



**ST. CATHERINE'S  
BRITISH SCHOOL**

*Athens, Greece*

ST. CATHERINE'S BRITISH SCHOOL

**Head Librarian**

**Candidate Brief**



# Welcome from the Headteacher, Jon Perriss

Dear Candidate,

Thank you for taking the time to consider this position. St. Catherine's British School is, by reputation, *the* school in Athens, and indeed, in Greece. We are one of only two HMC schools in Greece and are an executive member of COBIS. We are a large school with top quality facilities, bright and aspirational students, talented staff, and fantastic parents and alumni. We are also a community that is warm, welcoming and engaging, with our values of Care, Dedication, Curiosity and Integrity embedded throughout.

We offer an excellent package to staff, from generous fee remission for staff children, to assistance programmes, private medical insurance and well supported CPD. Greece is also a beautiful and wonderful place to live!

As a Head Librarian at St. Catherine's British School, you will play a crucial role in ensuring that the Library remains at the heart of this mission, supporting students in their academic growth and personal development.

I have just started at the school and am excited by the opportunity to take St. Catherine's forward over the next few years;

I would love for you to join me on this journey.





# About St. Catherine's British School

## Staff and governance

St. Catherine's British School has approximately 1,350 students aged 3 to 18, situated in Lykovrissi, near the vibrant area of Kifissia and just a short ride from the historic centre of Athens.

The School has a workforce of around 320 Teaching and Support Staff. As one of the few British Schools Overseas (BSO) accredited schools in Greece, we uphold the highest international standards whilst also maintaining our British Heritage.

## Values

Our values are Care, Dedication, Curiosity and Integrity. We champion them every day and they are embedded throughout our community.

## Purpose

Working in partnership with families, we empower young people to understand, care, and create a better future, delivering a high-quality British education that equips students for global success.

We are proud to be an IBO World School, teaching the EYFS curriculum, IGCSEs, and the International Baccalaureate (IB) Diploma Programme.

The school is an ambitious, high-quality environment, as well as being a warm and inclusive community. Our modern facilities, including an impressive new Upper School campus, offer inspiring spaces that enhance the learning experience.

Our public exam results are outstanding, and we also place great importance on student and staff wellbeing, outdoor experiences (the Duke of Edinburgh International Award), sport, music and the performing arts. The parents are supportive and engaged and we are fortunate to have an impressive board of governors to support and guide us.





# IB & GCSE RESULTS

St Catherine's flourishing IB Diploma programme each year sends **over 90** graduates to many of the world's leading institutions.

In May 2024, **97%** of the cohort passed the Diploma with an **average grade of 36 points**, with 26% of the students securing 40 points or more. They secured places at Cambridge, Oxford, Yale, Columbia, Imperial, King's, UCL, Brown, Edinburgh, Tufts, McGill, Trinity College Dublin and Bocconi universities, amongst others. Half of the graduates will study in the UK, a quarter in North America and the remainder entering institutions across the European Union.

In 2024, the **average GCSE grade** was **6.78** (just below and A grade in 'old money') with streamlined academic programmes throughout the school supported by innovative technology.





# OUTDOOR EDUCATION

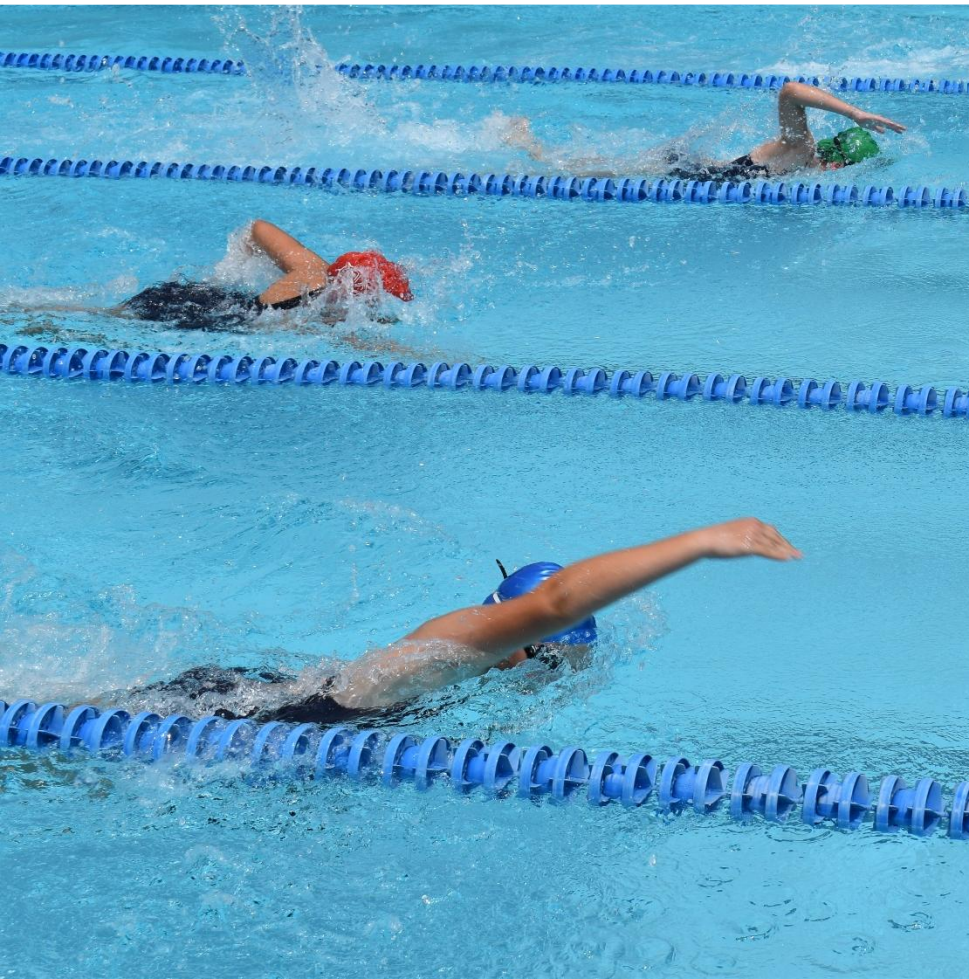
Outdoor education complements traditional academic learning by offering hands-on experiences that make learning more engaging and relevant. It involves activities that help students develop personal and social skills, environmental awareness, and a sense of adventure through outdoor experiences like hiking, camping, and team-building exercises. The goal is to engage students in real-world learning by fostering a connection with nature, enhancing physical activity, and encouraging problem-solving and critical thinking outside the classroom.

## The Duke of Edinburgh's International Award

The Duke of Edinburgh's International Award, which has been running worldwide since 1956, is a prestigious and highly-prized, internationally-renowned programme which enables participants' development through a series of self-directed Skill, Physical Recreation and Voluntary Service activities and an overnight expedition.

Participants are required to engage in activities in each of these areas, pushing their limits and broadening their horizons. By completing these challenges, young people not only enhance their personal development but also gain a sense of achievement and self-confidence that lasts a lifetime.

Our students enjoy taking part and it's always exciting to see their personal development as they progress through the Bronze, Silver and Gold levels of the Award.



# SPORT

St. Catherine's British School is well-known for its robust sports program, emphasizing both participation and excellence in various athletic disciplines.

The school participates actively in a wide array of international competitions, including prestigious events like the World School games (held each year in Dubai) and the Council of British International Schools (COBIS) games. The latter tournament gathers students from British schools across the globe, offering them the chance to compete in sports such as athletics, swimming, and football at renowned venues like the Olympic Stadium and Aquatic Centre in Athens. St. Catherine's often sends teams to these games, promoting sportsmanship and teamwork among its students.

The school's sports curriculum also includes regular interschool matches and participation in local Greek competitions. These events cover multiple sports categories such as tennis, basketball, football, and volleyball, giving students numerous opportunities to compete at both junior and senior levels.

With excellent facilities and a commitment to holistic development, St. Catherine's fosters a strong culture of physical education, preparing students not only for local events but also for international sports tournaments.



# MUSIC

St Catherine's British School boasts a vibrant and dynamic Music Department that provides students with a wide range of opportunities to develop their musical talents.

The school offers instrumental lessons in nearly any instrument of choice, and students can take part in graded music examinations. There is also the option to take part in speech and drama exams through the London Academy of Music and Dramatic Arts (LAMDA), adding a unique element of performance to their musical education.

Music is integrated into both the curriculum and extracurricular activities, giving students opportunities to perform in ensembles, orchestras, and school productions. Regular concerts, performances, and musical events take place, showcasing the students' talents in front of the school community.

The School emphasizes not only musical excellence but also personal growth through the arts, aligning with the school's broader mission to cultivate well-rounded global citizens. These offerings make St Catherine's a nurturing environment for students to explore and enhance their musical skills while enjoying a holistic educational experience.





# DRAMA

St. Catherine's Upper School Theatre Department boasts **2 state-of-the-art Black boxes**, designed with all the necessary Theatrical equipment to be able to run successful weekly KS3 Drama lessons, GCSE Drama classes and IB Theatre as well. With regular use of our **trailblazing school's theatre**, the Theatre Department also caters for the high numbers of students who love performing and working backstage. With **Drama Clubs** running most lunchtimes, we produce **two productions every year**, one KS3 play and one KS4/IB play.

Our plays vary in content and style, our recent productions include Shakespeare's "A Midsummer's Night Dream", "The Addams Family", Priestley's "An Inspector Calls" and many more. Our performances do not stop there, IB and GCSE students also regularly showcase their work in the Black Boxes, which are perfectly suitable for more intimate and modern performances.

St. Catherine's British School in Athens offers students the opportunity to participate in **LAMDA (London Academy of Music and Dramatic Art)** exams, a prestigious qualification in the arts, which enhances their confidence in performance, public speaking, and drama. These exams help develop communication and acting skills in students from a young age, encouraging both creativity and poise.

Throughout the school year, St. Catherine's students take part in numerous performances, including plays, musicals, and recitals, showcasing their talents. These events not only enrich the students' school experience but also allow them to connect with wider audiences, including parents and the local community.

By nurturing their dramatic and musical abilities, the school fosters a strong appreciation for the arts, contributing to the students' holistic development.





I joined St. Catherine's in 2014 and was immediately welcomed into a supportive, enthusiastic and creative community of professionals whom I am now lucky to call my friends. Over the years, I have often reflected on the importance of such a collaborative and inclusive work environment, which offers opportunities for growth and creative freedom, allowing teachers to do what we love. Ten years down the line, my son now also attends St. Catherine's and is thriving in Year 1. He absolutely loves his school, his teachers and his diverse friendship group! – Andri, English Teacher, Upper School



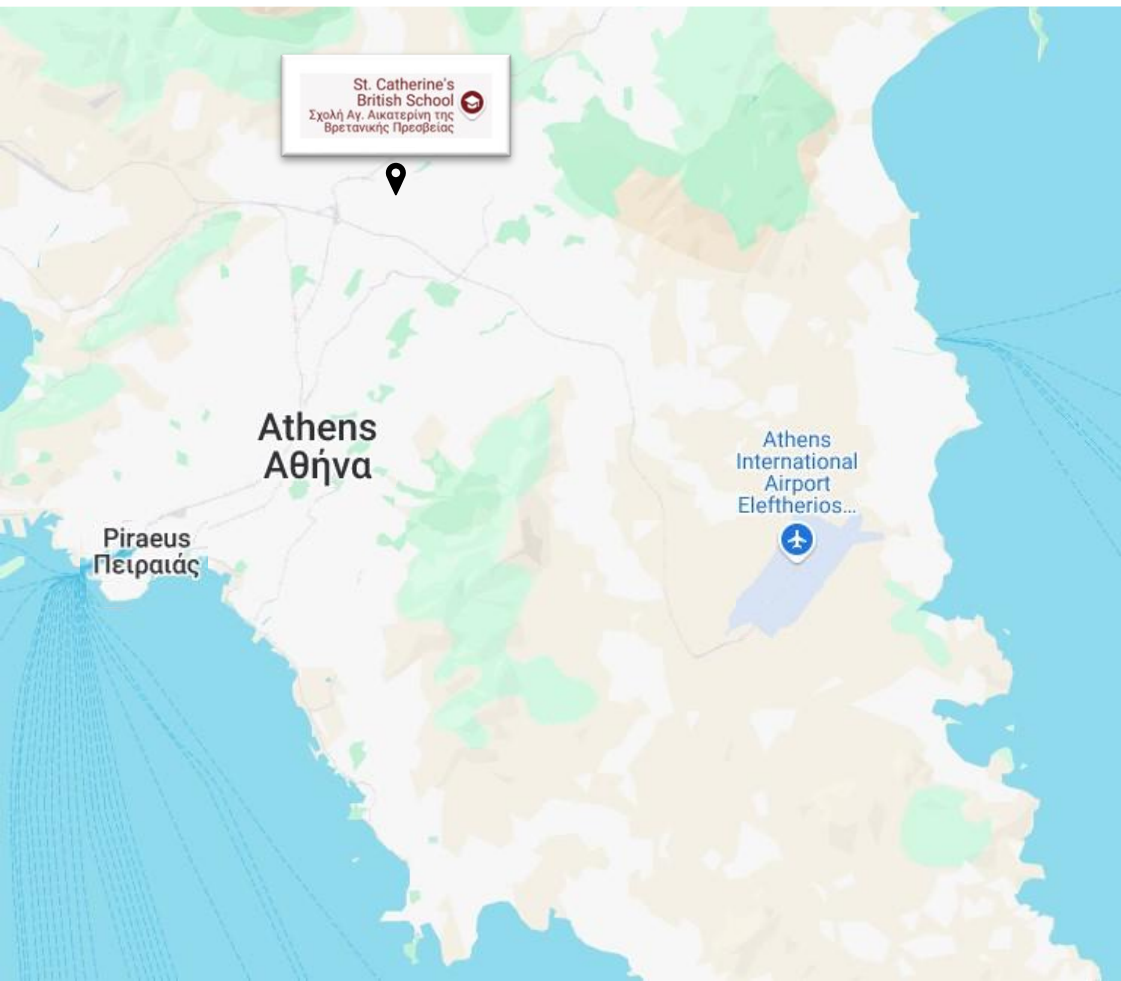
Over the past decade working at St. Catherine's, I've had the privilege to witness and contribute to the growth and development of countless students. This journey has been both rewarding and challenging, pushing me to constantly evolve as an educator. The supportive environment and collaborative spirit among colleagues have made it a truly fulfilling experience, and I'm proud to be part of a community that values integrity, critical thinking, and student success. – Stefanos, Computer Science/Technology Teacher, Upper School



# Athens, Greece

Living in Greece offers a unique blend of stunning landscapes, rich history, and a Mediterranean lifestyle. Athens is a city where ancient ruins meet modern cafés, providing a dynamic and culturally rich environment. Enjoy sun-filled days, beautiful islands a short ferry ride away, and the famous Greek hospitality. The cost of living is affordable, and the quality of life is high, making Greece an ideal place to live, explore, and experience a true work-life balance.





## Getting to St. Catherine's British School

- **By car** – School offers free parking
  - a. 35mins from the Airport
  - b. 40mins from the Centre of Athens (Acropolis)
  - c. 40mins from Piraeus
- **By train** – walking distance from Kifissia and Marousi stations
  - a. 60mins from the Airport
  - b. 55mins from Centre of Athens (Acropolis)
  - c. 55mins from Piraeus

St. Catherine's British School places us at the heart of a quiet residential area, while still being close to the bustling centre of Kifissia. There are a lot of green spaces around, shopping centres and food markets.

The centre of Athens is just a quick ride away, either by car or train. Public transport is very widely used, with a small monthly fee.



# Job overview

As Head Librarian at St. Catherine's British School, you will play a pivotal role in shaping a dynamic and engaging learning environment where literature, research, and independent inquiry thrive. Responsible for the overall management, development, and promotion of the Library, you will ensure that this invaluable resource remains central to the life of the school and continues to meet the evolving needs and interests of our diverse community.

Beyond overseeing the Library's day-to-day operations, you will collaborate closely with academic departments to integrate its rich resources into the curriculum, equipping students with essential research, critical thinking, and information literacy skills. Through thoughtfully curated events and activities that celebrate literature, you will foster a love of reading across the pupil body, inspiring intellectual curiosity and lifelong learning.

The Library also serves as a hub for independent research, supporting students in navigating information effectively and responsibly—not only for academic success but for personal well-being and good citizenship. Your leadership in this space will empower students to become discerning, thoughtful learners in an ever-evolving digital world.

In addition to your work within the Library, you will have the opportunity to teach in another subject area, further contributing to the school's academic and extracurricular life. At St. Catherine's, we are committed to fostering a culture of innovation, intellectual engagement, and professional development. This is an exciting opportunity to shape the future of our Library while inspiring and supporting students both inside and outside the classroom.



Headteacher

Head of Upper School

Deputy Head  
(Academic)

Head Librarian



# Job description

- Oversee the daily operations of the Library, ensuring it functions as a welcoming, well-resourced, and vibrant learning hub.
- Develop and implement a strategic vision for the Library that aligns with the school's academic goals.
- Maintain and expand the Library's collection, ensuring resources are up-to-date, diverse, and relevant to students and staff.
- Manage the Library's budget and coordinate the acquisition of books, digital resources, and research materials.
- Supervise and support Library staff, ensuring the smooth running of services.
- Collaborate with teachers across departments to integrate Library resources into the curriculum.
- Design and deliver sessions on research skills, academic integrity, and responsible information use.
- Promote information literacy by teaching students how to evaluate sources critically and use them effectively in their studies.
- Ensure the Library supports independent learning by providing tools, guidance, and space for students to develop their research skills.
- Organise events, author visits, and activities that celebrate literature and encourage reading for pleasure.
- Lead initiatives such as book clubs, reading challenges, and literary competitions.
- Develop creative ways to engage students with a diverse range of books and perspectives.
- Ensure the Library is a central facility for independent research, offering students access to high-quality academic sources.
- Support students in developing strong research methodologies for coursework, extended essays, and other projects.
- Encourage responsible digital citizenship by promoting ethical use of information and media literacy.

No job description is entirely comprehensive and, as in any senior role, other duties will arise regularly. The specific responsibilities described here will be kept under review.



# Candidate requirements

- A degree in Library Science, Education, English, Humanities, or a related field.
- Experience managing a school or academic library.
- A passion for literature, research, and information literacy.
- Strong organizational and leadership skills.
- Ability to collaborate effectively with teachers and academic departments.
- Experience working with young learners and fostering a love for reading.
- A commitment to safeguarding and promoting the welfare of students.



# Person Specification

- Works well in a team
- Experience teaching a subject such as English, History, Politics, Geography, or Theory of Knowledge
- Knowledge of IB Diploma Programme and IGCSE curricula
- Familiarity with digital learning platforms and library management systems
- Experience in organizing school-wide literary or research-focused events
- Secures a good standard of behaviour in the Library by establishing appropriate rules and high expectations of behaviour within the context of the school's behaviour policy
- Confident ICT user
- Knows how to present information to parents and carers
- Ensures that the learning environment is safe and that risks are adequately assessed



# St. Cat's Life & Benefits



**Discounted Fee  
Remission for 2  
Children**



**Discounted prices  
in the canteens**



**Employee Assistance  
Programme (EAP)**



**Free Parking**



**Private Healthcare  
for your Family**



**Private  
Pension**



**Professional  
Development**



**Relocation Support  
if applicable**



**Sports Facilities**



**Prepaid Card  
For Groceries**



**Visa Support  
if applicable**



**Work-life  
Balance**



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## Application

Candidates will be invited to attend a formal interview and have a tour of the school. We reserve the right to right to call the candidates before the submission deadline. We therefore actively encourage early applications.

### Closing date

Midday

7<sup>th</sup> March 2025

Interview week

17<sup>th</sup> – 21<sup>st</sup> March 2025

### Application Form

[Click here to download the application form](#)

St. Catherine's British School is committed to safeguarding and promoting the welfare of children. The successful candidate must be willing to undergo an enhanced disclosure through the Disclosure and Barring Service.