



'For the sake of one child, I would have founded the Society'

St Madeleine Sophie Barat

Application pack for the post of

LEARNING RESOURCE CENTRE MANAGER/LIBRARIAN

Closing Date: 9am Monday 26th February 2024

Required from: Immediately



Sacred Heart High School
212 Hammersmith Road
London W6 7DG
T 0208 748 7600

www.sacredhearthish.org.uk

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WELCOME FROM THE HEADTEACHER

Thank you for expressing an interest in the post of Learning Resource Centre Manager/Librarian at our unique school.

Sacred Heart High School is an outstanding Catholic School in the trusteeship of the Society of the Sacred Heart and is part of a network of Sacred Heart schools worldwide.

Situated in historic buildings on a site with a 330 year tradition of contributing to the education of young women, we have stood the test of time, with a cherished history.

Sacred Heart High School was described by Ofsted as an 'exceptional school'. The Headteacher and senior leadership team, supported by the governors, drive a culture of continuous improvement and are highly ambitious for the pupils in their care.

What makes Sacred Heart schools distinctive is that everything we do is driven by the same five goals of Sacred Heart Education, as set out on Page 9.

We value intellect and our results (page 5), placing us in the top 3% nationally, speak for themselves, but Sacred Heart Education is about far more than that.

Sacred Heart Education is rooted in the importance of relationships; recognition of the individual; building social awareness and the importance of acting on it. Kindness and responsibility is at the heart of this, both towards one another and to others beyond our own community.

We educate to develop students' recognition of their own worth and to ensure that they leave school with a sense of their own responsibility to stand up for others. We prepare students

to become positive role models, agents of change and leaders who will transform the world we live in, for the betterment of all.

We value the diversity of our school community and take pride in the achievements of each and every student under our care, both in school and in the wider community.

We have talented leadership and staff across the school who work hard to ensure the students are well looked after, encouraged, nurtured and educated to prepare for their future lives. In turn we provide our staff with opportunities to develop to their full potential and prioritise their well-being.

We have many exciting challenges ahead, including a focus on High Performance Learning, further development of our Sixth Form and the creation of a new performing arts centre.

The Learning Resource Centre Manager/Librarian will be an inspiring and friendly individual. We seek someone with both empathy and drive to join a talented, creative and good natured team, to forward our ambitious development plan.

We hope that the information given in this application pack, along with the school's website and the website for the Society of the Sacred Heart (<https://rscjinternational.org/>) will help you discover something of the richness to be found in this inner city Catholic school, and I look forward to receiving your application.

Sharon O'Donovan, Headteacher



MISSION STATEMENT

Sacred Heart High School Hammersmith is an 11-18 girls' comprehensive school. The school was founded in 1893 by the Society of the Sacred Heart and has always sought to promote the education of women and academic excellence. Today we are a community of faith and learning, based on the Gospel of Jesus Christ, His values and teachings. We seek constantly to improve everything we do so that we can make a difference for the young women who will shape the society of the future.

Above all else, this community works together to bring one another to an awareness of the fullness and meaning of their life, rooted in the love of God.

We do this through

- Providing an excellent education which inspires a life-long love of learning;
- Respecting the uniqueness, worth and development of each individual, both as a learner and as a person called by God in dignity and faith;
- Offering a broad and balanced curriculum which meets the needs of each student;
- Challenging and supporting each other to achieve our full potential and to develop gifts and talents for the service of others;
- Recruiting excellent, committed and highly qualified staff who are valued and respected for their contribution and development as learners and educators;
- Building upon our partnership with parents, the Society of the Sacred Heart, governors, the Church and the local education authority;
- Strengthening and extending collaborative links with the international network of Sacred Heart schools and colleges, other learning institutions, including universities and the wider community;
- Creating a well-ordered, stimulating, and secure learning environment, which encourages personal growth in an atmosphere of wise freedom; and
- Making effective use of all our resources on behalf of the young people who come here.

EXAM RESULTS

GCSE 2023 Headline figures

Provisional results based on first entry result, (not including discounted pupils)

	No. of pupils	%
Pupils in Year 11 achieving 9-4 in English	175	93%
Pupils in Year 11 achieving 9-5 in English	160	85%
Pupils in Year 11 achieving 9-4 in mathematics	165	87%
Pupils in Year 11 achieving 9-5 in mathematics	128	68%
Pupils in Year 11 achieving 9-4 in English and mathematics	162	86%
Pupils in Year 11 achieving 9-5 in English and mathematics	127	67%
Pupils achieving the English Baccalaureate (based on grade 5 'standard passes')	95	50%
English Baccalaureate average point score per student		5.6

GCSE Progress and Attainment Measures, 2023

GCSE Performance Measures	
Attainment 8 score	59.6
Progress 8 score	0.62

A-Level Results 2023

	2018	2019	2020	2021	2022	2023	2023	Diff. from
	%	%	%	%	%	%	National Av.	National Average
A*	10	8	11	28	15	5	9	-4
A*-A	33	30	37	68	32	20	27	-7
A*-B	58	58	71	88	57	56	53	+3
A*-E	99	99	100	100	99	99	97	+2



FROM THE HEART

MESSAGE FROM OUR HEADGIRLS

Sacred Heart is not just a place of learning; it is a nurturing, inspiring, and transformative environment that has motivated our lives in countless ways. Throughout our time at Sacred Heart we have actively engaged in various aspects of school life, including academics, extracurricular activities, and community service. These experiences have shaped us into a well-rounded individuals.

We are deeply proud of our school's commitment to education. Sacred Heart has always upheld a high standard of academic excellence. Our teachers work tirelessly to ensure that we receive the best possible education. They not only impart knowledge but also inspire us to be curious, to ask questions, and to think critically. Their dedication to our growth and development is truly commendable, and it is one of the reasons I cherish our school.

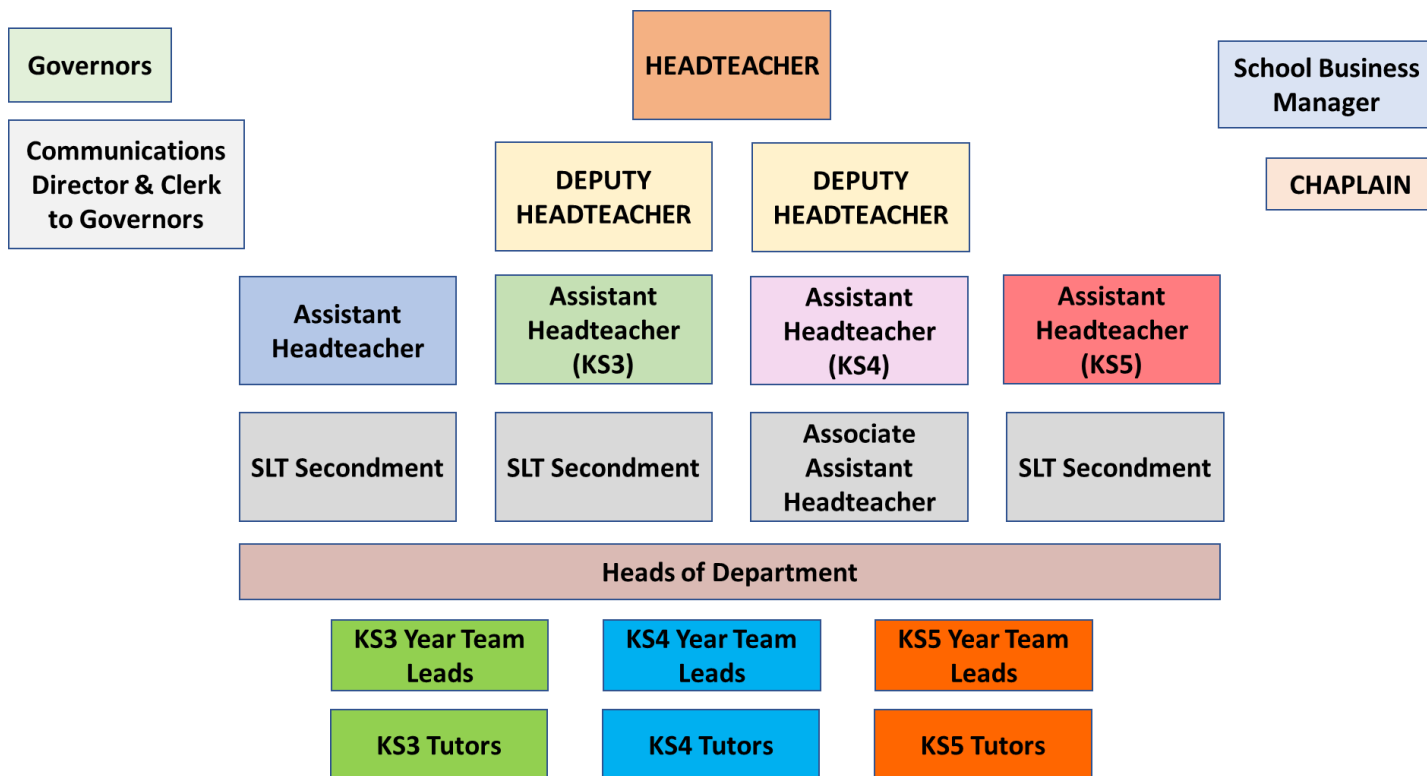
Furthermore, our school is a place of diversity and inclusivity. We have had the privilege of studying alongside students from various walks of life which has greatly enriched our educational experiences. It has taught us to appreciate different perspectives, embrace cultural differences, and build lifelong friendships with people from all over the world. Our school fosters an environment where everyone feels welcome, valued and celebrated regardless of their background.

Sacred Heart holds the values of the Church close to heart. It's not just about going to Mass; it's about living those values every day. It's about compassion, kindness, and helping those in need. Our school helps us understand what it means to be part of a bigger family, the family of faith.

But what really sets our school apart is our sense of community. It's more than just a school; it's a family. Whether we're celebrating victories or supporting each other through tough times, we're always there for one another. Not only this, but our community extends beyond the walls of this school. We are encouraged to give back to the community, through charity events and fundraisers that cultivate a sense of responsibility and empathy for those around us.

Sacred Heart provides every student with the perfect environment to thrive: a place where you make lifelong connections, memories, and all girls can acquire the skill set that will ensure success once they move into the next stage of their life.

STAFFING STRUCTURE



JOB DESCRIPTION AND PERSON SPECIFICATION

LEARNING RESOURCE CENTRE MANAGER/LIBRARIAN, SACRED HEART HIGH SCHOOL

INTRODUCTION

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with canon law, the teachings of the Roman Catholic Church and the trust deed of the Society of the Sacred Heart. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

This appointment will be made under the terms of the Catholic Education Service contract signed with the board as employers. It is subject to the current conditions of service for teachers in Catholic Schools and other current education and employment legislation.

MAIN PURPOSE OF LEARNING RESOURCE CENTRE MANAGER/LIBRARIAN

Manage and develop the school library/LRC and to promote the reading culture of the school according to policies agreed with the Headteacher and staff of the school.

SPECIFIC DUTIES

1. Organisation and Management of the school library/
 - ◆ Development planning and policy making
 - ◆ Budget management
 - ◆ Establish effective systems—classifying, cataloguing, indexing, loans
 - ◆ Select, acquire and maintain stock in good order
 - ◆ Management of careers library in consultation with Guidance teachers and the Careers teacher
 - ◆ To make the library/LRC attractive and assessable to pupils and staff, including the provision of displays, guiding and publicity materials
2. Ensure the library is an effective support to the curriculum:
 - ◆ Have an overview of the whole curriculum
 - ◆ Liaison with all departments
 - ◆ Selection and management of resource materials
 - ◆ Compiling indexes, bibliographical information and resource packs for use by pupils and staff
 - ◆ Make effective use of ICT to support pupils' learning
 - ◆ Research resources for curriculum use as directed by teaching staff
 - ◆ Monitor and report on readings trends and participation across pupil groups
3. Development of library and information skills:
 - ◆ Induction for new pupils and staff
 - ◆ Development and delivery of information skills programmes in partnership with teaching staff
 - ◆ Reinforce skills through assistance on an individual basis
 - ◆ Support the development of literacy across the curriculum
 - ◆ To help and encourage students to use both electronic and written resource
4. Manage the use of the library by classes, groups and individuals, and maintain discipline, including the supervision of KS5 students using the study areas.
5. Support the learning of all students and ensure inclusion for all.
6. Organise the manage the running of the SEN Paired Reading Scheme, in collaboration with the SENCO as well as other reading intervention projects.
7. Liaise with appropriate external agencies to ensure that maximum use is made of appropriate materials and information provided by key support services and outside organisations, e.g. School's Library Services (SLS), Museum service etc.
8. Promote reading for pleasure across the school, through the organisation of literacy events such as author talks, book clubs and World Book Day.

9. Provide links with external resource providers and sources of information.
10. Publicise and promote the library's services.
11. Run after school clubs as part of promoting wider reading.
12. Maintain an awareness of current developments in librarianship, education and children's literature.
13. Ensure maximum use is made of ICT within the LRC/Library, and to maintain an awareness of relevant ICT developments in education.
14. Participate in appropriate training courses.
15. Support the development and implantation of relevant aspects of the School Development Plan and school policies.

SCHOOL DISCIPLINE

The Librarian will operate within the school discipline framework. There are clear support structures within school to help the librarian to maintain discipline during class time as well as at lunchtime and before and after school.

OTHER DUTIES

The postholder may be required to undertake any other duties appropriate to the level of the post. Duties and responsibilities will vary from time to time.

PERSON SPECIFICATION

ESSENTIAL ATTRIBUTES

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following:

- ◆ Chartered Librarian or qualified librarian
- ◆ Evidence of commitment to continuing personal and professional development
- ◆ Practical experience of library work, including enquiry work
- ◆ Practical experience of working with children/young people, both individually and in groups, and with teaching and other colleagues
- ◆ Experience of using a range of ICT applications
- ◆ Basic knowledge of the education system and current curriculum developments
- ◆ Ability to prioritise multiple tasks and work strands
- ◆ Ability to work alone and as part of a team

IDEAL ATTRIBUTES

Ideally you will be able to provide evidence of the following:

- ◆ Broad knowledge of current children's and young persons' literature and library resources
- ◆ In depth knowledge and understanding of the national curriculum, and of current educational priorities
- ◆ Experience of working with pupils in school
- ◆ Experience of operating an Eclipse based Library Management System

SUPPORTING INFORMATION

HOW TO APPLY

Completed application forms should be submitted via TES by 9.00am Monday 26th February 2024. CVs will not be accepted.

SELECTION PROCESS

Shortlisting will take place w/c 26th February 2024 and interviews will take place shortly after.

SALARY

A salary of 30,593pa term time only (£36,760pa FTE) will be provided. You will be paid on the 15th day of each month.

HOURS OF WORK

36 hours per week to be worked over the period Monday to Friday. The exact times of attendance will be determined by the Headteacher. The library will open for at least part of the lunch break.

PENSION

You may be eligible to join the Local Government Pension Scheme (LGPS). If you are already a member of the LGPS or another pension scheme you can apply for your pension to be transferred, you only have 12 months to do this. If you qualify a Pension contribution is deducted from your monthly pay depending on your annual salary.

MEDICAL CLEARANCE

Your appointment is subject to pre-employment medical clearance. If you are successful at interview you will be issued with a medical questionnaire that must be completed and returned before your appointment can be confirmed.

EQUAL OPPORTUNITIES

As an equal opportunities employer, we welcome applications from all sections of the community, including persons with disabilities.

TERMS AND CONDITIONS

The appointment will be conditional upon you satisfying the standard employment checks for a support staff including references, enhanced DBS, health checks, right to work in UK, etc.

QUERIES

We encourage candidates to look at our website <https://www.sacredhearhigh.org.uk/>

If you require further information please contact HRdept@sacredh.lbhf.sch.uk

