



Chigwell School

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Senior School Librarian- Term Time Plus /Permanent Job Description



Introduction

An opportunity exists for well-qualified, energetic and committed individual to become librarian. The new School Librarian will manage and develop all aspects of the Senior School Library to meet the needs of pupils and staff and will play a key role enhancing teaching and learning at Chigwell School

Background

Founded in 1629 by Samuel Harsnett, the son of a Colchester baker who went on to become Archbishop of York, Chigwell School stands on its original site with the original school building still in use. However, whilst Chigwell of today is conscious of its long-standing history, it is a forward-looking, ambitious, coeducational independent school of 990 pupils aged four to eighteen. It enjoys excellent facilities, a dedicated staff, bright and hardworking pupils, and a site of 100 acres.

Chigwell School is located in the picturesque village of Chigwell just over ten miles from central London and on the Central Line. The extensive, beautiful grounds are close to the edge of Epping Forest and it is rare for a school to have so much space and yet be so close to the centre of the Capital. Most pupils are day pupils but in the Sixth Form, there is a small community of international boarders, roughly thirty from sixteen countries, and these live in four small boarding houses.

As well as being an academic school, Chigwell has the reputation for providing a rich and full education, with plenty of opportunities for all pupils who are enthusiastic, co-operative and able. Chigwell is a caring and friendly school, with a close sense of community, not least between colleagues. As the Good Schools Guide reports: *Academically, pupils are put through their paces but it all seems to be done in such a civilised and pleasant manner that you are more likely to hear pupils talk about opportunities and prospects than pressure and stress. "Anyone who wants to do well here, will do well" said one student, "and I can't think of a nicer place to succeed."*



The School Development Programme

Over recent years, the School's facilities have been extensively developed in order to enhance the educational experience that pupils receive. The development programme has included the following additions:

- 2008 Wilson Building teaching block
- 2008 Floodlit AstroTurf pitch
- 2009 Junior School library extension
- 2010 Complete redevelopment of catering facilities
- 2010 Harsnett's and Church House converted into boys' boarding houses
- 2012 The Old Chigwellian Club and land was incorporated into the school estate
- 2013 Pre Prep School completed and opened
- 2013 Two new science labs created
- 2014 Drama Centre balcony extended to provide additional music and drama rehearsal space
- 2016 The Risham Sarao Sixth Form Centre completed and opened
- 2017 Extension of Dining Hall
- 2018 Renovation of the Chapel
- 2019 Extension of Junior School
- 2020 3G football pitch constructed

The Governors have recently agreed a development masterplan and the next priorities on the School's development plan are to:

- Develop a new Sports Centre with an indoor swimming pool
- Further expand our provision of bursaries

- Expand the facilities for music



The School

Some pupils join Chigwell School in Reception and there are two classes in each of the three Pre Prep year groups. A small number of children join the Junior School at 7+ (Year 3) and there are three classes in each of the KS2 year groups. At 11+ (Year 7), there is a further entry with four or five classes making up Years 7 to 11. Again, there is a small entry into the Sixth Form. Entry at each stage is selective and although there are three main sections to the School (Pre Prep, Junior School and Senior School) these sections work closely together and there is a common ethos running throughout.

There are over a hundred teachers and together with the support staff, there is a friendly, mutually-supportive atmosphere. We place considerable emphasis on life outside the classroom and believe that the opportunities that we provide help to fulfil our Vision: To inspire our pupils to fulfil their potential and forge their path to success. The School Values are:

- Happiness First
We create a nurturing space where happiness underpins our achievements and drives us forward.
- Courageous and Resilient

We seize opportunities all around us and have the confidence to embrace them wholeheartedly.

- Innovative Approach

We adapt and evolve, influencing our changing world.

- Community of Kindness

We support and collaborate with each other, making a positive contribution to the community.

- Lifelong Learning

We cultivate curiosity, keeping the passion for learning alive beyond the school gates.



The Role

The new School Librarian will manage and develop all aspects of the Senior School Library to meet the needs of pupils and staff. The inexhaustive list below summarises the range of areas delivered by the Senior School Librarian who will play a key role enhancing teaching and learning at Chigwell. He or she will report to the Director of Teacher and Learning and line manage the Assistant Librarian and Junior School Librarian.

Administrative Responsibilities

- Develop and implement library policy which reflects the educational aims and objectives of the whole school.
- Evaluate library stock (including online resources), making appropriate additions and withdrawals with regard to the needs of the curriculum

- Create and develop a motivating, flexible learning space that is welcoming and take responsibility for the ongoing development of the library spaces
- Supervise pupils using the Senior School library
- Classify, catalogue and maintain the stock, developing e-resources
- Submit annual library budgets and monitor the budgets throughout the year
- Produce the annual development plan for the libraries
- Establish administrative routines and procedures to ensure that they are carried out to ensure the smooth running of the libraries
- Conduct an annual risk assessment and highlight any health and safety issues for library users and visitors.
- Work with the Bursar to consider how the library spaces might be extended and reconfigured.

Promotion and Development Responsibilities

- Induct new pupils and staff into the libraries offering particular support to students at the 7+, 11+ and 16+ points of transition.
- Promote the libraries to staff and pupils to encourage their wider use
- Promote a love of reading and library use through the offering of relevant activities in the libraries
- Promote recreational reading and identify titles and topics for promotion in the Senior School library
- Explore more widely online platforms that facilitate reading.
- With the English department, help to drive forwards the accelerated reader programme through not only data managing the scheme but by taking an active role in the delivery of library lessons
- Play an active role in the triangulation between academic DEAR, pastoral DEAR and the pupil when it comes to the promotion of reading.
- Play an active role in the triangulation between school, home and pupil when it comes to the promotion of reading
- With teaching colleagues, and in particular the Literacy Co-ordinator, develop strategies and resources to encourage learning and improved literacy, such as but not confined to, the promotion of a love of reading
- Liaise with departments and attend the Heads of Department and other relevant staff meetings as required.
- Work with heads of department to support libraries and resources in departments and staff rooms.
- Run structured information skills programmes and support teaching with the provision of relevant curricular information and materials
- Support the coordinator(s) of Sixth Form essays, EPQ, HPQ, FPQ and similar with their administration and delivery of these modules
- Lead the support program offered to pupils carrying out research, including those undertaking Sixth Form essays, EPQ, HPQ, FPQ and similar
- Further develop links with external colleagues and agencies to share best practice

- Organise author and poet visits, other external and internal talks, meetings, workshops, visits and clubs to encourage reading
- Coordinate World Book Day, Book Buzz, etc.
- Develop an annual Trinity Term Eisteddfod to celebrate the wider academic and cultural life of the School.
- Work with the Director of Marketing and Admissions in the use of social media platforms to raise awareness of the events and activities that occur within the libraries across the School

Personal Development and Leadership Responsibilities

- Line manage the assistant librarian and Junior School librarian
- Support training of direct reports, particularly in obtaining CILIP-certified qualifications
- Continue your own professional development by attending conferences, liaising with other librarians



The Person

We are looking for an enthusiastic and committed individual to develop and manage the delivery of high-quality library and information services, activities and events to meet the needs of pupils and staff. The successful candidate will fulfil the following essential requirements and will also ideally hold the desirable attributes below:

- Convey a passion for books and reading – ESSENTIAL
- Hold a certification qualification from CILIP – HIGHLY DESIRABLE
- Previous experience of working with young people in school - ESSENTIAL
- Good knowledge of ICT - ESSENTIAL
- Outstanding interpersonal and communication skills - ESSENTIAL
- Ability to work on own initiative - ESSENTIAL

- Good at record keeping - ESSENTIAL
- Good written and oral communication skills - ESSENTIAL
- Commitment to high standards of service - ESSENTIAL
- Able to work under pressure / meet deadlines /time management - ESSENTIAL
- Pleasant manner and personality – ESSENTIAL
- Set a good example in terms of dress, punctuality and attendance - ESSENTIAL
- Attend and participate in relevant meetings as required
- Be aware of and comply with all School policies and procedures in particular with those relating to child protection, e-safety, anti-bullying, substance misuse, equal opportunities, health and safety, confidentiality and data protection reporting all concerns to an appropriate person - ESSENTIAL
- Contribute to the overall ethos, work and aims of the School - ESSENTIAL
- Appreciate and support the roles of other professionals - ESSENTIAL
- Promote equality as an integral part of the role and treat everyone with fairness and dignity - ESSENTIAL

Hours of Work

This is a full- time position during term time only plus three weeks outside term time. The hours of work are Monday to Friday from 8.00am to 5.00pm.

Benefits

Chigwell School is a very happy place to work and the School provides a supportive working environment. There is a well-developed programme of professional development. Pupils are enthusiastic, well-behaved and eager to learn, and colleagues are supportive, dedicated and get on well together. There is a strong sense of community.

Other benefits of working at Chigwell School include:

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| • A competitive salary | • On site free parking and cycle racks |
| • Strong commitment to professional development | • Medical Centre on site |
| • Membership of the Pension Scheme | • Use of School Library |
| • Personal Accident Cover | • A beautiful working environment – 100 acre site, beautifully landscaped with a number of listed buildings |
| • Employee Assistance Support Programme | • Good transport links by tube (Central Line), road and local bus route |
| • Complimentary lunch and break time refreshments during term time | • A supportive community of highly motivated students and staff |
| • Free use of school sports facilities outside of the school day | |



Applications

Applicants should complete the teaching staff application form which can be accessed directly from our website: www.chigwell-school.org (Vacancies) and email to the HR Manager at hr@chigwell-school.org

The Bursar, Mr James Rae, will be happy to answer any questions; he can be contacted at the School by telephone 020 8501 5711 by email bursar@chigwell-school.org

Closing date: 7th March 2021 – early applications are welcome.

Applications will be considered upon receipt. Candidates will be contacted by telephone or email to attend interview if required. The School reserves the right to interview and appoint before the closing date.

Chigwell is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening including checks with past employers, prohibition orders and enhanced DBS.

