



Feltonfleet

PREPARATORY SCHOOL

Librarian Job Specification Full or Part-Time Required for **September 2019**

Key Role and Person Specification

- He/she should enjoy working with children and have a love of books and a strong interest in children's literature – both classic and contemporary
- Previous library experience would be helpful and/or previous experience working with children in a school or other learning environment
- Support and contribute to the school's responsibility for safeguarding all of its pupils
- Ability to deal confidently and sensitively to children's individual needs
- Ability to work as part of a team or independently
- Ability to communicate well within the school
- Strong organisational and IT skills

Role and Responsibilities

Feltonfleet has two libraries, one for the Lower School (Years 3-4) and one for the Senior School (Years 5-8). The Librarian is required to manage, develop and promote both libraries providing an effective resource to all pupils and staff. The Librarian is responsible for the following areas, although the list is not exhaustive

- Inspire a love of learning and reading throughout the school
- Maintain good quality reading resources and a well-ordered, welcoming environment in keeping with the ethos of the school
- Be well-informed about newly-published literature for children and developments in literacy
- In consultation with staff, maintain a department development plan and a school reading policy
- Liaise with subject staff to ensure that library resources support departmental requirements
- Provide literacy support and development, in communication with the English Department
- Manage the administration of the Accelerated Reader program
- Support class library sessions alongside the teachers
- Assist pupils in their choice of reading matter, being sensitive to their needs and recommending suitable titles
- Supervise access to the library at break times, lunchtimes and before school
- Organise and run regular book clubs as necessary for pupils and parents
- Organise and run a Book Fair and book-related activities in Book Week (normally October) and again near the time of World Book Day (usually in March)

- Support and administrate enrichment events such as World Book Day by organising author visits and literacy workshops
- Create up to date and interesting displays
- Create and maintain reading lists for each year group
- Run library competitions, holiday reading schemes and other activities to promote a love of reading
- Organise and select books for annual Prize Day
- Encourage and supervise pupil librarians and library helpers
- Publish a library news page on the school website and submit articles for the school newsletter
- Attend Inset training, staff meetings and welfare meetings as required by the Headmistress
- Dispose of old stock as appropriate
- Manage and develop the physical layout, furniture and fittings of both libraries
- Prepare and submit estimated yearly budget to the Bursar
- Manage spending in order to replenish and update stock, and purchase additional resources
- Manage a computerised catalogue system of stock and pupil records
- Keep accurate and up to date records of all resources
- Oversee issue and return of resources

Feltonfleet School

Feltonfleet is a thriving, co-educational day and weekly-boarding prep school located near the A3 in Cobham, Surrey. There are 400 pupils on roll, of which 80 are in the Pre-Prep. The School is set in 30 acres of woodland and grounds, and presents a marvellous working environment. It has charitable status and there is a board of Governors.

The Headmistress is Mrs Shelley Lance, who commenced leadership of the school in January 2018. There are 45 full-time teaching staff and a large support team. We follow a Monday to Friday routine, with matches for prep school pupils on Saturday mornings.

Feltonfleet was judged as “*Excellent*” by ISI in 2018 and we move forward with excellence as our byword. All members of staff are expected to demonstrate a positive work ethic alongside a spirit of collaboration and mutual support for one another. The School provides an excellent framework for professional development with extensive INSET and training.

The approach to teaching and learning at Feltonfleet is exciting, progressive and challenging. Change is eagerly embraced by colleagues and pupils who share a passion for learning, finding new and better ways of doing things. Feltonfleet is a leading light in its use of digital technology in the classroom with Chromebooks, iPads and Google Docs. Creativity, thinking skills and instilling a thirst for independent and collaborative learning are at the heart of our approach. A culture of lifelong learning is well established.

Staff are well supported through a Professional Development Review programme which encourages colleagues to seek appropriate courses. The School has a strong internal programme of INSET and is constantly seeking to raise standards.

Demand for places in the School is considerable.

Safeguarding and Child Protection

The successful candidate will be expected to commit to the following:

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 Safeguarding Policy and Child Protection Statement 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 Headmistress.

The successful candidate will be required to provide an enhanced CRB Disclosure. In seeking references on short-listed candidates, the school may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

Applications

A brief letter of application, and a completed and signed application form should be addressed to the Headmistress, Mrs Shelley Lance, as soon as possible.

The Assistant Head (*Teaching & Learning*) would be delighted to talk on the phone to any candidate who would like to know more about the post. They can be contacted at the School (01932 862 264), or by email: Assistant Head: simon.pomeroy@feltonfleet.co.uk.

Details of the post and application forms are available on the school website - www.feltonfleet.co.uk - or from the Headmistress's PA, Mrs Heidi Tripp: hmpa@feltonfleet.co.uk or 01932 862 264.

Closing date: 4pm, Friday 10th May 2019

Interviews during the week commencing 20th May 2019

Shelley Lance
May 2019