

APPOINTMENT OF A SCHOOL LIBRARIAN (temporary position)

CONTEXTUAL INFORMATION

We are looking to appoint a School Librarian to help manage our vibrant library service working as part of our Independent Study Centre.

The purpose of this role is to provide a wide range of resources to facilitate teaching and learning throughout the school and foster a reading and information culture that encourages committed lifelong learners.

The School Librarian plays a key role in facilitating independent learning and reading for pleasure with individuals or small groups of learners. This is done through organising reading groups, reading schemes, author visits and quizzes etc. The role also has oversight of the student librarians and management of the school library trolley, taking books out to the school. The post holder will also have the opportunity to participate in whole school initiatives such as inter college challenges, extracurricular clubs, sports day, assisting with form group activities etc.

Resources

The ISC is open to all students before and after school, break and lunchtime and is a popular and well used resource. We have a range of resources including books, newspapers, magazines, information files, software packages and DVDS. Non-fiction stock is organised using the Dewey Decimal Classification system. We currently have 30 networked PCs with printing, photocopying and scanning facilities. In 2010 a mezzanine level was completed to provide a Sixth Form study area with access to 8 networked PCs.

Working Hours and Holiday Arrangements

This post is advertised as 20 hours and 50 minutes per week and term-time, plus one-week staff learning days per annum.

The working pattern is 11.00am to 3.10pm, Monday to Friday.

Support staff who work term-time only may not take any holiday during term.

Grading of the Post

The pay system in operation uses a banding system, and this post is aligned to Band D representing the job weight of the post.

Payment is made monthly at the end of the calendar month direct into a nominated bank or building society account. Cost of living rises are awarded for all staff on or around 1st April each year, except during national wage freezes. Increments until the top of the scale for the post has been reached are automatic each April, as long as a minimum of six months has been completed by the time of the first increment. For example, if starting in September, the increment would be paid the following April, but if starting on 1st December, the first increment would not be paid until six months had elapsed, that is on 1st June.

Induction and Professional Development

An induction programme will be developed for the successful applicant and a programme of support and training will be given. After the induction period, a planned professional development programme will be agreed, linked to the competency-based performance review system, which is carried out in school for all staff.

The Organisation of Staff at Stratford upon Avon School

There are over 200 staff employed at the school, with slightly less than half being support staff. We aim to be a cohesive, inclusive workforce, and we operate in a professional environment of respect, with the overriding purpose for every post in the school being to support the learning of our students.

We take seriously the wellbeing of our staff, and believe that everyone has a vital contribution to make to the life and vibrancy of the school. We operate a wellbeing programme; all staff have

the opportunity to be involved in school improvement activities, and to contribute to student development through co-tutoring, mentoring and other areas appropriate to their role and expertise. Other opportunities involve running extra-curricular clubs, accompanying school trips, leading an assembly, getting involved in sport (e.g. Staff running and football clubs), and participating in staff social events.

Start Date

It is anticipated that the successful candidate will be able to start as soon as possible after interview. However, we will always appoint the individual who we believe to be the best person for the job, and if there is a delay whilst extended notice is worked, then that is accepted.

Interviews

A date for interview has not been set but will be within 2 weeks of the closing date.

Stratford upon Avon School is a friendly school, with high expectations for the attainment and behaviour of our students, and with a supportive ethos for all staff.

I hope you find this opportunity of interest and we look forward to receiving your completed application form. Meanwhile if you have any questions or queries about the post, please contact me at the school on 01789 268051.

James Hill Assistant Headteacher