



Wallington High School for Girls



Library and Learning Resources Manager Application Pack





Wallington High School for Girls

HEIRS OF THE PAST, MAKERS OF THE FUTURE

September 2022

Dear Candidate

Thank you for your interest in the position of Library and Learning Resources Manager at Wallington High School for Girls (WHSG).

We aim to be a truly outstanding school with an excellent academic reputation that provides first class care, guidance, support and development so that our students enjoy a positive experience during their time at school and leave well prepared for life beyond. That aim applies not only to our students but to all our staff as well.

We are seeking to appoint a motivated, talented and enthusiastic person to join our existing team and become a valued member of our School's community.

I hope you will find the information in this pack interesting and informative.

We very much look forward to receiving your application.

Yours faithfully

Richard Booth

Headteacher





Information for Applicants

The School

Wallington High School for Girls (WHSG) is a selective academy for approximately 1500 girls aged between 11 and 18. We are part of the Girls' Learning Trust, a multi-academy trust that also includes Nonsuch High School for Girls and Carshalton High School for Girls. The school first opened in 1888 and moved to its present site in 1965. The school is heavily over-subscribed with more than 2000 applications each year for the 210 places in Year 7; many external students also apply for our sixth form. We are a multicultural community with an increasing percentage of minority ethnic groups. Over 47 different first languages are spoken and this brings a rich diversity to our school.

Our students achieve at the highest level academically. In 2022, 91% of our GCSE entries were awarded 7 to 9/9* grades, which placed us 5th nationally for girl's state schools, ranked by the Times. At A level, 65% of our entries were awarded A*/A grades, which placed us 8th nationally for girl's state schools, ranked by the Times. The vast majority of our students move from WHSG into higher education including Oxford and Cambridge and with an increasing number of students (over 60%) gaining places at Russell Group universities or medical schools. Our students are highly able, motivated and a delight to teach. Students enjoy positive and co-operative relationships with staff and it is very rare if an external visitor to the school does not comment on the high calibre of the students.

We are particularly proud of our strong pastoral system and girls enjoy a comprehensive programme of PSHCE throughout the school. We encourage our students to be active and responsible citizens through a variety of charitable and community activities. The school also operates a very successful House system, led by student House Leaders which encourages integration between the year groups and provides leadership opportunities for students. Similarly, a strong Head Girl and Senior Prefect team and School Council ensure that the student body has a voice within the school and that younger students are supported.

Outside of the classroom we are fortunate in having staff who provide a wide range of extra-curricular opportunities for students and this is central to our ethos. Sport plays an important part in the life of the school and we are successful at national and regional level in a number of sports including Tennis and Badminton. Similarly, we have many opportunities for students to showcase and develop their talents in Music, Dance, Drama and the Arts. We enjoy a successful Combined Cadet Force (CCF) partnership with Wilson's School which is very popular with girls in Year 9 and above and an equally successful Duke of Edinburgh scheme. Our commitment to this ethos is reflected in our curriculum provision where a number of enrichment days are set aside, the timetable suspended, and students take part in a number of activities and events that allow them to develop and prepare for life beyond the school.

The Library

Our Library is well-used by students from all years and is a hub for all those wanting to study, read or research. Coupled with Study Centre and with access to computers, the library is visited by a high number of students daily. The Study Centre is a very popular place for Sixth Form students to engage in silent study during study periods and most mornings will be full and accommodating quality Advanced level study. With the efficient and user-friendly Eclipse library system, approximately 1000 books are lent to students each month. However, it is always our desire to encourage students to read more, and we meet this objective through wider reading programmes and the availability of daily newspapers and subject specific magazines.



The Sixth Form

We are proud of our thriving and ever growing Sixth Form that has an excellent academic reputation and provides first class guidance and support so that students enjoy a positive and successful post-16 experience and leave us well prepared for life beyond school.

With around 500 students in the Sixth Form, we offer an extensive choice of A Levels taught in excellent facilities by subject experts. The vast majority of our students in Year 11 choose to stay with us for their Sixth Form education and we also warmly welcome external applicants who meet our entry requirements.

In addition to A Levels, all students in Year 12 will take an elective intended to develop their communication skills and build their cultural capital. There are a number of options available, including the Extended Project Qualification (EPQ) which develops skills of analysis and independent research, vital for success in undergraduate study. Students also follow a wellbeing programme, including dedicated PSHCE time (Personal, Social, Health and Citizenship Education) and Physical Education.

WHSG Sixth Formers continue their education at some of the most prestigious universities in Britain and abroad. To support our students in achieving this, we run an extensive Higher Education programme that includes Oxbridge preparation as well as clear guidance on 'informed choices', Russell Group Universities and the UCAS process.

We are very proud of the support and care we provide our students in the Sixth Form, led by the Heads of Year 12 and 13 who are ably supported by two Assistant Heads of Year as well as a large tutor team.

However, our Sixth Form is about so much more than excellence in academia and we offer a wealth of leadership and extra-curricular opportunities. The prefect team are an integral and highly valued part of the Sixth Form. Lead by our two Head Girls they are a dynamic team who coordinate a large amount of activities giving them brilliant leadership opportunities. In addition, Our Sports Leaders run clubs and contribute to our annual gym and dance display. For those possessing a musical talent we have our Gospel Choir and orchestras who perform at our Spring concert and a wide range of school events. Furthermore, it is Sixth Form students who run some of our most successful clubs and societies, including the Model UN, African-Caribbean Society and our award winning Glee club. All students are actively involved in our local community as part of our volunteering programme, this includes working in charity shops, visiting nursing homes and working in local primary schools.

Girls' Learning Trust

The Girls' Learning Trust (GLT) was formed in September 2015 and consists of three successful and high-performing girls' schools: Nonsuch High School for Girls, Wallington High School for Girls and Carshalton High School for Girls. All three schools are located in the London Borough of Sutton.

As the only all-girls multi academy trust in the UK, we have 4,500 students and over 400 staff; our aim is to empower girls and young women by delivering a first class education and providing an inspirational start to their futures.

Working in GLT schools

Staff are our most valued asset and we aim to support them both in their current roles and to develop them for their future careers. Working alongside the teaching staff, we have a skilled support staff team who perform vital roles within the school. Continued professional development plays an important role in ensuring that the quality of teaching is very high in the school. There are many opportunities for cross-trust professional development, with staff from all three schools working collaboratively on research and teaching projects in many areas. We have a GLT professional development conference each year for all our staff and run an exciting and innovative 'Empowering Teacher' programme across the trust.

Other benefits the GLT can offer include:

- A culture of promoting GLT staff within and across our trust - we have an excellent record of developing outstanding teachers and preparing staff for senior leadership.
- Outer-London salary scales with easy access to central London
- Extensive parking on site for free
- Access to Workplace Options scheme, for confidential and independent employment advice
- Access to sports facilities
- A two-week October half term break
- Membership of the Teachers' Pension Scheme (TPS) or Local Government Pension Scheme (LGPS)
- Childcare Vouchers

Staff Workload and Wellbeing at WHSG

Staff are our most valued asset and we place a high emphasis on staff well-being and professional development. In a recent survey amongst our staff, **91% agreed or strongly agreed** that there was an atmosphere of trust and mutual respect within the school and **96%** said that they were proud to work at the school. As part of our commitment to staff well-being and development, we offer the following to teaching staff:

Professional Development

- CPD programmes tailored to individual's aspirations which are based both in school and across the wider Trust
- Our "No lesson judgements" policy ensures our lesson observations are developmental and supportive
- One INSET day a year dedicated to moderation and curriculum preparation
- An annual cross- Trust teaching conference allowing the chance to meet and network with other staff
- 'Pop-up' CPD run by staff for staff on issues of their choosing, including pastoral

Staff Welfare

- A Marking and Feedback policy designed from the bottom up, with regard for teacher workload, based upon a set of principles, different according to department
- Data capture that is measured and timely - we report progress two or three times a year (depending on year group)
- Minimal written reports
- No requirement for teachers to submit lesson plans, even for lesson observations
- Teaching staff are only required to do one twenty minute duty each week
- Supportive yet challenging governance, which understands that teachers are our most valuable resource
- End of school day at 2.50pm making it easier for staff to pick up their children from local schools
- Work scrutiny is departmentally-based and developmental
- We are a school that appreciates the importance of family and do our best to support staff when there are issues and requests for additional leave regarding family events and an Additional Leave policy that supports staff when they may need time off school
- A teaching load of 43/50 1 hour periods of teaching per fortnight maximum.
- The average size of our A level classes is 13 students and GCSE is 24 students. We also continue to run many A level classes even if their numbers are small

Support

- The school calendar and training is planned in advance across the whole year so people know what is happening and when
- In-house cover supervision team
- A highly effective and proactive support staff that play an important role in supporting teaching and learning
- An Events, Communication and Visits team that are responsible for organising key school events and trips
- Every full-time teacher operates from a base classroom and has an office based work station which means our large staff room can be work station free

Benefits

- School budgets are set making the assumption that everybody will get their incremental pay rise
- 'Staff Celebration Moments', a staff reward and recognition scheme
- A two-week half-term in the Autumn Term
- Free tea and coffee provided in the staff room
- Access to our fitness suite
- A Staff Association that responds to the welfare of the staff and organises social events
- Use of onsite canteen offering hot meals and salad bar
- Teaching staff can go home if they have PPA time last period of the day

- Opportunities to participate in enrichment activities e.g. theatre visits
- Assisted cycle purchase scheme and designated cycle parking bay
- Opportunities for flexible working
- Access to Workplace Options scheme, for confidential independent employment advice

Environment

- Pleasant working environment with very well-behaved students
- The school has invested heavily in new buildings and in IT in every classroom
- Eleven acres of school grounds set in Green Belt land

More information on the school can be found at our website

www.wallingtongirls.sutton.sch.uk



Library and Learning Resource Manager

Job Description

Job Description:	Library and learning resource manager
Grade:	GLT5 (£27,471 - £31,122) pro rata. Actual Salary £23524 - £26650.
Hours:	36 hours per week (8.00am – 4.00pm) 39 weeks (Term time & INSETS)

Job Description

Main responsibilities and tasks

- To provide an effective learning resources service that supports the delivery of the school curriculum
- To support teaching staff in promoting scholarship and a love of reading

1. To provide an effective learning resources service that supports the delivery of the school curriculum.

- Operate the Learning Resources Centre from 8.00am to 4.00pm daily.
- Take responsibility for the library making sure it is a calm, quiet and welcoming space to read and study
- Curate, organise and manage a mixed portfolio of analogue and digital learning resources
- Manage, develop and monitor stock and resources, replenishing when necessary and including charging/repayments for lost items
- Ensure stock compliments the school curriculum through communication with faculties
- Run current library system and train others in its use where applicable.
- Provide opportunities for students to support the library (e.g. assistant librarians and a prefect team)
- Undertake professional development and monitor developments in schools and further/higher education through establishing contact with a network of librarians and learning resource managers & professional bodies.
- Operate a friendly & knowledgeable 'help desk' for staff and student queries, and assist with finding information and materials
- Ensure that the LRC has appropriate promotional and display materials, creating an attractive and purposeful space for learning.
- Manage the Eclipse library system
- Manage the annual budget for books, journals and/or on-line resources for the LRC.

2. To support teaching staff in promoting scholarship and a love of reading

- To work closely with key stakeholders (e.g. AHT for T&L, the Director responsible for literacy, and the English Department) in researching, planning and executing literacy initiatives.
- To promote effective study and research skills, ensuring students can make the most of the school's learning resources service
- To run events and workshops that enrich the school curriculum (e.g. visiting authors, book clubs, etc.)
- In conjunction with the AHT for T&L to build an extensive CPD library for staff
- To promote and champion the learning opportunities for students and staff offered by the library
- To run the school's Accelerated Reader scheme for years 7 and 8, collating and sharing information on student literacy

3. General duties

- To be aware of and comply with School policies and procedures, including those relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person
- To participate in training, other learning activities and performance development as required
- To undertake any other reasonable duties as requested by the Headteacher
- To undertake and maintain training in First Aid (Emergency At Work), and to act as a First aider, when called upon, and if necessary supervise student/staff in the Medical Room, in accordance with the Duty Rota

WALLINGTON HIGH SCHOOL FOR GIRLS

Library and Learning Resource Manager



Person Specification

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> A graduate with a professional qualification in library or information studies. Excellent IT skills, including MS Office packages (Word, Excel, Powerpoint and Outlook) 	<ul style="list-style-type: none"> Evidence of on-going professional development, and participation in appropriate professional networks Qualifications in website design and/or information management and/or search tools. An awareness of school policies and procedures including children protection, health and safety, equal opportunities etc.
Experience	<ul style="list-style-type: none"> Relevant professional experience of working in a learning resource centre or library, and dealing with a broad range of customer requests 	<ul style="list-style-type: none"> Previous experience of working in education. Experience of using libraries to support curriculum delivery Experience in on-line research tools and techniques Current knowledge of educational change and issues Sound knowledge of literature for young people
Knowledge and Skills	<ul style="list-style-type: none"> Ability to lead and manage a school library/LRC. Ability to maintain appropriate discipline when dealing with students Ability to organise own workload, prioritise and meet deadlines Ability to work on own initiative, and as part of a whole school team. Ability to communicate effectively with other staff, students and leadership. Excellent interpersonal, written and oral skills 	<ul style="list-style-type: none"> Knowledge of library specific systems (such as Eclipse) and school systems (such as Frog)

	<ul style="list-style-type: none"> • Excellent knowledge of MS Office (Word, Excel & Powerpoint) • Strong presentational skills and eye for detail. 	
Personal Qualities	<ul style="list-style-type: none"> • Energy, enthusiasm and a commitment to the role of an LRC in the learning process • Effective management style with the ability to enthuse and inspire others • A confident and welcoming manner • A willingness to undertake a wide range of library/LRC routines and duties • Openness to new ideas and practices 	<ul style="list-style-type: none"> • Willingness to 'lend a hand' and 'join in' with school activities and play a full and active part in the life of the school



Notes to Applicants

Safeguarding

Wallington High School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates are expected to demonstrate a sound understanding of leadership of and contribution to a safeguarding environment.

The successful candidate will be required to undergo an enhanced DBS with barred list check followed by safeguarding training as part of his/her induction

Your written application:

We hope that after reading the information pack you will want to apply for the post advertised.

Your completed application should be sent to: vacancies@wallingtongirls.org.uk

Closing date: Monday 17th October at noon

(We reserve the right to close early should the right candidate be found)

If you are shortlisted, we will take up references prior to your interview unless otherwise specified.

For your convenience our specimen contracts can be viewed on the vacancy page of the School website.

As part of our recruitment process, Girls' Learning Trust collects and processes personal data relating to job applicants. The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

For further information about this and to read our Data Protection and Freedom of Information Policy please visit one of our schools websites: For WHSG <http://www.wallingtongirls.sutton.sch.uk/Policies>