

Godstowe

Librarian

Working hours: 40 hours per week during term time; 8.30 – 4.30pm Monday to Friday during term time with an additional three weeks per annum to be worked during the School holidays.

Location: High Wycombe, Buckinghamshire

Salary: Competitive depending on experience

Starting: January 2024, or as soon as possible thereafter

Godstowe Preparatory School is a thriving independent day and boarding preparatory school with a rich history of academic excellence. Our commitment to providing a holistic and inclusive education has been the cornerstone of our success. The School sits in a 12-acre parkland site on the northern outskirts of High Wycombe. The School comprises a number of buildings, some dating back to the early 1900s, as well as brand-new purpose built facilities, such as our 25m four lane indoor swimming pool.

Godstowe places reading and the Library firmly at the heart of our school. We are looking for an enthusiastic and experienced librarian to manage our Library, encouraging a love of reading amongst all the girls and providing a professional library service to pupils and staff. The role also involves coordinating the Accelerated Reader scheme, which is firmly embedded in the English curriculum.

Overview

The role involves the management, development and promotion of the Main School Library, to ensure that an effective library service is provided to all pupils and staff. The Librarian maintains the high profile of reading across the School. They coordinate the Accelerated Reader scheme to ensure its continued success, and also advise Pre-Prep (Lodge) staff over the running of their library.

The Librarian has Head of Department status and reports directly to the Head of English.

Key Responsibilities in the role:

- Planning and overseeing the organisation and management of the Library, including control of the budget for Main School and Lodge libraries. Preparation of budget bids.
- Selection and acquisition of book and non-book resources to cover the full age and ability range of the school.
- Liaising with staff to ensure that the Library reflects the curriculum and needs of the school.
- Keeping up to date with new publications for children.
- Creating a welcoming atmosphere in the Library.
- Encouraging a love of books and reading for pleasure.
- Providing individual reading advice to girls in lessons and during the lunch breaks.
- Responding to queries from parents about reading.
- Creating displays and activities to promote reading and the Library.
- Running library lessons in collaboration with English teachers.
- Coordinating the Accelerated Reader scheme for Years 3 to 7. Setting up at the start of each year, training of new teachers, awarding prizes and certificates, liaising with English and Learning Support teachers over interventions.
- Working with academic staff to ensure that pupils are information-literate.
- Proof reading of reports each term, as directed by the Assistant Deputy Head Teaching & Learning.

- Oversee the Honours Reading Scheme and Carnegie Book Shadowing, as directed by the Head of English.
- Cataloguing and processing of new stock (using Oliver).
- Stock revision and maintenance, including regular stocktakes.
- Maintaining the database of library users.
- Day to day running of the Library.
- Training and supervision of Library Monitors.
- Supervision of the Library during the lunch breaks.
- Collection of library and Accelerated Reader statistics, to be presented to SLT or ISI inspectors as required.

Key qualities:

- Educated to degree level, ideally with a qualification in librarianship.
- Experienced in working with children, preferably in a school library environment.
- Knowledgeable and enthusiastic about children's books.
- Committed to creating a safe and happy learning environment.
- Comfortable with technology (the school uses Capita Reading Cloud, Microsoft Teams, Google Classroom).
- Able to work independently using their own initiative.
- Organised and calm in busy situations.
- Innovative - looking for new ways to inspire the girls and to develop the Library.
- Patient, with a sense of humour.

Benefits that come with working at the School:

- Quality pension scheme
- Significant discount on school fees
- Complimentary lunches
- Car parking
- Use of school facilities, including our indoor swimming pool

Visits to the School prior to interview are warmly welcomed. To arrange a visit or if you would like more information about the role, please contact us at: HR@godstowe.org

How to Apply:

Please do so by clicking on the 'Quick Apply' button at: [Tes Advert]

Alternatively, please download the Application Form at: <https://www.godstowe.org/our-community/vacancies> and having done so send it to: HR@godstowe.org

Closing date: 8am on 12th December 2023

Interview: from 14th December 2023 onwards.

Please note that the School reserves the right to interview on receipt of applications and to appoint prior to the deadline, so early application is recommended.

If you have any questions do not hesitate to connect us at HR@godstowe.org

Godstowe School is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. The successful candidate will be subject to an enhanced DBS check before taking up the post, along with pre-employment safeguarding checks.