



Librarian & Resource Manager

Candidate Information Pack April 2022

Learning Today: Leading tomorrow

About our school

Bentley Wood High School, Clamp Hill, Stanmore, Middlesex, HA7 3JW

Our School

Learning today: leading tomorrow

At Bentley Wood High School for Girls we are proud of our fine record of academic achievement within our safe, caring, stimulating environment where pupils learn happily and well. We encourage each girl to develop a wide range of skills and interests, to achieve her personal best and to work co-operatively with consideration for all members of our learning community at all times.

As a single sex school, we recognise that research has shown that our environment empowers girls to maximise their potential, participate fully in all areas of school life and achieve their very best.

Bentley Wood High School is a rich and diverse community. We celebrate our diversity and welcome further opportunities to learn from each other. Our partnership with parents is a strength of the school. Parents consistently provide positive feedback and are very supportive of the school through our Parent Voice group.

We are extremely lucky to be in a school in such a beautiful natural setting. Bentley Wood High School has been described by parents as the 'hidden jewel in the crown' however; our most important treasures are our students and staff.

I very much look forward to meeting you.

Dr Janice Howkins OBE

Headteacher



Job Description:

Librarian

Job Title: Librarian
Hours: 8.00am-17.00pm (40 hrs p/wk)
(Term time only + 2 weeks)
H7

Purpose: To actively support students in their journey as readers to allow them to access and engage with literature. To work together with our committed team of staff to promote reading to all our students and to provide an excellent quality reading provision for students of all ages, abilities and backgrounds. You will be responsible for the management of the library, including internal fitting and stocking, and ensuring the purchase, cataloguing, tagging and organisation of all resources.

Responsible to: Assistant Head Teacher

Main Duties and Responsibilities

1. To be committed to and to promote the school's vision, aims, objectives and values.
2. To be committed to safeguarding and promoting the welfare of children, there will be a high involvement in regulated activity relevant to children. Please see our Child Protection Policy.

Library

1. To lead, develop and maintain a comprehensive Library in order to:
 - effectively support the curriculum;
 - promote reading at every level;
 - promote literacy
 - support individual study and research;
 - develop learning resources for Bentley Wood High School students, staff and the local community that are vibrant and use innovative multi-media resources;
 - support out-of- hours activities and community learning;
 - lead and contribute towards the creation of a friendly, dynamic and pleasurable learning environment;

Stock/Resource Management

1. to take responsibility for managing the Library resources, including budget and stock control;
2. to maintain equipment available to staff and students from centrally held resources;
3. to keep resources in the Library very well organised and in good order;
4. to maintain the currency and relevance of the book stock and other resources (periodicals, maps, digital resources);
5. to organise the arrangement of stock;
6. to undertake an annual stock-take to update both the Library stock and the catalogue;
7. to organise efficient procedures and systems for delivery of library services. Fully utilise electronic systems of issuing/returning books;
8. to liaise with external providers regarding stock, purchases, and subscriptions, and their renewal as required;
9. select and continually review resources to support the information needs of the school;
10. lead and coordinate displays, special events and activities to support learning;

Promotion of Reading

1. to help ensure that students develop a love of reading, the habit of reading for pleasure and that they become lifelong readers. Managing independent reading by giving guidance and advice to students and staff in order to provide an inspirational learning resource;
2. consistently innovate and create half termly promotions/ displays/events that ensures the Library is keeping abreast of developments in literature and technology;
3. ensure that the Library is a multifunctional and a focal point for student learning;
4. participate in meetings with staff, senior, strategic and middle leaders and School Improvement Groups relating to curriculum planning, and also other activities such as Open Evenings, relevant to the promotion of the Library as a visible and integral part of the school community. develop strategies to foster a love of literature and reading, both fictional or material beyond/outside the examined curriculum;
5. promote quality literature and authors, including the arrangement of appropriate author and poet visits and organise a variety of events and regular enrichment activities to promote reading and the use of the library across the academic year including a weekly after school enrichment activity.
6. promote the habit of independent learning;
7. research and disseminate relevant teaching and learning literature to teaching staff;
8. liaise with departments to support their teaching and learning needs in relation to services offered by the Library;
9. foster effective links with parents/carers and the local community to promote and support the use of the Library;
10. promote and supervise the Library as a resource for enrichment activities and community learning

Supporting Teaching and Learning

1. to supervise and assist students in their private studies, projects and research using both paper-based resources and electronic information;
2. teach library skills, information retrieval skills, revision and study skills to students;
3. to develop and promote students' literacy, information handling, research and study skills;
4. promote and support users of the Library with their digital literacy needs;
5. to organise extra-curricular activities;
6. to assist with photocopying and printing;
7. facilitate and supervise the use of mobile technology in the Library;
8. work closely with the IT team to ensure technology services are fully operational;
9. liaise regularly with teaching staff to ensure that resources are available and match the key requirements of the school curriculum, liaising with MFL, EAL and English departments to further develop knowledge-specific literature and resources;
10. to offer advice and support to Heads of Department with regard written texts and resources and assist with the professional development of staff to help them use the library's resources more effectively and identify current and future resources and information needs;
11. to learn how to teach phonics to small groups and deliver small group phonics sessions;
12. to jointly lead the Reading School Improvement Group

Other Duties

1. to produce written reports as and when required;
2. to contribute to and support the production of the school newsletter, including proof reading;
3. to comply with all the requirements of health and safety legislation and school policy taking appropriate action where necessary;
4. to work within, support and promote the school's Equal Opportunities Policy;
5. to undertake such other duties as directed by the Headteacher and/or Deputy Headteacher commensurate with the grading and nature of the post;
6. to provide first aid support, training to be provided;
7. to use flexible time responsibly and to be punctual and maintain a high level of attendance.
8. to seek actively opportunities for professional development and attend and undergo suitable training.

All staff are required to participate in training and other learning activities and in performance management and development, as required by the school's policies and practices.

To comply with any reasonable requests from a leader/manager to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

Person Specification:

Qualifications	Essential	Desirable	How measured
Degree or equivalent		✓	Application/ Certificate
Attainment of Maths and English GCSE qualifications or equivalent	✓		Application/Certificate
Evidence of professional development	✓		Application and interview
Skills & Experience			
A high level of initiative, energy and enthusiasm	✓		Application, references and interview
Be able to communicate clearly and accurately both on paper and orally and to have a good command of English	✓		Application, references and interview
Be able to show initiative and know when to ask for guidance	✓		Application, references and interview
Be well organised, able to prioritise and good at starting and completing tasks	✓		Application, references and interview
The ability to work as a member of a team and to have sensitivity and tact in dealing with a wide range of young adults and people	✓		Application, references and interview
The ability to remain calm under pressure, maintain complete confidentiality and discretion at all times	✓		Application, references and interview
Experience of using management information systems (Arbor)		✓	Application, references and interview
Have good word processing skills and the ability to use Word and Excel	✓		Application, references and interview

Have knowledge of Health and Safety and risk assessment procedures		✓	Application, references and interview
Have or be willing to complete full First Aid training	✓		Application, references and interview
Qualities			
Commitment to student safeguarding and well being	✓		Application, references and interview
A commitment to the positive behaviours of students	✓		Application, references and interview
Commitment to equal opportunities	✓		Application, references and interview
A willingness to share in the school's educational vision	✓		Application, references and interview
Strong team player	✓		Application, references and interview
Self-motivation and a sense of initiative	✓		Application, references and interview
Open and transparent work ethic	✓		Application, references and interview
Flexible and adaptable in approach and hours if necessary	✓		Application, references and interview
Professional conduct and personal integrity	✓		Application, references and interview