

JOB DESCRIPTION

POST TITLE: Head of Library Services

RESPONSIBLE TO: Director of Studies

We believe that the LEH school libraries are and should be at the heart of the school's academic and extra-curricular activities. The primary role of the Head of Library Services is to lead this important area of school life, coordinating with SMT, Heads of Department, teaching staff and pupils. This is the equivalent to a Head of Department role.

The Head of Library Services should promote the libraries' key goals:

- nourish intellectual growth by fostering scholarship
- develop a culture that promotes wider reading, motivated readers and learners for life
- provide a flexible space with a wide and inclusive range of resources to support learning and teaching throughout the school
- support teaching staff with resources and research ideas, and in developing the pupils as effective, creative and independent learners

MAIN DUTIES AND RESPONSIBILITIES

Planning and Development

- Develop a vision and implement a strategy for the Learning Resource Centre (LRC) which reflects the educational philosophy of the school
- Organise and manage the LRC, ensuring its effective use by classes, groups and individuals, with equality of access for all pupils and staff to high quality learning resources
- Select, acquire, organise and promote physical and digital resources to support teaching and learning throughout the school. Select fiction and non-fiction stock in consultation with Heads of Department.
- Contribute to curriculum and personal development by liaising with all departments through attendance at Heads of Department and staff meetings, as well as with individual members of the teaching staff, to support girls with study and life skills
- Train, supervise and manage library staff, undertaking staff professional reviews and inducting new staff as appropriate
- Deliver new staff induction to the LRC and Sixth Form Library and refresher INSET for all staff as new digital and physical resources become available
- Recruit pupil Library Assistants, supervising and training them and rewarding their achievements
- Maintain an awareness of current developments and innovations in information and library management, education and children's literature
- Develop and maintain links with other libraries and relevant organisations (e.g. Hampton School, SLA, GSA/HMC and the Independent Schools Library Group, county education advisers, Public Library Service, universities and colleges and museums)
- Monitor and evaluate the effectiveness of the services provided by the LRC and its impact on teaching and learning
- Take responsibility for and manage the LRC budget, including the preparation of budget bids and estimates

Support for staff and students

- Plan and deliver induction sessions for all new pupils to the LRC and oversee the delivery of induction to the Sixth Form Library to support the development and teaching of information literacy and learning skills
- Reinforce these skills and provide information to all pupils when new resources become available
- Support and advise staff and pupils in the selection and use of information resources to support both their academic studies and reading for pleasure
- Promote reading and the enjoyment of reading in all its forms
- Promote and publicise the services provided by the Library to the whole school community, including overseeing the Assistant librarian in the design and maintenance of Firefly pages to increase student and staff access to resources
- Supervise pupils using the Library for independent study and maintain a welcoming, supportive atmosphere conducive to positive learning experiences
- Facilitate Book Groups to support literacy and widen reading; actively encourage and support a Reading for Pleasure scheme within the whole school
- Develop other activities during the lunch break which reduce screen time and facilitate Digital Detox

Library and Library Services maintenance:

- Day to day management of LRC and the provision of library resources and services across the school, including labelling, shelving, cataloguing, issuing
- Classification and cataloguing of stock as needed
- Carry out stock checks to ascertain replacement needs
- Management, monitoring and analysis of resource use, circulation and borrowing from library services
- Management and maintenance of periodicals and subscriptions
- Management of the Eclipse Library Management System throughout the school, including the Junior School
- Supervise girls during recesses and private study as required
- Promote LRC use and stock by means of displays, events and activities

Personnel management

- Line manage the Assistant Librarian - Sixth Form Library
- Collaborate with the Junior School librarian

Safeguarding

- To adhere to School policy on safeguarding and updating training as required.
- To ensure the safeguarding and well-being of children and young people at the School in accordance with School policies.

This job description may be subject to review from time to time in liaison with the post holder.

PERSON SPECIFICATION

	Essential	Desirable	Assessment (Application Form/ Interview/Reference)
An honours degree and sufficient relevant skills to support all the requirements of the post	✓		AF / I / R
An MSc in Library Science or equivalent	✓		AF / I / R
A CILIP chartership		✓	AF / I / R
Excellent organisational skills with proven ability to prioritise, work to deadlines and manage competing demands	✓		AF / I / R
Excellent IT skills and understanding - MS Word, Excel & PowerPoint	✓		AF / I
Good written and oral communication skills	✓		AF / I / R
Awareness of current developments and innovations in information and library management, education and children's literature	✓		I

MAIN TERMS OF APPOINTMENT

Hours of Appointment

This is a permanent position for 37.5 hours a week (8:30 am - 5.00pm) Monday to Friday, for 34 weeks a year, term time plus 2 weeks (additional weeks to be agreed with the Director of Studies).

This does not include a one-hour lunch break, which is unpaid.

Notice Period

During the 6 month probationary period, the period of notice will be two weeks on either party. After a successful completion of the probationary period, the notice will be 3 months or the statutory minimum, whichever is greater.

Salary

As this is a term time post plus 2 weeks, the actual salary will be £27,813 - £35,958 per annum depending on experience, based on a full time equivalent salary range of £35,206- £45,516 per annum.

Holiday Entitlement

You will be entitled to paid holiday and bank holidays pro rata to that of a full time post (25 days leave, plus 8 days' bank/public holidays per annum). Your salary is calculated to cover your weeks of work and your holiday entitlement. As this is a term-time only post, you are not entitled to take any annual leave during term time.

Pension

Non-teaching staff may join The Lady Eleanor Holles School's Stakeholder Pension Scheme. This is a defined contribution pension scheme; provided the employee contributes 6% of gross salary, the employer will contribute a further 10%.

Other Benefits

- Free lunches, tea and coffee
- Generous occupational sick pay scheme
- 'Care First' Employee Assistance Programme
- Occupational Health Service

- Learning and development opportunities, including financial support for postgraduate study
- Christmas closure (non-contractual)
- Cycle to work scheme
- Free car parking on site
- Library facilities open to all
- Use of 25-metre swimming pool at specified times
- Staff receive free or reduced price tickets to attend the excellent school drama and music productions
- School fee reductions for LEH; the school also has an arrangement for fee reduction at Hampton Boys' School
- The school offers a rent or mortgage allowance subsidy for new permanent teaching/non-teaching staff appointed on the first or second point of the LEH pay scale.

Statutory Checks

An offer of employment is conditional on the following:

- Sight of your passport and verification of Right to Work in the UK
- Sight of two other forms of I.D. e.g. driving licence with paper counterpart, recent utility bill/bank statement showing home address (and dated within 3 months)
- Sight of the original of your marriage certificate (if applicable)
- Sight of the originals of your relevant qualifications
- A check of the Barred List/List 99 check
- A satisfactory enhanced DBS criminal record check
- Satisfactory completion of a Medical Questionnaire
- Check of employment history (including satisfactory explanations for any gaps)
- Satisfactory replies from your nominated referees.
- Overseas checks (where applicable)

An application pack is available from the school's website www.lehs.org.uk.

Applications must be made on the school's own form, to include a supporting statement, and should be sent to personnel@lehs.org.uk.

The closing date is noon on 16th May 2019, but applications will be dealt with on receipt and interviews may occur at any stage.

CVs will not be considered and should not be submitted.

The Lady Eleanor Holles School

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Tel: 020 8979 1601

personnel@lehs.org.uk

Registered charity no. 1130254

Lady Eleanor Holles School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service