



School Librarian

Required for September 2019

School Librarian

The advertisement in the TES is as follows;

We are seeking to appoint an enthusiastic, organised, and pro-active Librarian to lead our library services provision in this flourishing and forward looking prep school, where our children are excelling and very happy. The successful applicant will inspire our children with a passion for reading and ensure the School Library is an enriching and energising space for the whole community. Applications will be considered on receipt.

Closing date: Applications will be considered upon receipt but should be received not later than **Thursday 20th June 2019 at 9.00am.**

Thomas's London Day Schools

Thomas's London Day Schools educates over 2000 children at four schools – Thomas's Battersea, Thomas's Clapham, Thomas's Fulham, and Thomas's Kensington, and in one kindergarten in Battersea. Thomas's Academy, formerly New King's Primary School, joined the Thomas's family of schools in September 2015.

It is our prime concern that children at Thomas's are happy. We provide for their education by giving each child dignity and self-esteem through a sense of achievement, be it academic, artistic, or sporting. The central belief is that all this and more can be achieved if we can be kind to one another.

In these preparatory years we offer a broad curriculum covering a wide range of subjects and skills so that by the time they leave us our pupils will have begun to identify individual areas of talent. In a positive and stimulating environment we ensure that each child achieves the best academic results of which each child is capable.

Thomas's Clapham

a. The School and its facilities

The school occupies a site on Broomwood Road between Wandsworth and Clapham Commons. It is housed in a Grade II listed building which was built between 1904 and 1908 as the site for Clapham County Girls' School. Thomas's Clapham opened as a school for boys and girls in 1993 aged 4–13. There are currently 653 pupils on roll. Philip Ward took up post as Headmaster in September 2012. Before that he was the Headmaster of Feltonfleet, in Cobham, for twelve years.

The facilities at Clapham include a superb Drama studio and fully equipped theatre space, and separate Art, Pottery and Design Technology centre, newly built in 2001, and an impressive building housing the Reception classes, which opened in 2006. Exciting outdoor play and learning areas have been created, as well as Mindfulness Place, an enchanting garden dedicated to the school's commitment to teaching Mindfulness.

The Masterplan for a significant refurbishment of the top floor (KS3) teaching areas, and the provision of new and revitalised spaces for catering and dining along with a sports hall for teaching PE, is well developed. The plan also includes the rejuvenation of the School Hall into an Atrium to further support our commitment to Expressive and Performing Arts, presentation and oracy, and enquiry based learning. The Year 1 and 2 classrooms were completely refurbished during the summer of 2016. The Year 3, 4 and 5 classrooms underwent their own transformation during the summer of 2017, along with the IT room, and some areas of the Music Department. The recent and on-going investment in digital learning is significant and exciting.

Demand for places in the school is considerable, with most children arriving into the school in Reception. Around twenty girls and boys join the school in Year 7 from Thomas's Fulham. One class of children leave at 11+ for London day and boarding schools, the majority stay until Year 8, sitting 13+ exams for the London day schools, Common Entrance (92% A*–B in 2018) or Academic Scholarship. 56 academic and Co-curricular Scholarships were won in 2018. Approximately 75% leave for boarding schools at the end of Year 8.

b. Inspiring every child

We are a values based school, and our commitment to the Thomas's core values, central to which is kindness, permeates every aspect of school life.

The approach to teaching and learning is exciting, progressive, and challenging. Change is eagerly embraced by colleagues and pupils who share a passion for learning and finding new and better ways of doing things. Creativity, thinking skills and instilling a thirst for independent learning are at the heart of our approach. Traditional and didactic teaching methods would feel alien at Thomas's Clapham with a developing emphasis on enquiry based learning throughout the school. Continuous professional development is a strongly established culture within the school.

Whilst academic standards and expectations are very high, there is a strong emphasis on breadth with a vibrant co-curricular programme. The emphasis on the wellbeing of the whole community is compelling. Wellbeing is actively taught in the time allocated to weekly Inspiring Living lessons, continuously supporting the school wide culture generated by the commitment to Inspiring Living. This is closely aligned to our SOCIAL Time programme which actively teaches and reinforces the importance we attribute to teaching social responsibility, citizenship and the clear benefits of learning outside.

We rolled out a revised curriculum in September 2016, characterised by enquiry based learning, and the teaching of a character skills programme called the 8C's which is woven into every aspect of the curriculum. A commitment to teaching Growth Mindset has instilled a positive and optimistic approach to learning, living and leading which has been very well received.

The school was recognised by Ofsted as Outstanding in each category in February 2018.

c. Approaching 2025

Approaching 2025 is our current strategic development plan which we launched in September 2018. It is the result of an eighteen month long process of consultation and collaboration involving the whole school community. **Approaching 2025** seeks to build seamlessly on all that achieved in the period 2013–2018 as a result of our commitment to the school's first strategic plan, *Inspiring every child*.

Approaching 2025 is, above all else, a collective commitment which puts the children at the heart of our efforts to ensure that at every opportunity we are doing all we possibly can to prepare them for the not insignificant challenges of the mid and later decades of the C21.

d. Thomas's in the future

With the exciting news that Thomas's are to open their first senior school in September 2021, work is currently being undertaken to review existing curriculum and assessment arrangements across the family of schools. The outcomes of this process will inform the design of an enquiry based curriculum from Reception to Year 13 which will be rolled out across the group and into the senior school as it opens.

The School Library at Thomas's Clapham

The School Library, which sits at the heart of the School, was completely redesigned and refurbished for opening in September 2013. Its contemporary design, bright colour schemes, complimentary lighting, and Narnia themed floor make it an exciting, energising and enchanting space. It draws in many children from across the school during their break times, and supports teaching across the school. Children, and their teachers, love the space, and love the rich and varied range of fiction and non-fiction books even more. Budgets are generous, and we are constantly looking at ways of refreshing and updating the resources, and fostering a love of literature in its many forms. The Library hosts an enviable programme of visits by authors and poets, lectures and presentations.

The vacancy arises because our Librarian is leaving us after twenty-two years of exceptional service to the School.

Job specification – School Librarian

The successful candidate will be an enthusiastic, organised, and pro-active colleague, ideally but not necessarily an experienced Librarian.

a. **Accountable**

- To the Deputy Head (Academic)

b. **Responsible**

- For leading Library as the School Library and spearheading our school wide commitment to library services.

c. **Key areas of responsibility**

- To maintain and develop the Library resources and facilities to ensure the whole school is appropriately catered for.
- To ensure the Library and its resources support and promote high quality teaching and learning.
- To set high expectations in the Library, and where appropriate beyond, for pupil behaviour, establishing and maintaining a good standard of discipline within an optimistic environment where well-focused teaching and positive, productive relationships are the norm.
- To ensure that the School Library is an invigorating environment, ensuring that the resources are well organised and accessible to staff and pupils.
- To encourage reading and the enjoyment of literature, and plan appropriate events to promote reading throughout the School (eg Author and Poet visits, World Book Day, support of the Readers Cup etc).
- To collaborate with and support teaching colleagues in the delivery and development of literacy across the School, including guidance and advice as to the use of suitable resources.

- To support teachers by assisting timetabled Literacy and English lessons in the Library, and supporting reading on a one-to-one basis where required.
- To supervise and be a source of guidance and inspiration to children during break time sessions in the Library.
- To offer after-school library based clubs.
- To manage the Library budget, including funds allocated for the purchase of library materials, equipment, furniture and related library services and events.
- To set up displays of eg pupils work, books and reading promotion, or in support of theme weeks, historic commemorations or international events.
- To use Digital Technologies where appropriate to support teaching and learning, reporting, and administration.
- To be aware of the new developments and advances in the provision of library services.
- To take part in the school's CPD and INSET programme, and fully participate in Personal Professional Performance (PPD), accepting that it will act as a vehicle for self-development and school improvement.
- To take part in collaborative decision making about issues relating to reading and literature through regular English departmental meetings.
- To support Area Leaders and the English Subject Leader to co-ordinate and up-date reading lists.
- To develop open, easy and professional relationships with colleagues.

- To produce an annual development plan, and a 3 year strategic vision for the Library.
- To be accessible and amenable to regular parental contact, and develop open and professional relationships with parents, actively promoting reading for pleasure with their children.
- To lead annual Library induction programmes for new staff, and children.
- To attend meetings, undertake supervisory duties, attend assemblies, and school lunch, and to cover for absent colleagues.
- To play a full part in the life of the School, contributing to the rich and varied extra-curricular programme, and any other school occasions and events as required by the Headmaster (eg Celebration and Farewell, the Carol Services etc).
- To support and contribute strongly to the corporate life of the school (eg contributing material to the Bulletin, the school magazine, the website, attending events etc).
- To establish a safe environment that supports learning and where pupils feel secure and confident, and complying with all Health and Safety requirements.
- To ensure the best possible practice.

d. Person specification

A sense of humour, adaptability, a commitment to team work, and a strong desire to make a difference are vital to our philosophy. A can do, will do attitude must be the driving intent of the successful candidate, allied to a sensitive and sympathetic approach to the overall role.

In addition to the candidate's ability to perform the duties of the post, the interview will also explore the issues relating to safeguarding and promoting the welfare of children including;

- Motivation to work with children and young people.
- The ability to form and maintain appropriate relationships and boundaries with children and young people.
- Emotional resilience in working with challenging behaviours.
- Attitudes to the use of authority and maintaining discipline.

The day at Thomas's Clapham is dynamic and busy, and we shall certainly look for, and reward, a strong commitment to the whole life of the school.

Understanding our high expectations, a commitment to working very hard and clear evidence that you are going to get fully involved in the life of this excellent school is paramount. You need not have worked in a prep school before, but you do need to have empathy with the ethos and spirit of prep schools and independent education in general.

Conditions of employment

This is a full time continuing position. The Library is open from 8.00am to 4.00pm daily. Hours will be 8.00am–4.00pm daily.

The salary will be negotiable within the range of £21,500–£26,000 pa according to experience and qualification.

The Holiday entitlement is a minimum of six weeks holiday, plus bank holidays. Holidays may not be taken during term. Administrative staff are given set holiday dates during the summer holidays, Easter and Christmas breaks. Administrative staff are required to work

over half term but will normally have a scheduled two or three day break over the half term holiday period.

Safeguarding and Child Protection

The successful candidate will be expected to commit to the following;

Thomas's London Day Schools is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring check.

Applications

A brief letter of application, curriculum vitae and a completed and signed application form, should be addressed to the Headmaster, Philip Ward, as soon as possible.

The Headmaster would be delighted to talk on the phone to any candidate who would like to know more about the post. He can be contacted either at the School by phone (020 7326 9301) or by email – pward@thomas-s.co.uk

Details of the post and application forms are available from Mrs Viki Stanton on 020 7326 9300 or email vstanton@thomas-s.co.uk.

Interviews will take place upon **receipt of applications**

PC Ward
June 2019

This role falls within the category of regulated activity, therefore you will be required to have an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.

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 and work in accordance with our child protection policies and procedures.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's policies at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Safeguarding Officer or Deputy.