

IN FIDE
VADE

Librarian

September 2020

Vacancy Information

Wycombe Abbey
High Wycombe
Buckinghamshire
HP11 1PE

Tel: 01494 520381



WELCOME FROM THE HEADMISTRESS

Wycombe Abbey is an exceptional place; it operates as a modern full boarding school for 640 girls and we are committed to the development of each one. Built on the firm foundation of more than 120 years of educating young women, our vision is to provide a world-class education. We are excited about encouraging curiosity, bold ideas, innovation, leadership and delight in learning - inside and outside the classroom.

Superb academic outcomes are the hallmark of a Wycombe Abbey education and girls regularly secure places at the most prestigious universities globally. However, we understand the importance of looking beyond the narrow confines of excellent examination results to define success. Our rich co-curricular programme includes an array of activities and opportunities, ensuring that every girl develops her passions and explores new possibilities. These experiences, in turn, help to build the skills, discipline and character that will support her future life.

We were delighted with this year's A level results. The UVI girls achieved 31.0% at A* and 80.6 % A*-A grades. Most importantly the vast majority of the UVI are heading off to top ranking universities to study a fantastic range of courses. four girls have met their offers to read Medicine/Veterinary Medicine, four to read Law and ten girls are to read Natural Sciences/Engineering/Mathematics. seventeen girls are heading off to Oxford and Cambridge, and six girls will start at US universities this year including Duke, Georgetown, Carnegie Mellon, Pomona, UCLA and Brown. At GCSE, we achieved 86.8% at A* and 97.6% A*-A grades. There were some superb individual performances. The vast majority of last year's UV are continuing into our Sixth Form.

Ultimately, schools are about people and at the heart of Wycombe Abbey's success is our total commitment to pastoral care through boarding. The values of mutual respect, encouragement and trust underpin everything we do; in this happy and close-knit community everyone is known as an individual, friendships flourish and girls enjoy each other's company, all within the wonderful surroundings of 170 acres of magnificent parkland.

We offer superb modern facilities, including a leading-edge sports centre with a heated indoor 25-metre pool, a performing arts centre with its own theatre and recital hall, excellent teaching facilities and our Courtyard Café. We are constantly improving and developing our top-class estate; we are committed to refurbishing much of our boarding accommodation and we are constantly upgrading and renewing our teaching and learning areas.

Wycombe Abbey's outstanding reputation for excellence is built very much on the dedication and skills of our staff. Every member of staff at Wycombe Abbey contributes towards the School's thriving community and works to continually strengthen our ambition for excellence. We seek to recruit well-qualified and enthusiastic staff who demonstrate knowledge of, and passion for their area of expertise and contribute to the wider life of the School. In return, the School provides staff with a variety of opportunities to develop professionally in a supportive team and wonderful working environment.

Thank you for your interest in joining the team here at Wycombe Abbey. We hope that you will find the information in this pack useful and we look forward to hearing from you if you feel that this post may suit your skills and experience.



Mrs Jo Duncan

Headmistress



THE LIBRARIES

The school has four main libraries, three smaller specialised libraries and each boarding house has its own small library. Most departments have subject collections. The main libraries contain between them approximately 30,000 books. The libraries take daily newspapers and a selection of magazines and periodicals. There is increasing access to electronic resources including JSTOR, managed by the librarian.

The Libraries are open between 8.00 a.m. and 9.30 p.m. daily in term time. The main libraries are usually accessible during school holidays when the Librarian is in attendance. There is a team of Lower Sixth House Librarians who support the Librarian, led by two School Librarians who continue their year of office into the Upper Sixth. All the libraries are catalogued using Heritage Cirqa Management System. Information about holdings can be obtained from any computer via MyWycombe, the school intranet. A simple self-issue system is in operation.

Acquisitions are based on staff and student recommendations, and we also benefit from donations. Topic boxes are assembled from our own stock to support particular A levels and coursework. The Librarian also has a key role in supporting Heads of Department in managing their learning resources. The libraries mount regular exhibitions and displays in support of both curricular and extra-curricular activities. Promotional events, such as World Book Day, or the School's popular annual Reading Week, help to raise the girls' awareness and enjoyment of literature.

PERSON SPECIFICATION

The Librarian has responsibility for the day to day running of our libraries, together with an overview of copyright issues.

In conjunction with senior management, the Librarian will set the framework for the library provision, liaising with relevant departments as necessary. The post holder must ensure that the libraries meet the needs of pupils as centres of research and independent learning as well as reading for pleasure.

The Librarian is assisted by the Librarian's Assistant.

The successful applicant is likely to possess:

- A degree in Library/Information Studies or a first degree with a postgraduate library qualification
- Significant experience in using library management software
- Excellent IT skills, and knowledge of how to apply them in a school library environment
- Clear and innovative vision for libraries in a modern boarding school setting
- Awareness of current developments in library/resource centre management
- Proactive and imaginative in approach to the provision and promotion of library services
- Proven ability to build a positive and collaborative relationship with pupils and staff alike
- The highest level of customer service skills
- Understanding of and enthusiasm for the boarding ethos and a willingness to contribute to the wider life of the School in relevant ways.







BENEFITS OF LIVING IN HIGH WYCOMBE

Wycombe Abbey is set in 170 acres of parkland. It is a beautiful countryside setting, within a five-minute walk of the town of High Wycombe where there are many cultural amenities such as the Swan Theatre, with touring West End productions, a multiplex cinema, a range of restaurants and shops including a John Lewis and a House of Fraser. A Waitrose has opened nearby, and there is easy access to the Chiltern Hills and attractive towns such as Marlow, Beaconsfield and Henley-on-Thames nearby. There are many National Trust properties within five miles such as Hughenden Manor, Disraeli's home for many years, West Wycombe Park and Cliveden.

There are outstanding Grammar Schools for girls and boys in High Wycombe itself and also in surrounding towns. London is within easy reach, with the fast train from High Wycombe to London Marylebone taking just 24 minutes. Oxford and Bicester Village are within 30 miles, with a new direct train link. Wembley Stadium and Heathrow are just 20 miles away and there are good transport links to the other London airports.

TERMS OF APPOINTMENT

A formal contract of employment will be drawn up on appointment. The following notes provide guidance, without prejudice, on the main provisions of the agreement.

CONTRACT

This is a permanent contract. The Librarian is required to work during Wycombe Abbey term time plus some flexible weeks during the holidays. The first six months of employment will be a probationary period. Rental accommodation may be available.

APPOINTMENT DATE

1 September 2020.

HOURS OF WORK

40 hours per week during term time plus some flexible work during the holidays (hours to be agreed).

SALARY

Wycombe Abbey has its own pay scale which compared favourably with other independent schools.

PENSION SCHEME

All eligible staff will be enrolled automatically within the School's pension scheme.

DEATH IN SERVICE COVER

Members of the pension scheme have life cover at x 2 annual salary.

TRAINING & DEVELOPMENT

There is an extensive induction programme for new colleagues and ongoing professional development and training of all staff.

PROVISION OF MEALS

Meals and refreshments are provided free of charge

SPORTS CENTRE

The facilities in the Davies Sports Centre (swimming pool, squash courts, fitness suite, etc.) are available for staff use.

FEE REMISSION

Fee remission is available for daughters attending the School, subject to the usual entry requirements and space being available.

PARKING

Free parking is provided.

EQUAL OPPORTUNITIES

It is the policy of Wycombe Abbey to ensure equality of opportunity for all members of staff, both teaching and non-teaching.

SAFEGUARDING

All staff share responsibility for promoting and safeguarding the welfare of the pupils and must adhere to, and comply with, the school's Child Protection Policy at all times.

PRE-EMPLOYMENT CHECKS

The appointment is subject to an Enhanced Disclosure and Barring check.

APPLICATIONS

The closing date for applications is 12 noon on 25 November and interviews will take place on Thursday 5 December.

Please submit a completed application form, which you will find on our website under 'Vacancies', as soon as possible, together with a covering letter addressed to the Headmistress, Mrs Jo Duncan, outlining the experience and personal qualities which you believe qualify you for this position. The application form and letter should be emailed to Mrs J Wetenhall, HR Manager:

wetenhallj@wycombeabbey.com



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www.wycombeabbey.com