

St Catherine’s School Twickenham

**LIBRARIAN and CAREERS ADVISOR**

**Full time**

**September 2019**

## INFORMATION FOR APPLICANTS

**ST CATHERINE’S SCHOOL**

**TWICKENHAM**

St. Catherine’s School is a Catholic Independent Girls’ Day School, which draws pupils from a wide catchment area and from a range of backgrounds.  It was founded by the Sisters of Mercy in 1914.

The site of St. Catherine's has been famous since the poet, Alexander Pope, came to Twickenham in 1719.  He developed extensive gardens behind his riverside villa and the School is now situated in this garden. In 1992 the School became fully independent and now operates as a charitable trust.

The School enjoys an enviable position next to the River Thames and yet only a short distance from the centre of Twickenham.  Strawberry Hill Station is a ten minute walk from the School and Twickenham Railway Station, 15 minutes. Both have regular services to London (Waterloo), Surrey, Berkshire and Middlesex.

We are a Catholic School, with a warm ecumenical tradition.  Approximately 36% of our girls are Catholic, and we also welcome girls from all families who are in sympathy with the Christian values taught by the School.  Girls and staff participate in prayers during assembles and meetings, and attend mass. The School’s focus on ethos and on the Catholic tradition allows us to help girls to explore deeper values. This also underpins our excellent pastoral care system and, although the pastoral and academic oversight of every pupil is primarily the responsibility of the Form Tutor, all staff are involved in the care of pupils.

We strive to help every girl achieve her personal best by providing a broad and balanced education within a stimulating, secure and supportive environment which encourages learning.  Success is achieved through personal responsibility, high expectations and a close partnership between parents and school. Emphasis is placed on self-discipline, responsibility, and the importance of kindness, service, and respect for others.  Since we are a relatively small school the staff are able to know the pupils as individuals and this engenders a strong community.

The School is organised into the Preparatory School, Senior School and Sixth Form all of which are located on the same site.  The Preparatory School accepts pupils from the age of three. On leaving the Preparatory School at 11, most pupils enter the Senior School.  It is also expected that most Year 11 pupils will enter the Sixth Form. Academic standards are high and the intake is selective at all ages.

Academic Scholarships are awarded at 11+ and 16+ to pupils of high academic promise who will benefit from the opportunities that St. Catherine's provides and who will contribute strongly to the life of the school.  Music, Art, Drama and Sports Awards are also available.

In the Senior School pupils follow courses in English, Mathematics, Science, Religious Studies, History, Geography, Drama, Music, Art, Physical Education and Food and Nutrition, and all pupils in Years 7 to 9 study Spanish, French and German.  Emphasis is also placed on the development of Computer Science skills and the school has three ICT suites which can accommodate whole classes. Most pupils study nine or ten subjects to GCSE level and three or four subjects to A Level. Sixth Form pupils can choose from a wide selection of subjects and they also have the opportunity to work towards gaining an Extended Project Qualification (EPQ).

We attach great importance to a well-rounded education and extra-curricular activities play a significant role in the life of the School.  Competitive events are held throughout the year and there is a healthy rivalry between the four houses (Bronte, Cavell, Nightingale and Pankhurst).  The Duke of Edinburgh Award Scheme is a popular option. Sports include swimming, netball, athletics, hockey, tennis, gymnastics and rounders, and our pupils achieve considerable success at county, regional and national level.  Music also plays an important part in the life of the school and all pupils are encouraged to participate in choirs, orchestras, ensembles and the varied programme of concerts and informal performances.

Facilities are very good and include an indoor swimming pool, multi-purpose hall, playing field, three ICT suites, and netball/tennis courts. Over the past ten years the school has invested heavily in new facilities, including a Sixth Form Centre, Drama Studio/Lecture Theatre, Fitness Suite, dining facilities and other teaching areas, as well as upgrading the Science Block.

The school received a Section 48 inspection from the Diocese of Westminster in September 2016 and was judged to be outstanding in all areas.  This inspection was followed in October by a Focused Compliance inspection and an Educational Quality inspection by ISI (the Independent Schools Inspectorate).  The school was judged to be fully compliant and the quality of the pupils’ academic and other achievements, together with the quality of their personal development were deemed to be excellent.  We were delighted to achieve the highest accolade possible in all areas of each inspection.

Further details may be found in the Independent Schools’ Year Book and on our website (www.stcatherineschool.co.uk).

**School Librarian and Careers Advisor**

St Catherine’s is a highly successful school, educating girls from 3-18, from which girls move on to a variety of competitive university courses. We are seeking an energetic and caring librarian and careers advisor for the Senior School (years 7-13).

The library is a bright and welcoming area and a very popular space for girls to read and study. We aim to continue to provide a productive and positive environment for them, within a library culture that values reading and learning.

This combined role is a new one at St Catherine’s. We are keen to develop our library and careers provision and to appoint an organised, positive and motivated person who can communicate pride in the library and its important place in the life of the school. We especially welcome those with experience and/or creative ideas about the delivery and support of careers education; however, we would also be interested in applications from experienced librarians who wish to develop their expertise in careers.

**The Library role includes**:

* fostering an industrious and positive library atmosphere;
* supervising pupils and encouraging good behaviour;
* encouraging a love of reading, literature and research;
* liaising with a range of staff, and working with academic and SEN staff to support pupil research and learning;
* assisting with the management of exams and other events which take place in the library at times;
* ordering and managing library resources;
* ensuring that the resources in the library support the curriculum needs of the School;
* maintaining library records and administrative tasks, and good order in the library;
* working with the Deputy Head, who line manages the Librarian.

**The Careers role includes**:

* developing and maintaining the Careers section of the Library;
* introducing pupils to online careers resources;
* working alongside the Head of Sixth Form to provide impartial careers advice, including offering information about employment, training or university;
* assisting with the organisation of careers events, university visits, work experience;
* assisting Sixth Form girls with university choices and applications;
* organising and delivering mock interviews and CV writing workshops;
* assisting with the Extended Project Qualification and with guest speakers.

The person appointed will be welcome to become involved in, and contribute to, the extra-curricular life of the school. Staff are mindful of safeguarding principles and health and safety at all times. Staff undertake other duties as reasonably requested by the Head. They ensure the highest standards are maintained and encourage all pupils to participate enthusiastically.

The salary, which will depend on qualifications and experience, will be discussed when the position is offered to the successful candidate.

**Application**

If you feel you have the experience and commitment necessary for such a post, then we would be delighted to receive an application from you.

Please complete the enclosed application form and send it together with a covering letter to: The Headmistress, St Catherine’s School, Cross Deep, Middlesex TW1 4QJ

Please note that only applications on the School’s application form will be considered. It is not necessary to send a separate CV.  Closing date for applications: Wednesday 20 March 2019

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  The successful applicant will be subject to an enhanced DBS check.

Thank you for the interest you have shown in our school. We look forward to receiving your application.

Mrs Johneen McPherson

Headmistress