



# **Copthall School**

## **School Librarian**

### **Candidate Information Pack**



***A Positive Learning Environment that inspires a passion for learning so that every student progresses and thrives***



Dear Candidate

Thank you for your interest in the position of School Librarian at this exciting time for our organisation. I would like to welcome you personally, and I hope that you will find here all the information you need to inspire you to join our team.

Our school is unstoppable in its pursuit of Excellent Education for All, which has been highlighted by Ofsted 2018. We have been recognised for the rapid transformation and excellent progress of students and have been awarded **Good** status. The full report can be accessed using the following link: <http://www.copthallschool.org.uk/226/ofsted>

Our Governing Body is strong and highly ambitious for the school. Their recent award by the NGA for Outstanding Governance is further evidence of their ambition. They have a wealth of expertise in a range of areas and are very committed to ensuring we deliver first class educational opportunities to the communities we serve and make a difference to the lives of the girls who learn with us.

Over the last three years, Copthall has gone from strength to strength as we raise standards, enrich the lives of our students, focus on staff wellbeing and workload and continue to be a good and improving school. Our priority remains the same in that we offer our students a highly personalised academic experience – one that ensures that all our students receive an excellent education. We have an extensive enrichment programme involving mentoring, cultural activities/visits/trips, STEM workshops, a full careers programme and a range of partnership opportunities involving universities, businesses, charities and alumnae.

In addition, our collaboration with Mill Hill Independent School offers a range of joint opportunities for all students from leadership, tutoring, philanthropy extended projects and a variety of bespoke and unrivalled programmes that benefit our young people.

In preparing our students for the future we will endeavour to provide them with the skill set they will need including complex problem solving; critical thinking; creativity; emotional intelligence; judgement; and decision-making; negotiation and cognitive flexibility. We want to ensure they play important influential and aspirational roles, ready to make a positive contribution to society.

For the third year running, we celebrated another very successful year in our examination results. Our P8 score is +0.89 which places us in the top 3% in the country for progress. 90% of English grades were 9-4 with increases in outcomes for both Maths and Science. One of our students was the highest achieving history student in the whole country and gained a suite of grade 8s & 9s. Our A-level results were equally impressive with our A\*-C grades increasing from 61% in 2018 to 74%. In addition to this, students who sat vocational subjects did equally well with the average grade a Merit+.

In September 2018, we launched our STEM Scholarship Programme across all year groups, including the Sixth Form. Students were involved in a wide range of workshops and enrichment activities tailor-made to students' talent and potential.

We want you to look forward to each day at our school. We expect hard work, skill and dedication to our core values, and in return, we will provide you with outstanding experiences and training opportunities. We have a strong focus on staff well-being and have a range of incentives including staff yoga and staff well-being days.

If you feel you can make a positive contribution to our school, please apply online via our website, [www.copthall.barnet.sch.uk](http://www.copthall.barnet.sch.uk). If you would like to discuss a role or have any queries, please call 0208 959 1937 or email [recruitment@copthall.barnet.sch.uk](mailto:recruitment@copthall.barnet.sch.uk). Visits to the school are also encouraged and welcomed.

I look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'E. Forde'.

Evelyn Forde  
**Headteacher**



***A Positive Learning Environment that inspires a passion for learning so that every student progresses and thrives***

### **ABOUT COPTHALL**

As a girls' non-selective comprehensive academy, Copthall offers the rare opportunity of single-sex education for students of all abilities. We are values driven school, which was noted by Inspectors in May 2018 when they commented, "The school's values of respect, equality for all, support and safety, aspiration and responsibility underpin this improving school"

Many girls stay on to join our vibrant Sixth Form, from where the vast majority progress to higher education, with a number achieving places at Russell Group universities. In addition, the school also offers a strong and varied vocational curriculum. "Students benefit from strong teaching and outcomes, which are rigorously checked by effective leadership in the sixth form" *Ofsted 2018*.

### **OUR LOCATION**

Copthall School is located in one of London's more prosperous and leafy boroughs and the area offers a wealth of good quality social, sporting and shopping facilities. That does not mean however, that we do not have to face social issues similar to many inner-city schools and there is a substantial amount of deprivation in our catchment area.

### **VISION AND VALUES**

Our Vision and Value statements are borne from our commitment to girls' education; we want to ensure that they can take their rightful place in society. We work together to communicate the vision so that any obstacles to success are removed.

**Mission Statement:** Excellent education for all - *A Positive Learning Environment that inspires a passion for learning so that every student progresses and thrives*

#### **Values:**

- **Respect:** Pride and respect in the cultural diversity of our school and the global environment in which we live
- **Equality for all:** An environment of kindness and tolerance that demonstrates equality for all
- **Support and Safety:** A school that cares and is inclusive, supportive and safe for all
- **Aspiration:** Expectation and celebration of high standards of aspiration and achievement in learning and life
- **Responsibility:** Being responsible and ready for learning

#### **Vision:**

- To empower every member of the school community to reach their full potential
- To equip our young women with the skills to enjoy, succeed and have choices in their adult lives
- To be an outstanding first choice school for young women
- To provide an inspirational, exciting and broad education
- To create a positive learning environment that inspires a passion for learning so that every student progresses and thrives (this is the teaching and learning vision)

## **FOCUS**

We have a relentless focus on improving teaching and learning; this includes collaborative planning and coaching, both of which have been hugely developmental for staff. The way we improve teaching is through a series of steps, which allow teachers to improve on one aspect of their teaching at a time before moving onto another area. We also use leadership coaching, according to need. Both models facilitate teachers to spend significant time on chosen aspects of their practice, in line with research into effective professional development and the motivating effect of autonomy.

The DNA of our school is *good* and we will continue to strive for excellence. The Governors and I hope you would want to be part of our journey.





**Copthall School is committed to the protection and safety of Children and young people.  
All staff are expected to share this commitment.**

|                         |                                   |
|-------------------------|-----------------------------------|
| <b>Job Description:</b> | Librarian                         |
| <b>Reporting to:</b>    | Senior Leadership team            |
| <b>Hours of Work:</b>   | 8.00am – 5.00pm including breaks  |
| <b>Weeks per year:</b>  | Term time only, 40 weeks per year |
| <b>Pay scale:</b>       | SCP12-SCP18                       |

**Overview:** The post of Librarian is an important one in the school. A love of reading, literacy skills and the ability to research are fundamental to achievement in all subject areas. We believe the role of the Librarian in promoting literacy is vital to the success of every student within our school community. Therefore, the Librarian will be responsible for:

1. Promoting a love of reading and an understanding of how important reading is to future success to the whole school community. Reading for purpose and pleasure is our aim: you will work with students and staff to ensure that students engage in challenging texts that stretch and challenge them - most importantly, they enjoy.
2. Oversee day to day running of library, including access to library services such as the quiet study area for the Sixth Form and after school sessions for students across the age range.
3. Ensuring that the library is an attractive, welcoming and safe environment to study in. The environment should engage students and draw them into reading. We welcome innovative approaches to this and wish to empower the post holder with the opportunities to develop this kind of environment and enable it to permeate into all areas of school life.
4. Ensuring the schools vision, values and mission statement are reflected in the environment and activities that take place in the library

In addition, the post holder should be adaptable and flexible enough to support developments in the school's provision for students. The post holder will be line managed by a member of the Senior Leadership Team and will work closely with a range of Curriculum Leaders including English.

**The Librarian will:**

1. Oversee the general day to day running of the library and be responsible for the following:
  - General management of the library
  - Classification and cataloguing of resources
  - Shelving book returns
  - Sourcing, purchasing and cataloguing library resources
  - Providing advice to students about how to navigate the library, use the library computer system and make recommendations about reading materials
  - Ensuring an appropriate member of staff or volunteer is in attendance at all times when the library is open.
  - Sending letters about overdue books to form tutors
  - Drafting and sending letters home to parents regarding overdue or lost books
  - Promoting the library through assembly announcements, book fairs, fundraisers etc.

- Setting-up and managing library agreements between the library and all pupils and their parent/carers
  - Managing the library budget effectively
  - Updating and maintaining the library display boards, which is used to promote reading and other events and information.
  - Attending relevant meetings, training and INSET days
  - Working closely and pro-actively with teaching staff to provide appropriate services and facilities to support teaching and learning
2. Lead on the on-going use of Accelerated Reader to promote reading, highlight correct level and record progress of learners. Use and share this information with CL English, Literacy co-ordinator and SEND department.
  3. Organise timetable for Y7-9 library lessons and help to manage lessons.
  4. Reorganise, maintain and display stock to ensure continued use by borrowers.
  5. Run book clubs (for reading).
  6. Organise events to promote reading such as visiting author, competitions and activities.
  7. Continue professional development by attending termly meetings for Barnet librarians/ School Library Association and training courses.
  8. Have control of the Oliver system and Liaise with Oliver and IT support in order to ensure system works effectively.

### **Person specification**

The person in this role will be able to:

- Love reading and have a passion for passing this love on to others
- plan their time efficiently and effectively, manage pressure points in the school calendar and work under pressure
- communicate, motivate and work well with a range of students and staff
- work independently and collaboratively with others, including the wider community
- monitor and evaluate their work and be able to identify how to improve
- trouble shoot and able to focus on solutions
- lead as well as manage a team, offering high quality levels of challenge and support
- be willing to contribute to the whole school planning processes
- be adaptable and flexible

The person in this role will have the following skills to a high level:

- ICT skills
- The ability to work with accuracy and speed
- Be literate
- Communicate effectively with students and staff
- Be creative and innovative in their approach to the promotion of reading and the use of the library

The person will have the following qualities:

- Enthusiasm
- A passion for reading
- A sense of humour
- High levels of motivation
- Creativity and vision

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