

**Applicant Information**

**For**

**Librarian**

**About the School:**

St John’s Beaumont is a Roman Catholic day and boarding preparatory school for boys aged between 3 and 13.  Set in a rural location adjacent to Windsor Great Park, St John’s is the oldest purpose-built preparatory school in the country, founded in 1888 and combining the rich tradition of Jesuit education with the very best that modern teaching techniques and technology can offer. The School buildings are set within 25 acres of established woodland and playing fields.

We pursue excellence in teaching and learning through the development and care of the whole child. We promote Christ as the model for life where pupils and staff may grow in the discernment needed to live each day with courage and compassion.

**About the Library and the role of School Librarian**

The Bellarmine Library is very much at the academic part of the school and is well-stocked being the recipient of the generous annual budget. We are keen now to see it play a key role in the innovation of teaching and learning throughout the school in all age groups, whether this be through the implementation of increased journals and magazines, audiobooks or any other media source.

Library represents a place of solace and refuge for our boys and alongside this we would like to see it as a place of intellectual challenge and a place that inspires a love of reading and a natural sharing of literature. The librarian has the most pivotal role to play in the next chapter of the Bellarmine Library and the potential to bring their own sense of innovation to a much-loved and respected resource within the School.

We would very much hope that the School Librarian will play an active role in the curriculum: running reading workshops, competitions, book clubs and introductory sessions to boys of all ages. We currently appoint two senior boys to assist librarian in the library and would like to see these roles nurtured and developed in the years ahead.

**Librarian role specification**

* Working hours: up to 25 hours per week over 34 weeks (largely term-time)
* Salary: c £10,000 p/a
* Benefits - school lunches provided during term time, free parking is available on school site

**The Role:**

To plan and implement the School's Library Policy in consultation with the Director of Studies, the Headmaster and in conjunction with the overall School Development Plan.

The School Librarian will:

1. Support the school by managing, maintaining and promoting the School Library and teaching resources.

2. Support the teaching staff by:

* Identifying and purchasing high-quality resources for the School Library and classroom libraries that support a high-quality delivery of the School’s curriculum and which support equality and diversity.
* Assisting in the delivery of information skills and information literacy teaching in the School.

3. Support boys’ learning by:

* Promoting enjoyment and importance of reading to all boys.
* Establishing skills for independent reading and learning.

**Duties and responsibilities**

* Select, acquire, maintain and withdraw library stock, ensuring a balance between subject and ability levels and show an active engagement in diversity and equality issues.
* Promote the effective and efficient use of the library and library resources and look for external and extended opportunities outside of the immediate school community to develop interest in reading.
* Work with teaching staff to take a strategic approach to cultivating a love of reading in children and deliver an information skills curriculum.
* Provide appropriately supportive and challenging reading resources and opportunities for boys of all abilities.
* Develop links with secondary schools to facilitate transition and a coherent approach to library skills.
* Organise, catalogue and classify library resources, both electronic and print-based.
* Manage the School library budget.
* Supervise and train staff and pupil librarians working in the library.
* Make full use of ICT in the library and ensure the effective management of the resource online.
* Create an innovative and engaging environment which encourages members of the community to visit and spend time in the library.
* To run and facilitate clubs/activities which engage boys of all ages in reading.

**Education and Knowledge**

* Educated to degree level (Essential).
* Hold a relevant library qualification.
* To have a working knowledge of online library management systems.
* Proficient user of Microsoft Office and other ICT software.

**Person Specification Knowledge**

* Knowledge of children's literature and children's resources to support the curriculum.
* Knowledge and understanding of library and information skills.
* Knowledge and understanding of teaching and learning, of educational issues and the National Curriculum as they relate to the provision of learning resources.
* Knowledge of and commitment to equalities and diversity issues in the provision of library services.
* Knowledge of how ICT can be used to support reading development.
* Awareness of child development and the role of reading in the educational development of the child.
* Qualifications & Experience.
* Library experience, with experience of working with schools or with children.
* Experience of developing and delivering training sessions.

**Skills**

* Ability and encourage and innovate.
* Ability to think strategically and creatively and analytically.
* Excellent communication skills, both oral and written, and the ability to adapt to different audiences.
* Ability to assume responsibility for your own work, devise your own work schedule and set appropriate targets and achieve them.

Responsible to: The Headmaster

Line Manager: The Director of Studies

St John’s Beaumont is committed to safeguarding and promoting the well-being of children and young people as its number one priority. Robust recruitment, selection and induction procedures operate throughout the School and extend to services linked on its behalf.