



CLAREMONT FAN COURT SCHOOL



**JOB INFORMATION**

**LIBRARIAN**

Closing date: 9.00am Thursday 15 June 2023



# THE SCHOOL

Welcome to Claremont Fan Court School. We are a thriving, co-educational independent day school in Surrey for pupils aged 2½ to 18. Founded in 1922, we are celebrating our 100th anniversary as an evolving, successful school.

We are proud of Claremont Fan Court School's strong reputation for being a compassionate, child centred, truly co-educational school of choice for families seeking an academically ambitious environment that educates the whole child.

Set in 100 acres of historic grounds, Claremont is known for focussing on the academic potential of our pupils, but not at the expense of their pastoral wellbeing; for a culture that nurtures pupils' limitless potential, not just in exams but also in equipping them with the skills to shape the world around them at university, in their careers and in the wider society beyond.

We prioritise, too, an understanding of character and the way in which our relationship with others are fundamental to our successes in life, university and careers.

Where else, within a school bus ride from south west London, can children from 2½ to 18 balance forest schools with further maths, lacrosse with the pursuit of a medical career, learning history in a building that made history or playing rugby while designing for a fashion show.

Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont Fan Court School. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.



# MISSION AND ETHOS

## Mission

Our mission guides the ethos of the school and is a primary document for all who work at the school.

- To provide an environment where the God-given potential of every individual is recognised and valued. With this recognition comes the expectation of high personal achievement and moral standards and a developing awareness of our individual responsibility to each other and our world.
- To maintain a broad and forward-looking curriculum in which pupils are encouraged to think independently to meet the demands of a rapidly changing world.
- To encourage our pupils to awaken to all that is good and true within and around them in their spiritual journey of self- discovery.
- To equip our pupils with a strong set of values for future decision making.
- The following values are fundamental to everything we do: courtesy, respect, trust, moral integrity, self-discipline, love for God and man.
- The School embraces the whole Claremont family: pupils, parents, guardians, staff and governors in its mission, vision and ethos

## Vision

In accordance with our mission, Claremont Fan Court develops individuals who are outstanding citizens, aware of their responsibility to others and contribute positively to global society.

We realise this by being a high-quality school of choice where young people achieve more than they think is possible.

## Ethos

Goodness underpins this school. Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont Fan Court School. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.

Young people leave Claremont Fan Court School as confident, contributing and caring members of the global community. They cherish the values that equip them to make a positive contribution and be a force for good in the world.



# THE LIBRARY

As we look to transform the largest and most grand location, “The Great Room” of our Grade 1\* listed mansion, into a magnificent learning and resource centre for senior school pupils in 2024, the opportunity to enhance the way our pupils’ access and use the library looks set to be an ambitious and transformative opportunity for our new librarian.

The library has always been a calm welcoming location in which to read and study, but as Claremont moves into its second century, we want to build on this and create a space that responds both to technology and a love of learning, with a selection of resources, spaces and infrastructure that places the library at the very heart of our pupils’ learning journeys.



# THE ROLE

The senior school librarian is a key role, responsible for the management, development and promotion of an effective learning resource and information service to support teaching and learning throughout the school.

The school has grown significantly in recent years and we are looking to appoint an inspiring, dynamic and pupil-focused librarian who is passionate about making a real impact to the life of the school. The school will be investing heavily in the library over the next few years and will need the successful candidate to be enthusiastic, creative, with a vision to lead and develop the library to meet the increased demand and foster awareness within the growing year groups.

The senior school librarian will be responsible for organising and managing the library, ensuring its effective use by classes, groups and individuals.

The senior school librarian is line managed by the director of teaching and learning.

## Duties:

### Expertise and Library Management

- Developing a programme to support the development and teaching of information literacy and learning skills in partnership with teaching staff, offering training where appropriate.

- Providing annual induction and information skills lessons for Year 7 and Year 12
- Managing a library management system (Accessit) for acquisition, cataloguing, managing and monitoring borrowing of books and other resources
- Recommending new systems required
- Taking responsibility for and managing the library budget, including the preparation of budget bids and estimates
- Selecting, acquiring and organising resources for Library stock, including online databases and ICT
- Taking opportunities for own professional development, as well as maintaining a comprehensive awareness of current developments in information and library management, education and children’s literature
- Training and supervising library prefects from Y7 to 12/13. Recruiting and motivating library ambassadors
- Providing induction for new students, particularly (Yr7) and Lower Sixth Form (Yr12) and new staff to ensure they can search, access and retrieve texts
- Providing data as requested to SMT
- Managing a well-organised, well-presented and easily navigable space so that research, study and reading co-exist successfully
- Providing proactive support and supervision for students working independently, needing help with homework, wanting a quiet place to read or study, or seeking a small meeting space to meet others. This may be before school, at break and lunchtime and



# THE PERSON

after school; for Sixth Form students studying in the library throughout the school day; for students from all year groups in private study; and during periods of study leave

- Contributing to the development of a new library in the future
- Complying with health and safety requirements

### Promotion of reading, borrowing, learning

- Promoting reading and the enjoyment of reading in all its forms. This includes liaising with departments and taking an active role in developing events and activities including author visits, book clubs, and poetry workshops. Maintaining fiction genre lists; publishing lists of new book recommendations; updating reading lists on the school website
- Promoting and publicising the services provided by the library to the whole school community. Supporting and advising staff and pupils in the selection and use of information resources for their curricular and leisure needs. Developing Library display programmes for departments. Integrating the library into school life, with classrooms visits and assemblies
- Recruiting pupil library assistants, supervising, and training them and rewarding their achievements. Recruiting and supervising Library ambassadors
- Offering support and supervision for students working independently, needing help with homework, wanting a quiet place to read or study, or seeking a

small meeting space to meet others

- Working closely with departments to provide relevant curriculum reading (books, journals, articles, online resources) and enrichment information to academic staff (recommending blogs, films, plays, YouTube clips, exhibitions for staff and pupil enrichment)
- Creating and operating within termly schemes of work to ensure a timely and manageable programme of activities throughout the school year
- Seeking to extend the scope of the library's impact beyond the building and showcasing the role of the library within the community including liaising with marketing and promoting opportunities via the school's social media platforms
- Creating and publishing a 'What's On' document at the end of each half term to encourage enrichment opportunities for pupils at home and in the local area
- Planning and delivering occasional lessons in collaboration with the English department, the Joyce Grenfell programme and other departments taking on project work

### Other duties

- To act as Fire Marshal and First Aider as required. Training will be provided

This list is not exhaustive and you may be required to undertake other reasonable tasks as required by your line manager. This job description may be amended to meet the needs of the School.

### Essential experience, skills and qualifications

- Educated to degree level or equivalent, committed to continuing CPD
- Passionate about reading and books, and enthusiastic about promoting literacy and learning to pupils
- Previous library management experience
- Experience and confidence working with a diverse range of pupils aged 11 to 18
- Enthusiastic in sourcing books and information and expertise in online searching using a range of digital services
- Strong knowledge of E-learning and E-Resources; and up to date knowledge of trending relevant library articles through social media platforms
- Excellent IT skills. Experience of using a library management system, such as OLIVER is desirable, or aptitude to learn new software
- Strong interpersonal and communication skills with the ability to build rapport with young people and initiate ways to support them with their research
- Wide-ranging knowledge of children's and Young Adult literature
- Good organisational and time management skills
- Flexibility and readiness to take on new challenges
- Proactive and creative approach

### Desirable experience, skills and qualifications

- A recognised professional qualification in librarianship
- Experience working within an academic/ school library environment



# WORKING AT CLAREMONT

Claremont Fan Court School is set in a beautiful location and is a warm and welcoming community. Professional standards are high, and we encourage ongoing training and personal development.

The school is located just outside Esher in Surrey and is easily accessible from the A3, M3 and M25 with ample free staff parking. The nearest train station is Claygate which is a 25-minute walk, with local bus services also available.

Esher and its neighbouring towns offer easy access to both central London and the stunning Surrey countryside, offering a feeling of space whilst being only a stone's throw from London and all the facilities a capital city has to offer.

The local area has a mix of leisure activities available. Both the historic palace at Hampton Court and the beautiful gardens at RHS Wisley are nearby, as well as Sandown Racecourse. There are many arts venues (theatres, cinemas, live music) and sports clubs in the surrounding area and for cyclists there is access to some of the finest roads used for the road cycle races at the 2012 Olympic Games.

Property prices tend to be high locally but there are affordable options a little further out, and many staff choose to live slightly further afield.

Benefits include 3 x salary life assurance, cycle to work scheme as well as complimentary lunches and refreshments during term time.

Pension: Group personal pension scheme (the school contributes 12% with a 3% employee contribution – via salary exchange) available from the start of employment.

### Terms and conditions

Salary: Full time equivalent salary of circa £30,000-40,000 per annum, dependent on experience and qualifications (actual pro rata salary £24,500-£32,700 per annum)

Hours: Monday to Friday, 10.00am – 6.00pm, 7 hours per day with a 60 minute unpaid lunch break. 36 weeks per annum which is term time plus INSET days plus some days to be worked over the school holidays as agreed in advance with the line manager.



# HOW TO APPLY

Please ensure you read the job information pack carefully, as well as the school's Recruitment, Disclosures and Selection Policy, Safeguarding Policy and Applicant Privacy Policy on our website.

Applicants are asked to complete the downloadable application form available on our website. The application form is available in a Microsoft Word read/write format. You should provide a covering letter in support of your application addressed to the headmaster, Mr William Brierly.

Please note: applications should be submitted by email and sent to [jobs@claremont.surrey.sch.uk](mailto:jobs@claremont.surrey.sch.uk)

Documents must either be in Microsoft Word or \*pdf format as we are not able to accept any other type of file.

All applications will be acknowledged by email within one working day of receipt. Please contact Human Resources on 01372 473720 should you have any questions or if you have not received an acknowledgement.

Please note that we reserve the right to conduct interviews prior to the closing date. References may be taken up at any stage during the recruitment process.

Claremont Fan Court School and its staff are committed to safeguarding the welfare of children. Successful applicants will be required to undergo screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is an offence for any person barred from working with children to apply for this post.

Closing date: 9.00am Thursday 15 June 2023

Interviews will be held week commencing 18 June 2023

Early applications are encouraged as we may interview suitable candidates ahead of the closing date



## CLAREMONT FAN COURT SCHOOL

[www.claremontfancourt.co.uk](http://www.claremontfancourt.co.uk) | [jobs@claremont.surrey.sch.uk](mailto:jobs@claremont.surrey.sch.uk)  
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