupils.
4. Issuing, returning, and shelving library resources.
5. Producing display material, both online and traditionally, as well as maintaining display areas and noticeboards.
6. Cataloguing and Processing new resources as directed.
7. Stationery management – maintaining paper stocks, checking deliveries, and putting stock away.
8. Assisting the Head Librarian in delivering a programme of library skills to Years 7 & 8 pupils within the timetabled Reading and Research lessons.
9. Assisting the Head Librarian in any Learning Support assessments.
10. Attending INSET days (if these coincide with working days).
11. Be up to date with any in-house information and attend any courses and meetings as directed by the Head Librarian.
13. Attending open mornings each year to promote the work of the Library.
14. Providing cover for the Head Librarian's lunch breaks and any absence.
15. If possible, covering for Library colleagues in event of illness etc. with any extra time worked to be taken in lieu.
16. Keep up-to-date with online developments in Library resources and provision.
17. Any other duties which may be reasonably regarded as within the scope of the post as defined.
18. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and to act in accordance with the aims, policies, and administrative procedures of the School.

This job description is not exhaustive. Other duties, within the scope of the post, as requested by the Headmaster, Bursar or members of the Senior Leadership Team will be undertaken as required.





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	Essential	Desirable
Previous experience of working in a library.	✓	
Competent user of MS Office applications.	✓	
Experience of working within a school library preferred.		✓
Experience of working in an educational environment.		✓
Skills and Attributes	Essential	Desirable
Excellent organisational and administrative skills.	✓	
Good interpersonal skills.	✓	
Able to communicate effectively with students, colleagues, and external personnel, both verbally and in writing.	✓	
The confidence and ability to work independently.	✓	
Able to multi-task and work under pressure of time deadlines.	✓	
Ability to remain calm, patient, and polite.	✓	
The ability to think ahead and draw up schedules and plans and follow-up as necessary.	✓	
High personal work standards.	✓	
Sensitive to the needs of others. Cares about others.	✓	
Willingness to confront problems and present solutions.		✓
Displays commitment to the protection and safeguarding of children and young people.	✓	
A professional and approachable manner.	✓	
An appreciation of the need for discretion and confidentiality.	✓	
Demonstrates commitment, enthusiasm, and initiative.	✓	
Qualifications	Essential	Desirable
Education to degree level standard is preferred.		✓
Relevant CILIP (or similar) qualifications, or working towards them		✓

Closing date for applications: 09:00 on Tuesday 19 October 2021

Applications may be submitted by CV or School employment Application Form, which can be downloaded from our website "Vacancies" page www.rbc.org.uk/vacancies/

This should be submitted with your letter of application, by email to recruitment@rbc.org.uk If you choose not to submit a completed Application form when you apply, you will be required to complete one if invited to attend an interview.

Contact for questions about the application process should be addressed to Mr Ian King, Head of HR, Reading Blue Coat School, Holme Park, Sonning Lane, Sonning-on-Thames, RG4 6SU. Email: ijk@rbc.org.uk

For further information about the role, please contact Miss Claire Knight, Head Librarian.



PLACE OF WORK

Reading Blue Coat School,
Sonning on Thames,
Berkshire.



MEALS

Lunch and refreshments are
provided free by the School.



SPORTS FACILITIES

Free membership of the School
Sports Centre with access
to fully equipped gym and
swimming pool.



EMPLOYEE ASSISTANCE PROGRAMME

Confidential independent support
service available to staff when you
most need it.



WORKING HOURS

Term time only. 24 hours per week.
From 09:30 to 18:00, Wednesday to Friday,
with 30 minute unpaid meal break during
term time.

Plus 12 additional days during term time
working on Tuesday from 09:30 to 14:30
(no lunch break) – a total of an additional
60 hours per annum.



PARKING

Free Car parking is
available on site.



LEAVE ENTITLEMENT

Full time, year round staff receive 5 weeks
paid annual leave plus 8 public holidays
and some additional discretionary days
over the Christmas closedown period.
Pro rata for term time only staff.



CYCLE SCHEME

Tax-free Cycle to Work Scheme
is offered by salary sacrifice.



PROFESSIONAL DEVELOPMENT

Strong commitment to support
professional development
with a dedicated people
development budget.



PENSION

Membership of the RBCS Group
Personal Pension Scheme (employee
contribution of 5% of salary and
employer contribution is 8% of salary).

DISCOUNTS



Reduction in RBCS school
fees for employees'
children offered after
6 months service.



50% reduction for all
full-time staff, pro-rated
for part time staff.



Fees
(from 1 September 2021)
are £6,013 per term.

Through the Blue Coat Benefit Hub you can access discounts, rewards, and perks
on thousands of the brands that you love to shop with including travel; motoring;
electronics; clothing; education; entertainment; restaurants; health and wellness; beauty
and spa; insurance; sports and outdoors.

MEET THE STAFF

All staff, both teaching and support, form part of a qualified and experienced team, which functions at its best in being mutually supportive in a common goal: to provide the best possible education for all Blue Coat pupils.

Relationships between staff and pupils at Blue Coat are often remarked upon by visitors and parents for being warm, relaxed and mutually respectful.

Click on the link to find out more about some of our staff. Can you see yourself as part of the Blue Coat team?

www.rbc.org.uk/the-school/meet-the-staff/



GETTING HERE

BY CAR

We are located in the village of Sonning-on-Thames, just off the A4, between Reading and Twyford.

We are about 15 minutes' drive from Junction 10 of the M4 motorway. From there, take the Reading / Bracknell turnoff at Junction 10 on to the A329M to Reading. At the roundabout by the flyover take the third exit (A4) towards Maidenhead. Follow the dual carriageway over the next roundabout and up the hill. Over the railway bridge, turn left into Sonning Lane. The School is about ½ mile on the left.

BY BUS

The School and village of Sonning is served by local bus services 128 and 129 (operated by Courtney) from Reading to Wokingham.

Also by service 850 (operated by Arriva Bus) from High Wycombe, Marlow,

Henley, Twyford to Reading. Alight at the junction of Sonning Lane and Bath Road, from where it is a short walk.

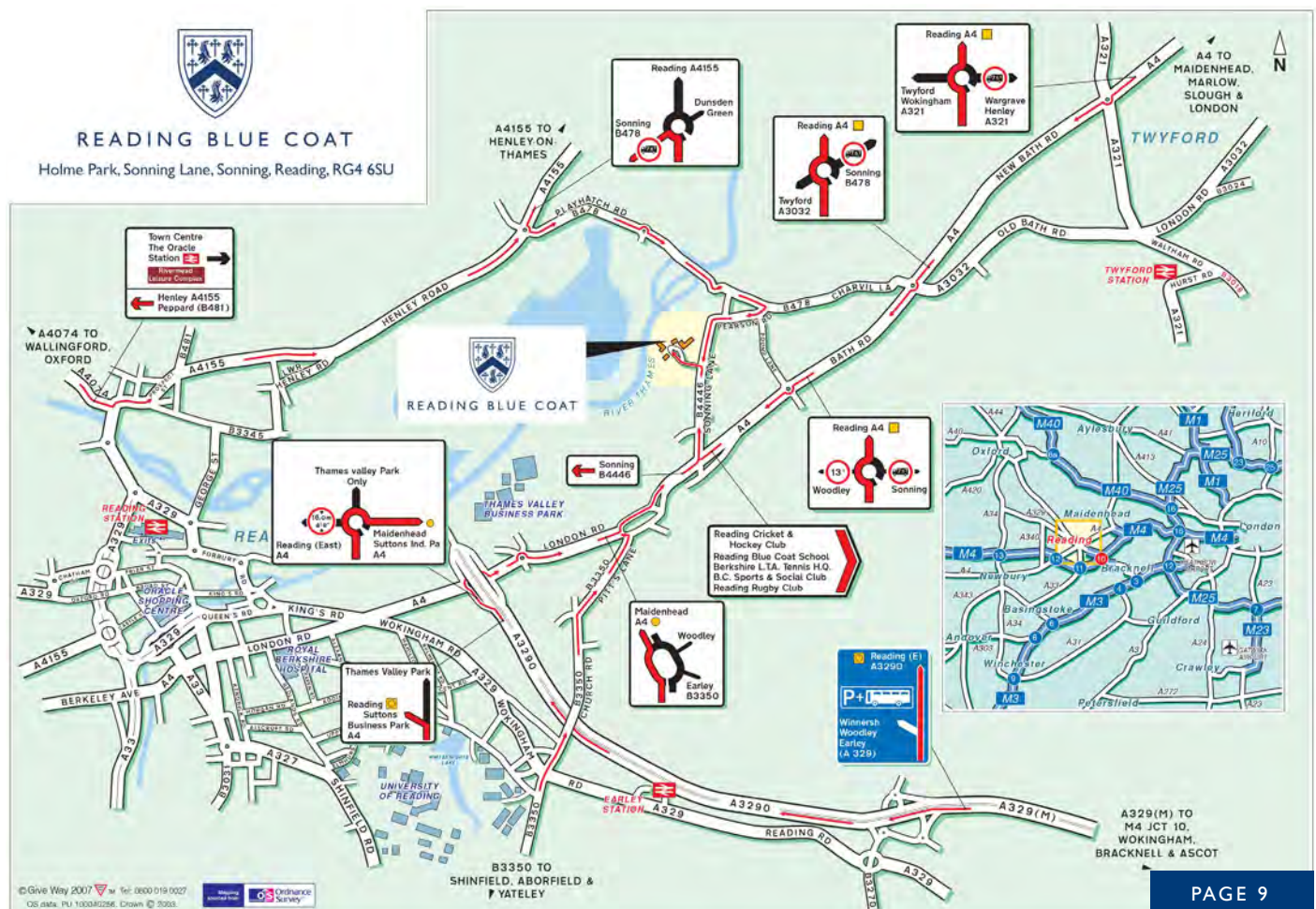
BY TRAIN

Our nearest rail links are at Reading central station (mainline to London, Wales and the West), which is about 5 miles from the School (about 15 minutes by taxi).

We are also served by local stations at Twyford, which is about 3 miles away (about 10 minutes by taxi), and at Earley, which is about 4 miles away (about 15 minutes by taxi).



For information, call Reception: **0118 944 1005**



ONE READING BLUE COAT

our community



Holme Park, Sonning Lane, Sonning-on-Thames, Berkshire RG4 6SU

Tel: 0118 944 1005 rbcs.org.uk