



Appointment of
Head of Library and Research Learning

Full-time, term-time plus three weeks
Information for Applicants

Letter from the Head

Dear Applicant

Thank you very much for your interest in becoming the Head of Library and Research Learning here at Alleyn's. I am delighted that you are considering it and I hope to give you a sense of our school and why it is such a wonderful place to work! Our ROCCK values (Respect, Opportunity, Curiosity, Courage, Kindness) will also tell you what we are seeking to achieve here.

So, why Alleyn's? I started as Head here in January 2021, so I feel in a good position to help you answer that question, having asked it myself a few short years ago! You'll know, from our website, most of the key facts. We are an academic, co-educational through-school; our Junior School is also on our site and we love the fact that many of our pupils learn here from 4–18. We are situated in an inspiring leafy part of SE London, on a beautiful and well-resourced site with the City of London twinkling enticingly on the horizon, just about four miles away.

As one of the three Dulwich Foundation Schools, Alleyn's is part of a historic foundation which has been educating young people for 400 years. Our namesake and founder, Edward Alleyn, was one of the great Elizabethan players, and playful academic exploration and discovery is something we very much welcome here. I won't go into the less reputable activities he was famous for, but as well as acting, Edward Alleyn was also a philanthropist and a philosopher. His "College of God's gift" was established to change the lives of children – initially "12 poor scholars". It is rather wonderful that the original 12 has grown into our large, thriving community of more than a thousand children. Alleyn's has been honouring the founder's legacy, as one of this country's leading co-educational schools, for generations.

We are very over-subscribed and entrance to the school is intensely competitive. Our pupils are gifted and ambitious and, unsurprisingly, they do extremely well in exams. I can't pretend that we are not proud of our pupils' results; we are, of course, but they are a by-product of an Alleyn's education, not the reason for it. The 'outcomes' we most care about are the incredible young men and young women who leave us. They are engaging, grounded, passionate and interesting individuals, who cross the stage at graduation, aware of who they are and what they care about and very ready to go out into the world and make it better. We're not the only people who think this; we loved Tatler's take on it in their Schools Guide this September: "If you're looking for the epicentre of forward-thinking education, here it is" they said, quoting a recent visitor to the school, 'the school is "dynamic, diverse and thinking in the future tense."'

The really lovely staff/pupil relationships here are critical and they underpin all we do. The strength of the relationships was one of the things people told me about before I started at the school and the other thing was how delightful Alleyn's pupils are. And they were right on both counts! Our students are grounded, engaged and enormous fun; they wear their talents lightly, they support each other, they are often impassioned and keen to fight for important causes and they are (mostly!) very engaged by the adventure of learning. They also make us laugh a great deal (you can see lots of evidence of all of this in our latest ISI report - do have a look at the highlights online).

Pretty much all of our pupils are involved in the co-curricular life of the school and in our partnership and outreach programmes. This matters to us and we do ask all our teaching staff to play an active part in the co-curricular and enrichment programmes partly because so much of the fun and friendship here stems from this. Equally, of course, most staff will play a role in the pastoral care and education which is delivered through Year Groups, School Sections and Houses. The Outreach programmes at Alleyn's are a big part of who we are and a critical part of an education here.

I hope this summary has been helpful and that you feel excited by this opportunity and keen to apply. If perhaps you are thinking that a historic, academically selective independent school might be a bit daunting or might not be the right place for you, can I urge you to reconsider this? We are emphatically not a 'one-size-fits-all' community and we take great pride and delight in individual differences and the successes these bring. And of course, our pupils benefit from seeing a varied team of adults working together successfully and happily as part of a diverse and inspiring team. If you join us, we hope that you will quickly feel part of the school community and we will warmly encourage you to make the most of the many opportunities for personal and professional development on offer.

I also very much hope that you will be able to get a sense of the energy and fun at the heart of our school during this recruitment process. The informality, the warmth and the unpretentious approach at Alleyn's really is infectious and I hope you will feel it, as I did, the moment you walk through the doors. There is nothing entitled, stuffy or pompous about this school. And we really hope that you will enjoy getting to know us a little bit.

May I wish you the very best of luck.

Yours faithfully,



Mrs Jane Lunnon
The Head



About The Role

Alleyn's School Library sits right at the heart of our school, in one of our oldest buildings and steeped in the heritage of the school. However, its contemporary layout and large and extensive windows, reflect its importance in promoting expansive and interrogative scholarship in our pupils, as well as providing an inspiring and warm space for personal reading, research and creative inquiry.

The Head of Library and Research Learning (HLRL) at Alleyn's School will be a dynamic and forward-thinking professional who plays a central role in supporting teaching and learning across the curriculum and the Alleyn's Schools Group. As a middle leader and a key member of both the educational and operational teams, the Head of Library and Research Learning will lead the development of a modern, inclusive, and technology-rich learning environment which fosters independent inquiry, reading, research, digital literacy and lifelong learning skills.

The Head of Library and Research Learning will lead a small but dedicated team of Assistant Librarians and will work closely with the Librarian in the Alleyn's Junior School to promote reading, research and digital literacy across the wider Alleyn's community.

Responsibilities of the Role:

Learning Environment and Community Engagement:

- Create a welcoming, inclusive and stimulating library/learning hub environment which encourages reading for pleasure and inquiry across the entire Alleyn's Schools community.
- Promote reading, literacy and research through a creative and innovative mixture of events, author visits, book clubs, research learning, reading challenges and other cross-community, whole-school events.
- Work closely with the Department of Access, Inclusion and Mentoring Department (AIM) and assist in supporting pupils with specific learning differences and needs.
- Ensure that the library/Alleyn's Learning Hub provides a warm, welcoming and supportive learning and personal reading/research environment for all in the community.

Curriculum Collaboration and Resource Development:

- Work with Heads of Department and our Junior School colleagues, to maintain a deep understanding of the school's curriculum so that they can anticipate as well as respond to resource needs.
- Collaborate with teaching staff to support the curriculum delivery through the provision of high-quality, age-appropriate resources in both print and digital formats.
- Curate and oversee the management of a diverse, creative and exciting library resource collection (both digital and hard copy) that reflects the interests, cultures, and learning needs of the staff and pupils at Alleyn's and that both celebrates our literary heritage and addresses the needs of the future.

Information Literacy and Digital Competence:

- Design and deliver instructional sessions on research skills, digital literacy and responsible information use for pupils, staff and other interested stakeholders, e.g. parents.
- Equip pupils with the skills to locate, evaluate and use information effectively, fostering independent learning, skilled research and critical thinking.
- Support staff, pupils and other relevant stakeholders in the effective use of educational technologies and digital platforms, including ongoing developments in AI.



Technology Integration and Innovation:

- Lead the integration of multimedia and digital tools into library services to support learning and teaching.
- Support staff in developing their use of technology and multimedia resources for teaching and in the promotion of reading.
- Manage and maintain library systems, including cataloguing, circulation, and digital resource platforms.

Marketing and Communication:

- Be innovative and creative in ensuring the work of the Library and Resource Centre is known and celebrated across the community.
- In particular, work with the Assistant Librarians and the Alleyn’s Marketing team, to ensure reading is encouraged and promoted across the wider Alleyn’s community.
- Host and run training and community events such seminars, gatherings and conferences for fellow professionals and explore opportunities for the library team to get involved in industry-specific events.

Professional Development and Leadership:

- Participate in ongoing professional development to stay current with trends in education, technology and librarianship particularly in learning resource innovation.
- Contribute to whole-school initiatives and strategic planning related to learning resources and digital transformation.
- Mentor, develop, line-manage and support Assistant Librarians.
- Establish a team of pupil librarians and pupil research specialists to help develop the engagement with and reach of the library across the community.
- Collaborate regularly with the librarians in Schools across the Alleyn’s Schools Group to facilitate shared good practice and rich interchange of ideas.

Other:

- Understand and ensure compliance with the School’s Health & Safety Policy.
- In conjunction with all staff, support, promote and act within the School’s policies and practices about data protection.
- Promote the School’s eco-agenda and ensure all work is carried out with a view to reducing waste and protecting our environment.
- In conjunction with all staff, support, promote and act within the School’s Safeguarding Policy.
- Undertake any additional duties, that are within the reasonable capability and responsibility of the Head of Library and Research Learning

Line Management

The Head of Library and Research Learning is managed on a day-to-day basis by the Deputy Head, Academic.

Our Values (the Alleyn's ROCCK!)

Respect
Opportunity
Curiosity
Courage
Kindness

Person Specification

The ideal candidate will have:

Essential:

- A recognised qualification in Library and Information Science or equivalent.
- Strong IT skills and experience with digital learning tools and library management systems.
- Demonstrated ability to collaborate with educators and support curriculum delivery.
- A passion for reading, literacy, and student development.
- Excellent communication, organisational and interpersonal skills.
- A willingness to work hard and to lead a team.
- A great sense of humour and a delight in the adventure of education.

Desirable:

- Experience in a school or educational setting.
- Knowledge of current educational technologies and pedagogical trends.
- Familiarity with diverse learning styles and inclusive education practices.
- A BA-level degree or other relevant qualifications.

Why Join Alleyn's School?

Alleyn's is highly sought after, very successful, fun, vibrant and forward-looking school. We are packed full of bright, fun, talented and enormously engaging pupils who are keen to give things a go and work together collaboratively as they do so.

We are committed to academic excellence, innovation, and the holistic development of every student. As the Head of Library and Research Learning, you will be at the heart of our mission to prepare students to be "all they can be" – ready to go out and make a difference in a rapidly changing, information-rich world.

We very much hope you are excited by the possibility and potential of this role and look forward to hearing from you.



Working at Alleyn's

Terms and Conditions

This is a full-time role, term-time plus three additional weeks, working Monday to Friday, with shifts scheduled between 8:00 am and 5:30 pm. The additional weeks will likely include the May half-term and the final week of the Easter holidays, during which the library remains open for students preparing for exams. Term dates can be found on the school website [here](#). The successful candidate will be required to work a full day on Founder's Day, which is one Saturday per year in late June or early July.

Remuneration is competitive and will reflect the significance of this role at the heart of our learning community.

The school provides additional benefits to its staff, including income protection insurance, an employee assistance programme, enhanced family leave pay, lunches and other refreshments, the use of school facilities including the swimming pool and gym, a cycle-to-work scheme, a tech scheme, and holiday purchase scheme, free tickets to school performances, and the opportunity to join one of two private healthcare plans. Staff also enjoy discounts with local businesses and may use holiday sports camps for the children of staff at a preferential rate.

Members of staff who have children attending Alleyn's Junior and Senior Schools will benefit from 25% fee remission which, subject to means testing, may increase to a maximum of 85%. This is a non-taxable benefit, and any means-tested element is reviewed annually. Staff children must meet the same admissions criteria as all pupils at Alleyn's. There is also some fee remission available in respect of staff children attending Dulwich College and James Allen's Girls' School, though the terms and conditions are different, and it is a taxable benefit.

The role holder will have access to, and may be automatically enrolled into, the School's Group Personal Pension Plan, currently provided by Legal & General. This plan may involve contributions being made via salary sacrifice based on 6.5% employer contributions.

The post is permanent following successful completion of a six-month probationary period.

On completion of the required recruitment checks, the post would be available to the successful candidate from 28 August 2025.

Commitment to Safeguarding

We are fully committed to providing a safe environment for children, staff and visitors. We promote a climate where anyone in the community can freely share their concerns about themselves, or others, in terms of individual safety and well-being.

We protect the interests of the children at Alleyn's through awareness among all members of staff of the kinds of issues of abuse, maltreatment and neglect that would impair a pupil's health or development. In this way, Alleyn's supports its pupils' development by fostering security, confidence and independence.

We provide an environment in which children and young people feel safe, secure, valued and respected, and know how to approach adults if they or those whom they know are in difficulties, with the assurance that they will be listened to. Everyone in the staff community at Alleyn's takes responsibility for safeguarding, and we always aim to act in the best interests of the child.



Arrangements for the Appointment

How to Apply

Further information about how to apply can be found on our website, www.alleyns.org.uk/jobs.

The deadline for applications is 22 June 2025.

If you have any questions you are very welcome to contact Human Resources by email at jobs@alleyns.org.uk or by phone on 020 8613 5016.

Interviews and Appointment

Interviews will be conducted at the School and will consist of interviews with relevant colleagues including the Deputy Head, Academic and the Chief Financial Officer. There will also be an opportunity to meet with other relevant staff.

Please note that references may be taken up before the interviews. If you would prefer to be contacted first please state this.

Safeguarding Checks

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. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check.

Equal Opportunities

As an Equal Opportunities employer we welcome applications from all applicants who meet the requirements for the position. However we are especially keen to receive applications from those in minority groups for which the School is currently underrepresented. We celebrate diversity and thrive on the benefits it brings.

