



CRANMORE

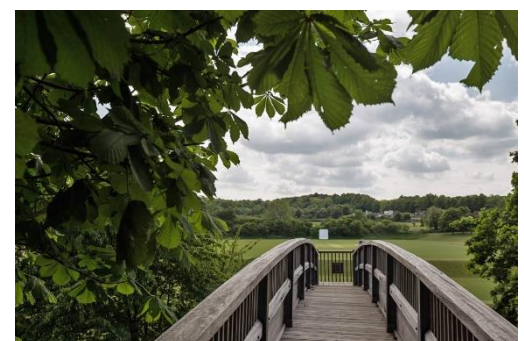
INDEPENDENT DAY SCHOOL

Appointment of

School Librarian

From Autumn 2024

Information for Applicants



Cranmore *part of the Effingham Schools Trust*
Epsom Road, West Horsley, Surrey, KT24 6AT
01483 280340

- Registered Company No. 4509623 • Registered Charity No. 1095103

CRANMORE **ST TERESA'S**

Welcome from Headmaster



Dear Applicant

Thank you for your interest in Cranmore. Appointing the right staff is one of the most important elements of my role as Headmaster. I and my team are committed to getting to know you well during our recruitment process and giving you the opportunity to see life at Cranmore.



I am incredibly proud of my colleagues and their professionalism and expertise which are key to us delivering all round excellence across a broad curriculum enriched with co-curricular activities. In our February 2022 inspection report inspectors highlighted that the school promotes a very positive, caring and welcoming ethos and judged the quality of pupils' academic and other achievements, as well as the quality of their personal development to be 'excellent'.

In 2019, we came together with neighbouring school St Teresa's to form Effingham Schools Trust (EST), based on a diamond model – a powerful and exciting educational proposition, delivering all the advantages of both single sex and co-education to girls and boys. The partnership has proven incredibly successful, providing new opportunities for pupils of all ages. EST is delighted to be able to continue to grow with Manor House School having joined the Trust in September 2023. Three modern, progressive schools, with enviable facilities will deliver best practice teaching to their pupils, whilst maintaining exceptional pastoral care.

It is a privilege to lead an excellent school with an exceptional sense of community. I hope that you will be as excited about the opportunity to join us as we are about building upon our success.

Barry Everitt
Headmaster

Librarian – Roles & Responsibilities

Cranmore is at an exciting stage in its development with a growing Senior School. There is three to four form entry from Year 7. There are currently 230+ pupils in the Senior School (Years 7 to 10) growing to 280 with Year 11 being added in September 2024. They will be our first GCSE cohort taking their public examinations in summer 2025. This is an excellent opportunity for an enthusiastic and well-qualified librarian to join the school.

Hours

- Working 4 days per week, term time only, 8.30am to 5.00pm

General

- Support the Catholic ethos of the School.
- Be aware of and comply with both School and Trust policies and procedures.
- Contribute to the overall aims of the School Development Plan.
- To behave in a manner that is professional, friendly and fair with pupils, colleagues and parents.
- Work cooperatively as part of the wider staff team.
- To develop and implement own professional development and skills.
- Support school events such as concerts, productions and parents' association events.
- All staff are expected to share in supervision duties (on a rota between 8am and 6pm), staff/departmental meetings, Open Days and other relevant events as reasonably requested by the Headmaster.

Subject & Departmental

- The librarian is responsible for the management, development and promotion of the school library, reporting to the Deputy Head (Academic).
- Provide facilities that support and encourage reading for pleasure, research and private study. Examples include arranging author visits, book fairs, competitions and reading challenges.
- Provide resources that support classroom teaching, enable pupils to become independent learners and encourage a spirit of free enquiry.
- Collaboration with teachers to keep library stock relevant and to provide wider reading opportunities around academic subjects.
- Provide training and activities for pupils wishing to contribute to the running of the library.
- Undertake a pastoral role and offer a safe environment that is welcoming and warm.
- Adhere to Health and Safety guidelines, safeguarding and other codes of practice.
- Stock resources that support pupils with information on mental health and wellbeing, home and personal concerns and to assist with life decisions such as careers.
- To take account of professional guidelines from The School Library Association, Chartered Institute of Library and Information Professionals and other relevant bodies, including charities such as The National Literacy Trust.
- In the interests of the school, the librarian should undertake personal career development and have good links with individuals and organisations that can improve the library and their performance in their role.
- Promote good relationships amongst pupils.
- Liaise with the English Department concerning Library-led activities such as author visits, book fairs and other activities which promote reading for pleasure.
- Share professional and curriculum matters with staff members and the Head of Department.
- Support and facilitate the promotion of the library and the School through different mediums such as the V.L.E.

Librarian – Person specification

Qualifications

- General knowledge of library management preferable, but not essential.

Knowledge

- Knowledge of and a love of literature, including children's books.

Skills

Be able to:

- Maintain professional relationships with colleagues.
- Cooperate with other professionals and outside agencies employed to work with school and/or pupils.
- Provide information about pupil performance to children, parents and other staff.
- Communicate effectively with pupils, parents and colleagues.
- Deal with professional matters and sensitive issues diplomatically.
- Observe confidentiality.

Personality

- Ability to inspire pupils.
- Be willing to participate in wider life of the school.
- Flexible, adaptable and able to use initiative.
- Have good attendance and excellent punctuality.
- A willing and supportive team member.
- Energetic and creative.
- Keen to develop professionally.
- Resilient.
- Committed to safeguarding and promoting the welfare of children.

The high expectations of staff and their effective planning of classroom activities motivate pupils to adopt the highest standards of behaviour.

ISI Inspection Report, Feb 2022

Pupils say that staff are good listeners and provide effective ways of dealing with any worries and of discussing sensitive issues.

ISI Inspection Report, Feb 2022

Pupils are polite and respectful and develop positive relationships with each other and the staff.

ISI Inspection Report, Feb 2022

Pupils make an outstanding contribution to the lives of others in the school and the wider community and work together for the common good. They feel at ease both with one another and with staff because the school promotes a very positive, caring and welcoming ethos.

ISI Inspection Report, Feb 2022

Remuneration and Benefits

Our staff enjoy working as part of a strong school community. Parents are confident of the academic standards, telling the Independent Schools Inspectorate that their children have been ‘well challenged and tutored’ by ‘talented teachers’.

We reward our talented staff with a range of benefits.

Salary

Salaries are competitive and in line with independent school teaching scales.

Continuous Professional Development

All staff have access to professional development training as part of the school’s performance development and appraisal process. Individuals are encouraged to continue to develop their skills to provide high quality teaching and learning for our pupils.

Pension Scheme

Generous contributory pension scheme.

Refreshments and lunch

Refreshments and lunch provided during term time.

Cycle to work

Cycle to work scheme for staff members subject to the scheme terms and conditions.

Parking

Parking for staff members is provided onsite.

Employee Assistance Programme

A free, confidential 24-hour telephone service.

Use of School sports facilities

Staff may use the school’s sports facilities including a fitness suite, 25-metre indoor pool, 6 hole golf course, squash courts and a staff fitness class.



Application & Selection Process

All applicants are required to complete an **application form** containing questions about their academic and employment history and their suitability for the role. **A Letter of Application addressed to the Headmaster should accompany the application form.**

Long listed applicants will be invited to attend a formal interview with a panel at which their relevant skills and experience will be discussed in more detail. They will also be given a tour of Cranmore. Candidates subsequently selected for the short list will spend a day at Cranmore completing a series of relevant tasks. Interview panels will include at least one person trained in Safer Recruitment.

If it is decided to make an appointment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract;
- the receipt of two satisfactory references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory; **Please note that references will be taken up on short listed candidates prior to interview.**
- the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory;

Cranmore School is committed to safeguarding and promoting the welfare of children. Our recruitment process follows the guidelines in KCSIE. Applicants undergo enhanced screening including checks with past employers, the DFE and the DBS.

Key dates

Closing Date for Applications: 27 September 2024

Early applications are welcome and the interview process may be in stages with some interviews being held before the closing date if required.

Start date: Autumn 2024