

COOMBE
 preparing you
 for a world of
 opportunity



Library Manager

Appointment Information Pack

Message from the Headteacher

At Coombe Boys' School we are passionate about providing learners with opportunities that they would never have had before. We aim to fire the imagination and develop an aspiration and a work ethic that will enable learners to achieve their ambitions.

We believe that it is essential that school is a challenging, inspirational and transformational experience. We also believe that it must provide a moral framework for learners to live their lives by and that students perform to their best abilities when they feel supported, confident and happy.

We are enormously proud of our academic, sporting and cultural successes, however we are proudest of the fact that parents tell us that their sons are happy here and that they enjoy coming to school. Our successes have been recognised by the Department for Education who are funding a rebuilding programme for the school, which we hope will begin in 2024.

Thank you for taking the time to look at the information relating to this post. Please do contact the school if you have any queries or would like a tour of the school.

Kind Regards,



David Smith
 Headteacher



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innovative teaching that is inspirational, compelling and fun. It engages every learner in their journeys of self-discovery, fulfilment and academic excellence;

a community in which empathy, tolerance, integrity and shared purpose promote exemplary behaviour and outstanding relationships between all;

developing confident learners who are happy, resilient and committed to shaping their world. They are proud of their abilities, highly ambitious and excited about their potential.

Coombe Boys' School

Coombe Boys' is a popular and highly successful non-selective 11-18 school that is federated with Coombe Girls' School and three local primary schools to comprise the Coombe Academy Trust, based in New Malden. Coombe Boys' has approximately 1,000 students on roll, including a mixed sixth form.

Results at GCSE and in the Sixth Form are significantly above national averages and the school was graded Good with Outstanding Leadership & Management in its most recent Ofsted inspection (March 2018).

We are proud of our innovative and forward thinking learning culture and our partnerships enable us to provide a wide range of opportunities for career development. As part of the role, we are able to offer the National Professional Qualification for Senior Leadership in partnership with UCL and the Wandle Teaching School Hub.

Our Vision

Coombe prepares each student for their **World of Opportunity** through personalising every aspect of our community.

Each individual is enabled to flourish through:

- Innovative teaching that is inspirational, compelling and fun. It engages all learners in their journeys of self-discovery, fulfilment and academic excellence;
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Coombe Boys' School Rebuilding Programme

New Main School Building



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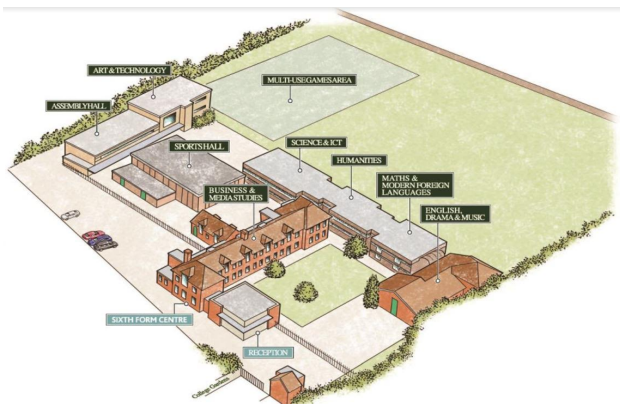
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Coombe Boys' School Rebuilding Programme

New PE, Drama and Music Building



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Coombe Boys' School English Department



The English department at Coombe Boys' School proudly achieved English Language results of 78% 9-4 in 2023 which places us 20% above the national average for boys only. We hope to continue this success in 2024 and further develop our curriculum to stretch and challenge our students.

The department currently consists of eight core staff with a wide variety of skills and experience. In addition, we are a teaching school and the department has and continues to support training and newly qualified English teachers with great

success. We work closely with the school librarian to deliver library lessons across KS3 where students have an opportunity to change their books and also undertake activities associated with their current study.

At KS3 we have designed our curriculum to gradually build up GCSE skills through the study of a variety of novels, poetry, drama and nonfiction texts. We undertake GCSE study in year 10 and 11 and students currently study *Macbeth*, *Pigeon English* and *Jekyll and Hyde* as our set texts for the literature exam. The library is central to supporting the wider reading of our students across all of their curriculum subjects and we look forward to expanding our online catalogue.

As part of our drive to improve literacy across the school we have been working alongside other departments to raise standards of literacy using vocabulary instruction in all lessons. DEAL or 'drop everything and listen' time is a weekly activity where KS3 students are encouraged to actively read as a group during lesson time and discuss what they read with their teacher; studies have shown



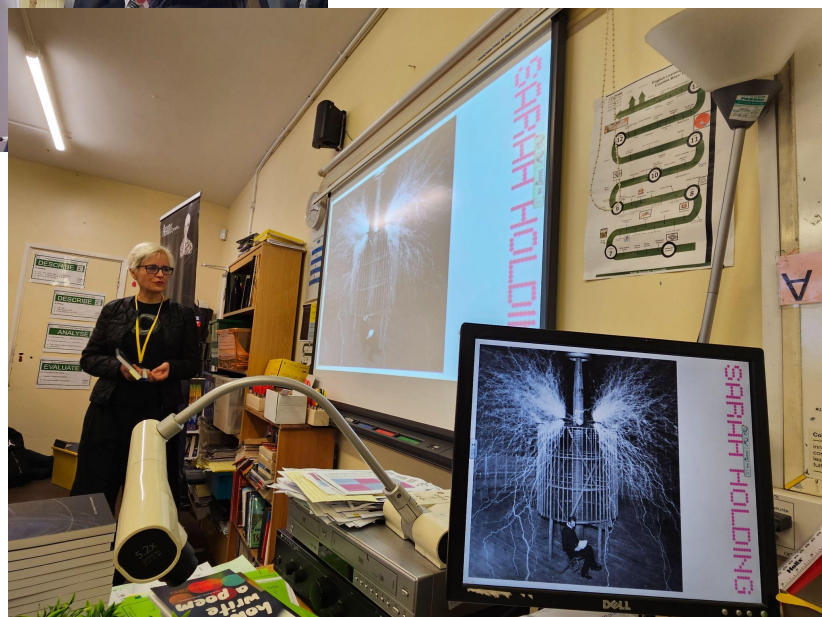
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this group discussion of texts improves both enjoyment of reading and literacy skills in students. Furthermore, National Poetry Day and World Book Day are central to our library and department calendar and we celebrate these days through creative workshops with poets, authors and book illustrators. Last year, the library and English department held our first 'Coombe Literary Festival' which is something we would like to grow and develop over the coming years.



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Job Description: Library Manager

Department or area: English Department

Responsible to: Head of Department

Responsible for: N/A.

Purpose of the post:

- Management of the school library.

Professional Values and Practice:

- Communicate effectively and professionally with all levels of staff, external organisations, pupils and parents.
- Understand the contribution that support staff and other professionals make.
- Contribute to and share responsibility in the corporate life of the school.

Responsibilities:

Results, Achievements, Standards

- Support the policies and practices for School Administration which reflects the school's commitment to high achievement and effective teaching and learning.
- Support the shared understanding of the importance and role of the School Office in contributing to pupils' spiritual, moral, cultural, mental and physical development, and in preparing pupils for the opportunities, responsibilities and experiences of adult life.

Teaching and Learning

- Support staff in their drive to raise standards of teaching and learning.

Student Development and Well Being

- Contribute to a purposeful learning environment where learners feel safe, secure and confident.
- Support staff to manage learners' behaviour constructively and promote self-control and independence.
- Understand and participate in the contribution made by the pupils' understanding of the duties, opportunities and rights of citizens; how to recognise and deal with racial/homophobic stereotyping.
- Support the development of:

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- Effective communication and engagement
- Young person development
- Safeguarding and promoting the welfare of the child
- Support transitions
- Multi-agency working
- Sharing information

Relationships with Parents, Schools and Community

- Support the partnership with parents to involve them in their child’s learning and support the provision of information about curriculum, attainment, progress and targets.
- Ensure the parental contact is friendly, supportive and professional.
- Ensure relationships with the wider community, other schools and external organisations is professional informative.

Learning and Growth

- Managing own learning and performance.

Main responsibilities and tasks:

- To organise and run a reading club for each year group.
- To supervise and manage the library.
- To develop, organise and manage a team of student librarians.
- To develop links with authors and poets.
- To manage the library budget.
- Coordinate the purchasing of books to link with curricular needs.
- Assist with activity days, house competitions and activities.
- Cataloguing and maintaining resources.
- Assist in the development of the Coombe Big Read initiative.
- Work closely with SEND department to develop literacy skills amongst those who find reading challenging.
- Work to ensure that the role of the library is at the centre of school and student life.
- Maintain library displays and noticeboards.
- Ensure resources are maintained, secure and fit for purpose.
- To perform any other duties which the Headteacher may reasonably require.

School Development Plan Focus:

- To action relevant aims of the School Development Plan in line with school strategies direction as indicated by the Line Manager.

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Appraisal:

- Participate in any arrangements within an agreed national framework for the appraisal of performance.

Key Internal Relationships:

- Headteacher and Senior Leadership Team, teaching staff, support staff, pupils and students.

Key External Relationships:

- Other relevant organisations, community partners, borough staff, other schools in and out of borough, parents, visitors to the school.

Budget Responsibilities:

- N/A

Health & Safety:

- Ensure health and safety and safeguarding regulations are observed at all times.

Terms of Employment

Time

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Time in accordance with the school's published Time Budget policy. Coombe Boys' School has a local agreement regarding cover.

Undertaking other duties as may reasonably be expected

NB This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultations with the post holder.

Records, reports and other written work

The post holder may be responsible for producing, consulting on and presenting written records and reports to: Line manager, Senior Leadership, Governors, other teams/audience (as appropriate). Other terms as School Teachers Pay and Conditions Document 2005

Agreed by: _____

Date: ____/____/____

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Person Specification: Library Manager

The following comprises the qualifications, personal qualities, skills and experience required to fulfil the duties as outlined in the job description.

Qualifications

Essential:

- GCSE grade C (or equivalent) or above in both English and Mathematics.
- Requirement to participate in training/development as/when identified by line manager as essential for the performance of the post.
- Willingness to participate in other development training opportunities.

Desirable

- Relevant qualification in Librarianship.

Experience

Desirable:

- Experience of working in a school library.
- Proven experience of working with children of relevant age in a learning environment.
- Good working knowledge of Google apps including GMail, Drive, Docs and Sheets.
- Experience of using a database.
- Experience of using Arbor.
- Hold a First Aid certificate or be willing to be trained.

Personal and Professional Skills and Attributes

Essential:

- Have a warm and approachable disposition.
- Be well organised and efficient.
- Ability to establish and maintain systems which enable the library to function effectively.
- Highly motivated and enthusiastic.
- Ability to engage constructively with, and relate to, a wide range of young people from different backgrounds.
- The ability to motivate and enthuse students.
- The ability to work constructively as part of a team.
- Ability to work effectively with teaching staff.
- Ability to work on own initiative and prioritise workloads to meet specified deadlines.

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- Ability to self-evaluate learning needs and actively seek learning opportunities.
 - Ability to demonstrate and promote good practice in line with the ethos of the school.
 - Understanding of safeguarding issues and promoting the welfare of children and young people.
 - Suitability to work with children.
 - A solid belief in the inclusion of all students in a full educational experience.
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‘This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment’

Website: www.coombeboysschool.org
 Facebook: www.facebook.com/CoombeBoysSchool
 Twitter: [@CoombeBoysNews/@CBSHeadteacher](https://twitter.com/CoombeBoysNews)
 YouTube: [Year 7 Welcome Video](#)

**Coombe Boys’ School
 College Gardens
 Blakes Lane
 New Malden
 KT3 6NU**

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