

LIBRARIAN

JANUARY 2022

CANDIDATE PACK



James Allen's Girls' School

LIBRARIAN

Are you driven and passionate about creating a safe but welcoming environment for young people? If so, our library team at JAGS is looking for a colleague to join them.

With its distinctive heritage as the oldest independent girls' school in London, James Allen's Girls' School, JAGS, provides a forward-thinking and contemporary education for over 1000 girls aged 4 to 18.

A diverse and dynamic school community that nurtures self-assured and considerate individuals who thrive, JAGS has entered an exciting new phase in its development.

This post presents a great opportunity to work within a community without barriers to full participation. Your input will help to support the school's bold vision for all pupils and colleagues as we work together to develop this already exceptional school in its next exciting chapter.



James Allen's Girls' School 144 East Dulwich Grove London SE22 8TE

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MESSAGE FROM THE HEAD

I am delighted that you are interested in joining the JAGS community. As Head, it's absolutely my belief that all girls should be given the opportunity to grow and flourish in an environment where there is no limit to their ambitions.

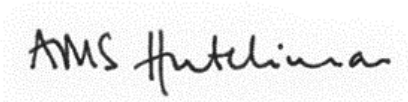
At JAGS you will find a happy, diverse and dynamic community, rooted in academic excellence and yet fully committed to the breadth of a holistic education both in and out of the classroom. Compassion and commitment are central to our ethos, in this environment that values individuality and inclusivity.

Our school aims, both in and out of the classroom, are clear:

- To celebrate our diverse and inclusive community
- To champion social awareness and sustainability
- To empower courage, creativity and compassion in each student
- To inspire aspirational and authentic lifelong learners and leaders
- To nurture respectful, resilient and kind individuals

It is an enormous privilege to lead this exceptional school, where all members of our school community share a passion for life and learning.

I hope that this matches your educational vision, and look forward to welcoming you soon.



MRS ALEX HUTCHINSON, MA (OXON) PGCE



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WORKING AT JAGS

Working at JAGS is about more than just working. JAGS is a community and a family that nurtures a warm and supportive environment for both the students and staff who come to learn and work here. From your first day at JAGS you will have access to some of the best educational facilities in the country and will be encouraged to take part in the many shared activities here.

JAGS works hard to attract the best staff and the benefit package is both generous and competitive.



We offer you:

- The opportunity to join our outstanding school where public examination results consistently place JAGS amongst the leading schools in the UK
- A community of creative and compassionate students and staff
- A highly diverse and inclusive school community, committed to our bursary provision
- An inspiring and enthusiastic team of colleagues across the teaching and support staff
- Excellent facilities, including the latest resources to support learning
- Up to 10% Employer contribution to the School pension scheme
- A wide-ranging benefit package including lunch, free gym membership, school fee discount, cycle to work scheme, availability of computer staff loan, contribution to cost of eye tests and glasses, free access to the Dulwich Picture Gallery, death in service benefit

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THE ROLE

Job Title:	Librarian
Terms & Conditions:	Term time only, plus CPD days, Open Morning & Founder's Day 7.30am to 4pm (with unpaid 1h lunch break)
Salary:	Competitive salary, commensurate with experience.
Responsible to:	Head of Library and Archivist

Overview

The post holder will provide high quality support to students and staff in the senior school, and assist in managing library resources, including online resources. The post holder will play a key role in ensuring that the library offers a calm and welcoming environment for all and will be expected to contribute fully to library-based events and activities.

Main responsibilities

- Ensuring that an effective lending and reference service is provided throughout the school day
- Ensuring that all library users maintain an acceptable standard of behaviour to facilitate a welcoming, calm and effective working/studying environment for all
- Assisting in the selection, ordering, processing and organisation of appropriate resources
- Promoting reader development
- Assisting in the promotion of online resources, and support in using them, for teaching staff
- Assisting in the design and implementation of library-based reading lessons and in the teaching of information skills
- Contributing to the library's role in the Extended Project Qualification
- Assisting in the maintenance of relevant library statistics
- Assisting in regular library stock checks
- Assisting in developing the library's online presence
- Assisting in the development and implementation of library policies
- Assisting in the monitoring and evaluation of library services
- Training and supervising pupils who help out in the library
- Attending relevant school meetings and meetings of professional groups outside school
- Deputising for the Head of Library, in their absence, in the management of library
- Attending relevant training courses to ensure continuing professional development

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PERSON SPECIFICATION

Personal Behaviours

- Kindness, open-mindedness and a sense of humour
- Intellectual curiosity, enthusiasm and a personal ethos of lifelong learning
- Awareness of, and genuine enthusiasm for, children's and young adult literature
- Resilience and optimism; someone who is willing to go the extra mile in the busy life of the school
- Team-working abilities and a keenness to enable all colleagues to contribute ideas and be part of positive change

Operational Excellence

- A suitably qualified librarian
- Broad knowledge of literature for children and young people
- Ability to plan and teach an information skills programme, and to support students undertaking independent research
- Willingness and ability to employ excellent communication skills with all library users
- Articulate in all forms of communication; fluent and accurate written and spoken English
- Excellent digital literacy

Ethos and Whole School Values

- The enthusiasm to assist and support a strong co-curricular programme
- An individual with a genuine commitment to the wellbeing of the staff and students in their care
- Committed to operating as part of the School community
- Committed to diversity, inclusion and anti-racism in the School community

Safeguarding and Pastoral

- Committed to safeguarding and promoting the welfare of children and young people
- A satisfactory Enhanced Disclosure from the DBS

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HOW TO APPLY

We welcome applications from all parts of our community and know that our school is strengthened when staff and pupils feel a true sense of belonging. To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements.

The Head of Library and Archivist, Helen Stein (helen.stein@jags.org.uk) or the Deputy Head (Academic) Laurence Wesson (laurence.wesson@jags.org.uk) will be happy to answer any questions.

Please visit our website <http://www.jags.org.uk/about/employment> to download a JAGS Support Staff Application Form. For further information please contact recruitment@jags.org.uk or James Allen's Girls' School, 144 East Dulwich Grove, London SE22 8TE

Closing date: 5 December 2021

Interviews: 10 December 2021

Applications will be reviewed daily and interviews may occur at any stage after applications are received so we invite interested candidates to apply as soon as possible by submitting their completed application form to recruitment@jags.org.uk

JAGS is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers, the Disclosure and Barring Service and overseas police check if necessary. Candidates from overseas must provide information about their past conduct, for example, by providing documents issued by overseas teaching authorities.

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James Allen's Girls' School

Ages 4-18

144 East Dulwich Grove, London SE22 8TE
Telephone: 020 8693 1181 • Email: enquiries@jags.org.uk
www.jags.org.uk