



CHELTENHAM
COLLEGE

College Librarian
Information for Candidates

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Message from the Head of College, Nicola Huggett



I am delighted that you are considering a role here at Cheltenham College. I hope that you find this information helpful and we would welcome your application.

The College lies in the heart of one of the country's most beautiful Regency spa towns, only a few short miles from the rural delights of the Cotswolds. This means that as a place to live and work, you truly have the best of both worlds; a cosmopolitan centre with wonderful restaurants, shops and of course, four major cultural festivals a year, in addition to easy access to walks, country pubs and the great outdoors. Having moved to Cheltenham myself several years ago, with my husband and four children, I can assure you that there is something for everyone here.

Cheltenham College is a thriving community, with over 1100 pupils from the Prep and Senior Schools combined, cared for by 600 support and academic staff. We have high class facilities for academic development, boarding, sport, music and drama, as well as a truly awe-inspiring chapel. We are a 24/7 operation, working a six-day week with Saturday school. With our focus on boarding (80% of our pupils are boarders) we are able to get to know our pupils very well and that makes inspiring them in and outside the classroom all the more enjoyable.

As staff, we enjoy the very wide range of activities that our pupils enjoy, with access to wonderful sports facilities for you and your family, a beautiful Common room, full IT provision, a thriving staff consultation committee and many staff social events. You will also have a tailored professional development programme and extensive support from our dedicated HR team.

Whilst we may seem a large organisation, we operate very much as a close community with a family feel. I know that as a new member of staff you will find that our focus lies very much in developing you as an individual. Just as we expect you to go the extra mile for your pupils, we will engage with your own professional and personal development from the start. We will ensure that you enjoy and feel valued in your new role as quickly as possible.

We recognise the time and thought that goes into an application and we will certainly give this our serious consideration. If you have any further questions, the HR department via recruitment@cheltenhamcollege.org will be happy to help.

Cheltenham College

Cheltenham College consists of two inter-dependent fee-paying schools within a single executive structure. College (13–18), founded in 1841, is the oldest of the Victorian public schools and is predominantly a boarding school of some 750 pupils, including a Sixth Form of 310 pupils.

The Prep School is situated on the same campus as Cheltenham College in a beautiful setting with its own sports fields, lake and stunning views of Leckhampton Hill. Originally situated on the main College campus, it moved to its current site in 1908. The Prep is fully co-educational, day and boarding, and takes pupils from 3 to 13, with the majority preparing for Scholarships and Common Entrance for the College. There are currently 420 pupils in the Prep.

Both schools are fully co-educational. They have fine academic records and a considerable reputation for sport, drama and music.

In recent years, the College has expanded its operations overseas and currently plays a significant role in Cheltenham College Muscat and The Cheltenham Centre, Junhwa International School located close to Shanghai. College has aspirations for further partnerships in the Far East, Europe and Latin America.





The Chatfeild-Roberts Library

The Chatfeild-Roberts Library is at the heart of College life, supporting pupils both academically and pastorally. The Library is a space for pupils to be inspired, to immerse themselves in literature, study and to socialise with their peers. The library is a space for all, with boundless opportunities.

More than books

- Book clubs – running after school on a Monday, aimed at inspiring our pupils to read and discuss a wide range of popular modern literature.
- Author visits – allowing our pupils to hear and meet some of the latest inspiring authors who are writing for children and young adults.
- Reading Diploma – Pupils are warmly encouraged to read widely and participate in the Reading Diploma
- Academic support – the library is a wonderful learning environment with over 20,000 paper resources and many more online.
- Developing information literacy skills – experienced librarians teaching research skills to our pupils, helping them to gain the skills they will need throughout school and beyond.
- Individual reading – a warm, welcoming, comfortable space for our school community to curl up with a great book.
- Recreation and Wellbeing - the library is a calm, safe place that supports wellbeing
- Independent study – during lesson time and in our prep sessions, the library becomes a quiet space for pupils to be able to work independently in a beautiful setting.

The Chatfeild-Roberts Library



The Library is a calm safe space for all and we are here to listen, engage and support our pupils.

Job Description: College Librarian

The Appointment

The Library is College's central learning resource centre and is part of a wider network of departmental resources. The role of the College Librarian is to ensure access to high quality hard copy and electronic educational resources, help develop digital literacy and research skills and provide study and recreational facilities that enable pupils and staff benefit academically and in respect of wellbeing. The proper functioning of the Library is crucial to effective teaching and learning at College.

The Librarian is responsible to the Head, via the Deputy Head Learning and Wellbeing, for the efficient organisation, management and administration of all matters relating to the Library.





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Organisation, Management and Administrator

In particular, the Librarian will bear the following responsibilities:

- Ensuring that the Library promotes academic and personal wellbeing through providing a highly effective working environment for pupils and staff as well as being a welcoming space for quiet relaxation and reading
- Overseeing smooth day to day operation of the Library, recruiting, managing and overseeing Library staff, including contributing to their professional development
- Establishing excellent working relationships with all Library users
- Organising classes in library and research skills
- Developing, articulating and implementing Library policies, liaising with Heads of Departments as necessary via the Heads of Departments' meeting
- Raising the profile of the Library, arranging displays and promotional material
- Creating suggested reading lists for various purposes
- Undertaking an annual audit of the Library and preparing a Library development plan
- Monitoring and improving the range of research and reading resources, ensuring fiction and academic stocks are kept up to date
- Acquiring and cataloguing all books and other printed materials in the main Library and holding records of stock in departmental libraries
- Ensuring the security and preservation of books and equipment
- Developing professional links with relevant bodies and librarians in Rugby Group schools
- Remaining up-to-date with, and trained in, technical, statutory and other developments in the field of librarianship and education
- Liaising with the IT team to oversee provision of appropriate IT facilities and infrastructure
- Determining and managing the department budget
- Supervising revision sessions in the Easter holiday and Summer half term break
- Complying with Health and Safety, employment, and any other relevant statutory requirements



Person Specification Essential Knowledge, Skills & Experience

Qualifications

- Essential: degree and relevant professional Library qualification
- Desirable: Member of the Chartered Institute of Library and Information Professionals

Essential Knowledge, Skills & Experience

- Experience of current best practice for managing library systems and library environments
- Experience of using cataloguing software
- Digital literacy in relation to online services and resources
- Excellent communication and interpersonal skills
- Ability to deal with a wide range of stakeholders (members of academic and pastoral staff and pupils) and to maintain a good standard of customer care
- Confidence in engaging with pupils, experience and enjoyment of working with young people
- Commitment to sharing and communicating knowledge and expertise with others
- Willingness to support pupils with research
- Planning and implementing engagement activities to promote a love of reading, including promotion of the College's Reading Diploma
- Experience of managing staff and identifying development needs
- Ability to plan, prioritise and manage own workload to meet deadlines, dealing with frequent interruptions
- Ability to work independently and as part of a team
- Willingness to take the initiative, and work flexibly and creatively
- Good analytical and research skills
- Motivated to further own personal development
- Experience of managing budgets and resources



The library is a wonderful learning environment with over 20,000 paper resources and many more online.



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Terms and Conditions

- Hours: From 8.00am to 5.00pm, Monday to Friday during term time (33 weeks), plus 7 additional weeks during the school holidays as follows: the Summer half-term week, two weeks in the Easter holiday, a week during the Autumn half-term and December holiday and at least two weeks in the Summer holiday.
- College has its own salary scale.
- After the statutory probationary period, members of staff can join College's executive pension scheme.
- Lunch is available during term time.
- Members of staff can use College's sports facilities at staff allocated times.
- Subsidised Health Scheme membership (Benenden).

Shortlisted candidates will be asked to undertake identity and qualification checks which conform to the School's Safeguarding Policy. They must also agree to references being taken up at that stage and checks made with past employers.

The appointment is subject to satisfactory references, clearance from the Disclosure and Barring Service, proof of identity and qualifications and a satisfactory medical declaration.

Important Information



Child Protection

Cheltenham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All applicants should read the School's Child Protection policy, which is available on the website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people.

The successful candidate will be required to complete an application for Enhanced Disclosure, to initiate a Disclosure and Barring Service Check (working with children) in accordance with the School's Recruitment Policy which may be obtained from the Bursar upon request.

The School is registered for the processing of personal data in accordance with the Data Protection Act 1998.

Equal Opportunities

Cheltenham College is an equal opportunities employer. We are committed to equality of opportunity for all staff and applications from suitably qualified individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

We encourage all candidates to ensure that College is aware of your particular requirements, should you be invited to interview.

How to Apply



If you are excited by the opportunity of playing such a key role at Cheltenham College, please complete the application form electronically and include a covering letter explaining your suitability for the role.

Please contact recruitment@cheltenhamcollege.org if you have any questions or would like to find out more about the role.

Timeline

The deadline for applications is: **10am on Monday, 14th April**

Interviews will be held in person and are likely to take place on Wednesday, 23rd April (with potential to interview on Thursday, 24th April if necessary).

Thank you

