

Librarian / Cover Supervisor

Job Description

About St Gabriel's:

Founded in 1929, St Gabriel's is a thriving co-educational independent day school for children aged 6 months to 18 years. The key to our success is providing a balanced and inspiring education within a community based on mutual respect and collaboration, creating an environment where pupils are confident, engaged and happy.

While justifiably proud of our pupils' academic results, we see education as being so much more than numbers and grades; we believe strongly in an all-round education and are eager for our pupils to enjoy their educational journey, rather than having their heads down as the world passes them by.



Our excellent examination results speak for themselves. At A Level, we saw 42% of grades at A*/A with 71% of entries achieving an A*-B grade, with our pupils going on to study a wide range of subjects at top universities. At GCSE, 37% of grades were at 7-9 and 22% of these were at grade 8 or 9.

In the last decade, we have successfully established the St Gabriel's Nursery and extended the co-educational offering of our Junior School to the Senior School. The Sixth Form, alongside Year 9, will accept boys from September 2024 with St Gabriel's becoming fully co-educational in September 2027.

Situated in Sandleford Priory, which dates back to the early Middle Ages, St Gabriel's is set in a beautiful Grade 1 listed building within Capability Brown parkland, which provides a gracious setting in which to work.

Role purpose: The Librarian has an important tutorial role in assisting staff and pupils finding information for various needs. Consequently, the Librarian is required to supervise groups and individuals working on library based assignments, projects and coursework. It is essential that the Librarian promotes the highest standards of private study and research in the Library and encourages pupils to see the relevance of the Library as a central resource in their everyday lives. Above all, the Librarian is expected to play a key role in promoting a love of reading and an enthusiasm for books. The Librarian will also be needed to supervise study sessions and cover sessions as required.

The Librarian will keep up to date with curriculum development and teaching resources and will advise the Principal as to recommended improvements, amendments or trends within the Library service as and when necessary. The Librarian therefore has a responsibility for her/his

own personal development and will make full use of advisory services and in-service training sharing knowledge and expertise with others.

Whilst the Librarian inevitably works in professional isolation, it is expected that she/he will play a full and active role in every aspect of school life.

Reporting to: The Librarian is responsible to the Principal for the effective management of the School Library. The immediate management of the position is delegated to the Head of English.

Hours of work: 8.15am – 4.15pm during term time, plus 6 INSET days and an additional 10 days in school holidays.

Responsibilities:

- 1) To organise and manage the School Libraries in keeping with the Library strategic development plan, as agreed with the Principal through 'strategic conversations' in annual 'Futures Thinking' meetings.
- 2) To initiate subsequent changes which will promote the development of the Library and its use by both pupils and staff throughout the School
- 3) To prepare and manage the Library budget, providing estimates to ensure stock supports current curriculum needs, pupils' interests and development
- 4) To select, acquire and promote new stock to meet the needs of our pupils and staff ; ensuring subject fields and professional development needs of teaching staff are met
- 5) To maintain stock and make informed decisions on withdrawal and replacement of worn-out or out of date materials.
- 6) To implement and monitor systems for effective retrieval, systematic indexing, classification and cataloguing of the entire library's resources using appropriate software.
- 7) To assist in the School's development of pupils' information skills, including the development of bibliographical and information retrieval.
- 8) To guide and assist pupils with appropriate strategies for the selection of information sources to undertake assignments effectively and with a high degree of scholarship.
- 9) To guide and assist pupils in the effective use of specific sources
- 10) To guide and assist pupils with the choice of literature to meet curricular and leisure needs.
- 11) To appoint, train and enthuse pupil librarians to assist in the day to day running of the School Libraries.
- 12) To promote and organise extra-curricular book clubs for pupils
- 13) To cover lessons, study periods, exams and other sessions as required.
- 14) Attend Open Days, outings and events as required.
- 15) Implement the provisions of the school's Child Protection policy.
- 16) Improve personal performance by attending training sessions as required.
- 17) Undertake any other professional duties which fall within his/her capabilities and which may be reasonably requested or required.

Pastoral Care and Welfare of pupils and staff

Pastoral care at St Gabriel's supports the learning, behaviour and welfare of all our pupils.

The pupils in our care are individuals and we recognise that every pupil arrives at the school with potential and must be able to succeed in our environment. Each pupil and their parents are therefore entitled to and receive support, which is adapted at every stage of their development according to their needs.

St Gabriel's aims to sustain excellent standards of pastoral care. The school thrives on all staff being courteous to colleagues and providing a welcoming environment to visitors and telephone callers. The school is committed to the ongoing support of existing staff through INSET on important issues relating to the welfare of children and to the training and support of new staff through its programme of induction.

We promote moral and spiritual values through the quality of relationships between pupils and between pupils and staff; commitment to the care of others remains paramount to the ethos of the school.

Person specification:

The successful candidate will be;

- Highly personable and approachable with a professional manner.
- Passionate and enthusiastic about literature.
- Cooperative, helpful and accommodating nature.
- Able to motivate and encourage pupils.
- Ability to use initiative to lead the school Library.
- Professionally discreet and able to respect confidentiality.
- Commit to working in a collegiate way.
- Experienced working within a library environment is (highly desirable).

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection (Safeguarding) Policy and Safeguarding Guidance at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's Designated Safeguarding Lead or to the Principal.

Salary & benefits:

- The salary offered is dependent on skills and experience
- Generous contributory pension scheme
- Group Life Assurance
- Perkbox - retail discounts and wellbeing content
- Financial Advice Service
- Free parking
- Free lunch, tea and coffee



Method of Application:

Please apply by completing an Application Form (either through TES, or the St Gabriel's application form found on the website) to hr@stgabriels.co.uk. Closing date for applications is midday on 24th July 2024.

Interviews will take place on 5th August 2024.

This role will commence September 2024.