



Stanborough School



SCHOOL LIBRARIAN

Information Pack for Candidates

September 2019

Welcome

Dear Candidate,

September 2019

Thank you for your interest in the role of School Librarian. We are delighted that you see Stanborough as a school where you can make an impact. This position will offer an exciting opportunity for the successful applicant to work with us as we continue to develop our thriving and dynamic school.

It is a privilege to lead Stanborough School from September 2018. My team share an educational philosophy which promotes the highest expectations and consistent pastoral care. Our core aim is to nurture enquiring minds and to inspire our youngsters to pursue their dreams, leaving our school ready to excel in a future which has limitless possibilities.

Our aim is simple. We want to be a truly outstanding school in every sense of the word and we want to be confident that our students get the best possible education that is ambitious, varied and stimulating. At the heart of everything we do is a desire to ensure that our students receive the highest standards of teaching and learning. Our curriculum is broad and academically challenging in order to prepare students for the rigours of further study or work.

At Stanborough, we care passionately about the development of each student's character, their personality and social skills, the way they treat others and the contribution they make to society. We place strong emphasis on outstanding behaviour. Excellent learning is underpinned by excellent behaviour. We expect our students to show respect when interacting with other members of our school community and to uphold the reputation of the school in the local area.

From September 2017 we became a 7 form entry school. Raising our intake number is a reflection of the success and popularity of Stanborough School in the local area. We expanded again in September 2019 and are now an 8 form entry school.

If you are passionate about education and really feel you can make a positive difference to the school then we look forward to receiving your application to join us at Stanborough.



Mrs M John
Headteacher



Stanborough School

Stanborough School is an 11-18 co-educational Academy that sits on the southern fringe of Welwyn Garden City. The school currently has 1096 Students. Due to parental demand for places at the school, from September 2019 we will be expanding to eight form entry. This will require a substantial amount of new premises work to be completed. We pride ourselves in being a fully inclusive school that serves our local community and on being a school that does its best for each individual student so they can achieve their potential during their time at Stanborough.

Stanborough is proud of its community involvement. We work closely with the four other local Secondary Schools as part of the Welwyn-Hatfield 16-19 Consortium. We also take a leading role in hosting and developing a number of other key community developments such as the Handside Schools Partnership with a local special school and primary school.

The school boasts excellent facilities including our first-rate IT resources, a legacy of our Specialist Computing Status. With a dedicated Technology block, Sports Hall, Sixth Form Centre and recently refurbished outdoor sports pitches, the students enjoy some outstanding facilities. Our excellent resources in all curriculum areas also show our commitment to giving students a wide variety of curricular opportunities including technology, the performing arts and computing.

Our greatest asset at the school is our staff. We want the best educators for our students and through exceptional retention we have a stable staff with very low turn-over. A number of staff who started at the school as NQTs now find themselves in senior positions at the school.

With the appointment of a new Headteacher from September 2018, this is an exciting time to join the school and become part of an ambitious and hard-working team dedicated to moving the school forward. We are looking for staff who will embody our four principles of High Expectations; Mutual Respect; Quality Learning and Success for All.



Welwyn Garden City

Welwyn Garden City is a town in Hertfordshire with a population of just under 50,000 people. Welwyn Garden City was the second Garden City to be built, founded in 1920 and it exemplifies the physical, cultural, social and planning ideals of the time it was built.

Location and Transport Links

Welwyn Garden City enjoys superb communication links. Stanborough School sits five minutes from the A1(M) and approximately 10 minutes from the M25. The M1 is only a 30 minute drive away. The train station in Welwyn Garden City is on the main East Coast Line linking Scotland to London and Kings Cross station is a 30 minutes train journey.

Luton Airport is less than 30 minutes away and both Heathrow and Stansted Airports are less than an hour's drive away. The town is also a central hub for local bus services which link it to the rest of Hertfordshire.

Facilities and Amenities

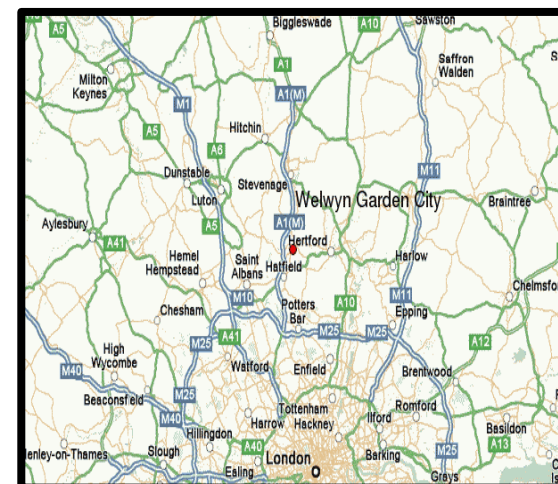
Stanborough School is a two minute walk from the Gosling Sports Park and is only a short car/bus journey to the University of Hertfordshire Sports Village in Hatfield. A range of shops, bars, restaurants and cafes can be found in the Town Centre as well as in the local Galleria shopping centre. St Albans, Hitchin and Hertford are all around 30 minutes away and all offer a range of retail and leisure experiences.

The town also has the QEII Hospital, a theatre, cinema and numerous other cultural and leisure facilities. Stanborough School lies at the southern edge of the town and the school grounds back onto the Stanborough Lakes Country Park.

Housing and Accommodation

A range of accommodation options are available in the local area and there is a thriving rental market. The excellent transport links allow many staff at the school to live in other parts of Hertfordshire as well as North London.

Help and advice can be given by the school if accommodation is required.



SCHOOL LIBRARIAN



JOB DESCRIPTION

Grade: H8

Responsible to: Curriculum Leader: English

Job context and working arrangements:

You will be based in the Learning Resources Centre.

Purpose of your job:

To manage, develop and promote library provision in the school.

Main responsibilities:

- Develop and manage the operation, systems and procedures of the school library, in accordance with agreed policies/plans.
- Manage the school library budget in accordance with the library policy and development plan.
- Prepare and present such reports (financial, usage) as may be required by the Headteacher and/or governing body.
- Management of other staff and volunteers working in the library.
- Manage pupil conduct in the library in accordance with appropriate school policies.
- Manage and control stock, including researching resource availability, cost etc., making purchases, processing orders, recording receipts and losses etc.
- In liaison with teaching staff arrange, where possible, for the availability of resources relevant to the curriculum.
- Develop, maintain and use links with external library services, suppliers, retailers etc. to enhance and develop schools' resources.
- In liaison with teaching staff, arrange and implement induction sessions for Year 7 pupils and for new staff. Organize and oversee Accelerated Reader online activities for students in Year 7.
- Promote library resource to staff and pupils through the organisation of book weeks/visits/newsletters etc.
- Issue library books and maintain computerised/manual library records.
- Implement procedures for recovery of overdue and/or non-returned books.
- Catalogue and prepare new books.
- Repair damaged books and other resources as appropriate.
- Arrange collection of money e.g. for lost books, photocopying.
- Responsibility for maintaining tidy and accessible resource centre including production and arrangement of relevant displays, notices etc.
- Provide advice and assistance to pupils and staff in the procedures, systems and use of the school library/study centre.
- Advise on copyright issues and comply with Data Protection legislation.
- Undertake photocopying, word processing and other clerical/administrative work as required.
- Liaise with the English department to deliver annual literary related celebrations such as World Book Day and Harry Potter Book Night.
- To supervise the library before morning registration, and help support during break time and at lunchtime

- To supervise the library during Homework Club after school.
- Accommodate the use of the library for presentations on an ad hoc basis.
- To curate the school's historical archive.
- To encourage, promote and manage the students' use of the library and all its resources both as a source of leisure activity and a more formal study tool.
- To help teaching and support staff in any way that enhances their lessons and personal training. To encourage the use of the school library as a first resort rather than last.
- To be available to promote the resource centre/library at open nights etc in order to enhance the public perception of the school as a dynamic provider of educational opportunities.
- To help develop a team of student librarians to help with clerical duties.
- To undertake any reasonable tasks, specified by the line manager, Subject Leader, English, which raise awareness of the importance of books and reading.
- Such other duties as the Headteacher or Governors may from time to time require.

In addition to the main functions of the job, there is an expectation that any finance office jobs will be undertaken when required, at the request of the School Business Manager

Knowledge, experience and training

- The ability to work with initiative and common sense
- Good inter-personal skills
- Good time management and prioritisation skills
- Accuracy and checking of work for quality
- Knowledge of Microsoft Word and Excel
- Knowledge of accounting procedures not necessarily required but work needs to be methodical and accurate.
- The position requires contact with students, staff and parents therefore a firm but fair approach and a sense of humour are essential qualities.

Full training will be provided as necessary in line with the requirements of the post and changes in technology.

Additional Information:

All staff at Stanborough School have a comprehensive package of support, training and performance management, giving scope for personal and professional development. Support Staff meet regularly with the Headteacher to discuss whole-school issues and contribute to the overall development of the school.

It is a requirement of all staff that they sign the IT Acceptable User Policy and attend Safeguarding and Prevent training.

Whilst every effort has been made to explain the main responsibilities and duties of the post, each individual task to be undertaken will not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description is current to the date shown but, in consultation with you, it may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

SCHOOL LIBRARIAN PERSON SPECIFICATION



Factors	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualification by experience in a similar setting 	<ul style="list-style-type: none"> • Chartered Librarian status
Experience, knowledge and skills	<ul style="list-style-type: none"> • Experience of delivering an efficient and effective school library service • Ability to maintain computerised library records and use administrative IT packages. • Use initiative to overcome communication barriers with children and adults • Ability to give clear instructions • Ability to implement the school's behaviour management policy to ensure appropriate conduct and behaviour of students whilst using the library • Know when, how and with whom to share information • Good organisational skills • Awareness of and commitment to equality • Basic understanding of Health & Safety • Understand and implement child protection procedures • Understand the procedures and legislation relating to confidentiality • Be prepared to develop and learn in the role 	<ul style="list-style-type: none"> • Ability to write reports • Ability to support children through appropriate resources in support of teaching and learning • Good understanding of the school curriculum in support of learning materials • Awareness and understanding of child development in relation to library resources • Understand and support the importance of physical and emotional well being • Understand the role of others working in and with the school
Personal Qualities	<ul style="list-style-type: none"> • Ability to establish rapport and respectful and trusting relationships with others • Ability to work effectively with a range of adults • Ability to remain calm under pressure • Ability to manage own time effectively • Ability to follow instructions accurately • Ability to deal with unexpected problems 	
Notes:	<p>The above will be evidence by a variety of means including:</p> <p>Application Form Letter of application References Interviews</p>	

How to apply and the Selection Process

**Tuesday 3rd to
Tuesday 17th September
2019**

Application Window

Visits to the school for a tour and a meeting with the Headteacher before applying are welcomed.

**Tuesday 17th September
2019
(9 a.m.)**

Deadline for applications

Applications should be sent to
sdelaney@stanborough.herts.sch.uk

Friday 20th September 2019

Formal interview at the school

