



**King  
Solomon  
High School**



Information pack for candidates applying for the role of:

## **School Librarian**

Permanent, term time only (36 hours per week)

LBR 7/8 Scale Point 23-27 - £27,960 - £29,426 (pro-rata salary)

Required: As soon as possible.



# Welcome to King Solomon High School

Learning

Charity

Community



Dear Candidate,

I am delighted that you are considering applying to be the Librarian at King Solomon High School. We are a unique and wonderful Jewish secondary school, set in the London Borough of Redbridge. Our school is inclusive, and our students and staff come from a range of cultural and religious backgrounds.

I am seeking to appoint a committed school librarian with a passion for reading and all things literacy.

Are you committed to excellence and rigour? Do you have the skills and experience to run our school library? Can you support the school to inspire a love of reading in students? If your answer is yes to all of these questions, then I look forward to receiving your application.

I am the school's newly appointed Headteacher, and I am passionate about equality, diversity and inclusion. I am ambitious for the school's future, strive for excellence and have high expectations of staff and students. The successful candidate will join a caring and ambitious community school and will be supported in fulfilling their own career potential.

**Michele Phillips, Headteacher**

## History, ethos and values

King Solomon High School is a United Synagogue, orthodox Jewish school, who openly welcome students of all faiths and of no faith. The school opened in 1993 to meet the growing demand for Jewish school places in East London, Essex and the surrounding areas. Currently, approximately 20% of students on roll identify as Jewish. We are six form entry school, and we also have a growing sixth form.

We are a community of learners who look out for and support each other. This idea is embodied in our school values.

- Learning
- Community
- Charity

Our motto encompasses the school's Jewish ethos and values, highlights our aim to develop every student as a rounded and grounded individual through a variety of learning and lived experiences, all infused with Jewish teachings and values. The King Solomon community experience shapes young people into informed, responsible and caring citizens.

If I am not for myself who will be for me?  
 If I am only for myself, who am I?  
 If not now, when?

***(Ethics of the Fathers 1:14)***





## Leadership and the future of the school

King Solomon High School is brimming with potential, talent and a dedicated staff and parent community who champion the school. The school's values and the improvement work that has been implemented since the Ofsted inspection in November 2021, provide a strong foundation for the next phase of the school's development.

To move the school from requires improvement to good and then outstanding, we are reviewing all aspects of the school, with a view to implementing new and innovative systems that embody excellence, ambition and rigour.

Leadership and management	<ul style="list-style-type: none"><li>• Develop a shared understanding of excellence.</li><li>• Empower leadership and accountability at all levels.</li><li>• Develop a strategic and joined up approach to school leadership.</li><li>• Be outward facing and work with successful schools, leading thinkers and educational professionals.</li><li>• Improve the aesthetics of the school so that it reflects our school's values, inspires students and embodies excellence.</li></ul>
Quality of education	<ul style="list-style-type: none"><li>• Develop a curriculum that teaches students the very best of what has been thought and said in each discipline (powerful knowledge).</li><li>• Develop a consistent approach to teaching practice inspired by Rosenshine, Lemov and informed by research on cognitive science.</li><li>• Ensure we have a curriculum structure that offers students a broad and balanced education, with a focus on growing art, performing art subject and other creative subjects.</li><li>• Develop a raising achievement strategy.</li><li>• Improve post-16 outcomes and outcomes for boys and students with SEND.</li></ul>
Behaviour and attitudes	<ul style="list-style-type: none"><li>• Empower teachers to lead from the front and take ownership of achieving excellent student behaviour and focus in their lessons.</li><li>• Develop a 'prevention before sanction' approach to behaviour, which focuses on the consistent application of codified rules and systems.</li><li>• Develop classroom behaviours (STAR/SLANT) that facilitate disruption free learning and support excellence.</li></ul>
Personal development	<ul style="list-style-type: none"><li>• Provide all students with a range of enriching experiences and opportunities to explore their talents and interests.</li><li>• Provide all students with meaningful opportunities to be responsible, reflective and active citizens.</li></ul>



## Behaviour, safeguarding & personal development



King Solomon High School has rigorous systems in place to support students in meeting our high expectations of behaviour.

- Year 7-11 students line up in the mornings and are collected by their form tutor. This promotes a calm and focussed start to the day.
- We operate a daily detentions system so that behaviour issues are dealt with on the day.
- We have a commitment to disruption free learning, and our on-call system ensures that students who disrupt learning are dealt with swiftly.
- We have an extensive pastoral team to support students who need additional behaviour and/or wellbeing support.

Safeguarding and promoting the welfare of children is the responsibility of all staff. We have a strong culture of safeguarding and all staff are proactive in reporting any concerns about a student's welfare.

We recognise the vital role mental health plays in the everyday lives and success of all individuals. Whilst we cannot always remove the challenges our students face, we can provide them with access to support to help them build resilience, emotional intelligence and coping mechanisms.

**We have recently reviewed all our behaviour systems and we launched a new behaviour policy in November 2023.**



## Curriculum and teaching - Key Stage 3 & 4



### The school's current curriculum intent states that

- We believe that learning changes lives and must be equally accessible to all.
- We believe that students should embrace the impact of service to others through charity and acts of kindness.
- We believe that every student should leave school with the skills and attributes to play an active and constructive part in the school, local and global communities.

Our students enjoy a broad and balanced curriculum. Currently our year 10 students study the following core curriculum, plus one or two option subjects depending on their pathway. Over 60% of students study the Ebacc.

- GCSE English Language
- GCSE English Literature
- GCSE Mathematics
- GCSE Combined Science or GCSE Separate
- GCSE Religious Studies
- GCSE Spanish

For our key stage 3 curriculum, please see our [website](#).



## KS4 academic results

King Solomon High School is an academically successful school with GCSE attainment above national averages. The school's current Progress 8 score is 0.31 (above average).

GCSE measure	% of students who achieved this measure
5 or more GCSEs, including English and maths at grade 5 or above	67%
5 or more GCSEs, including English and maths at grade 4 or above	79%
Grade 4 or above in English & maths	72%

GCSE measure	% of all grades
7-9	27%
5-9	65%
4-9	78%





## The Sixth Form at King Solomon High School



**‘To inspire and support every individual sixth form student towards raising and achieving their personal and academic aspirations, every day’ – Sixth Form Vision**

### **Key information about our sixth form.**

- Our sixth form has its own bespoke 6<sup>th</sup> form centre, with study space, IT room, lounge area and canteen.
- All year 12 and year 13 students have access to a range of courses.
- Year 12 & year 13 students have excellent behaviour and attitudes to learning.
- Our students progress to range of top universities and apprenticeships.
- Academic progress in the sixth form has been steadily improving.

Average A-Level grade	C+
Average A-Level points score	34.53
A*-B	35%
A*-C	60%
A*-D	81%
A*-E	93%
Average vocational grade	Merit
Average vocational point score	25.65

## Reasons to work at King Solomon High School



### Be part of the success story

- Having been judged as requires improvement by Ofsted in November 2021, staff will be part of the success story when we move to good and outstanding.
- Our students are fantastic, polite and caring young people. They deserve a world class educational experience. Join us to be part of their future.

### Ambition & excellence

- We are ambitious for every student and member of staff.
- We strive for excellence and to be an example of best practice in all that we do.
- We expect all staff and students to be the best they can be.

### Staff and student wellbeing

- We are a caring and supportive Jewish community school.
- We have an early finish every Friday at 1.20pm, as part of our Jewish ethos and to promote a work life balance.
- We have a sensible approach to meetings and most meetings for main scale teachers are streamlined into a Tuesday.
- The school is closed on Jewish holidays.

### Transport links

- We are a 4 minute walk from Fairlop underground station on the central line.
- We are well served by several bus routes and we have a staff car park.

### Career development

- We are committed to inspiring ambition and to supporting staff in their career development.



## The role



**The role:** School Librarian

**Contract:** Permanent and full time, term time only

**Hours:** 36 hours per week, 8.00am – 4.00pm Monday to Thursday and 8.00am to 2.30pm on Fridays (there is some flexibility around these times).

**Salary:** LBR 7/8 Scale Point 23-27 - £27,960 - £29,426 (pro-rata salary)

**Line managed by:** Director of English/ Assistant Headteacher

### **Safeguarding statement**

King Solomon High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and be familiar with the school's safeguarding policy. Child protection screening will apply to this post.

### **Equality statement**

King Solomon High School is committed to equality of opportunity and values its diverse staff and student community. All staff are required to adhere to the school's equal opportunities policy. We have a zero-tolerance approach to discrimination, harassment and bullying.

### **Staff code of conduct statement**

King Solomon High School has high standards and expects all staff to behave in a professional manner at all times. All staff are expected to adhere to the school's staff code of conduct policy.



## Job purpose

### The School Counsellor is responsible for

- Promoting a love of reading.
- Running a well-resourced, organised and welcoming library/
- Managing the library budget.
- Contributing to the school's reading and literacy strategy.
- Coordinating reading tests and reading interventions.
- Leading student enrichment sessions

### **Duties and responsibilities**

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher and/or line manager. Please note that the post holder may be required to work outside of normal school working hours for extended school status activities, school events, meetings and emergencies.



## Job description

- Be responsible for all matters concerning the school library.
- Be responsible for the purchase of appropriate materials for the library.
- Keep up to date with new and relevant literature suitable for 11-18 year olds.
- Develop a vibrant, well-resourced library that provides active engagement with staff and students.
- Promote the use of the Library as a whole school resource amongst students and staff.
- Contribute to developing a culture of reading for pleasure across the school.
- Contribute to the school's reading and literacy strategy.
- Oversee and administer appropriate library procedures.
- Teach library skills to pupils.
- Liaise with outside organisations developing links and promoting

such activities which enhance pupils' understanding of use of the library as a learning resource.

- Create and implement a policy for the Library which incorporates the educational aims and objectives of the School and complies with.
- Coordinate all reading tests and interventions (with SENCO and Director of English & Literacy).
- Plan and deliver enrichment activities in the library.



## Job description

### General requirements of all staff

- Adhere to all school policies.
- Work cooperatively with colleagues and under the direction of your line manager.
- Seek support and guidance where needed.
- Always maintain confidentiality.
- Work to promote the safeguarding of all students.
- Promote equality, diversity and inclusion.
- Complete work to a high standard.
- Support and promote the vision of the school.
- Support the school's Jewish ethos.
- Attend school events as required.
- Keep up to date with developments, changes, best practice and legislation in relation to your role.

### Review Arrangements

These responsibilities may be amended at any time in the future by the Headteacher in order to respond to the changing demands and needs of the school, national initiatives and statutory legislation. Consequently, the Headteacher will consult with the postholder at the appropriate time.

## Person specification



### Qualifications & experience

- Educated to A-Level or equivalent.
- A librarian qualification/training, and/or membership of The Chartered Institute of Library and Information Professionals (CILIP) (desirable, not essential).
- A passion for literature/reading.
- Experience of working in a library or related environment.
- Experience working in a school or other educational setting.
- Experience working with library software systems.
- Experience working collaboratively with teachers, administrators, and other stakeholders in an educational setting.

### Skills & attributes

- Ability to think strategically.
- Ability to work proactively with attention to detail.
- Highly developed interpersonal skills including influential skills.
- Willingness to constructively challenge the work of self and others to continually improve own and team performance.
- Ability to manage conflicting priorities, make decisions and resolve issues in potentially stressful situations.
- Ability to work to high standards and with rigor.
- Commitment to equal opportunities.
- Commitment to the school's Jewish ethos.
- Commitment to improving the lives of children.
- Commitment to safeguarding.

## Application process



1. Complete the London Borough of Redbridge application form (CVs are not accepted).
2. Complete a personal statement of no more than two sides of A4 outlining how you meet the person specification. Please cover all the points of the person specification as this will be used for shortlisting purposes. **Please complete your personal statement on a separate document and not in the application form.**
3. Email your application form and personal statement to [recruitment@kshsonline.uk](mailto:recruitment@kshsonline.uk) or your agency contact.

