



Assistant Librarian Dean Close Senior School January 2018

Introduction

The Flecker Library at Dean Close Senior School is a forward thinking library and information service supporting learning, advanced information literacy and the pleasures of reading throughout the school community. The last few years have seen substantial investment and redevelopment of the library's building, systems and department; a reinvigoration that has generated a real "buzz" throughout the school and brought about a dramatic increase in popularity and usage.

The Library is split over three floors and contains areas for group, individual and silent study. It is Wi-Fi enabled and has a technology suite of desktop computers. Our resources include a fantastic collection of fiction and non-fiction books, DVDs, and magazines, as well as a selection of powerful digital resources, widely administered through our online library catalogue.

The pupils of Dean Close are the lifeblood of the library and form an impressive collection of individuals with whom it is a pleasure to work. Pupils and staff utilise the library throughout the day as a place to work, study, research, read and relax. Our librarians seek to assist in all these endeavours.

At full strength, the friendly library team is made up of a professional librarian, an Assistant Librarian, a Library Assistant (part-time) and a group of trained student librarians.

Duties

Assisting in the daily administration of the library and its services, including:

- Supporting learners with research and developing independent study skills;
- Management, acquisition and display of resources;
- Assisting the planning and delivery of library events and initiatives;
- Managing and training student librarians.
- Involvement in the delivery of Extended Project Qualification might also be available for the right candidate.

The person

The ideal person will be:

- Committed to fostering pupils' love of learning through reading, research and inquiry;
- Friendly and approachable, taking a keen interest in promoting pupils' progress and being a supportive part of the school's teaching faculty.
- Able to work as part of a team
- Previous experience of work in a library is desirable, but not essential;
- An interest in how technology can be best used to support learning could also be an advantage.

Terms:

- 40 hours a week for 40 weeks a year (term times and six weeks during the school holidays). During term-time (which, for staff, includes INSET days). During the holidays, 6 weeks will be in agreement with the Librarian.
- Some flexibility may be needed to account for staff absences.
- Bank holidays which fall during term-time are normal working days and are paid at the normal rate.

Salary and Conditions

Salary dependent on experience

Hours of work: 40 hours a week, 40 weeks per year – Term Time plus 6 weeks

A contributory pension scheme is available

Lunch is available free of charge in the School dining hall during term time.

Dean Close School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.