



Chigwell School

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Assistant Librarian-Term Time Plus/Permanent

Job Description



Introduction

An opportunity exists for an enthusiastic and motivated Assistant Librarian to join our library team and be part of a school that is not only highly successful academically but also in sport, art, music and drama. The main responsibilities of this role are to support the School Librarian in the management and development of the Senior School Library to meet the needs of all pupils and staff. The library is at the heart of the school. The School is passionate about developing our pupils as inquisitive and independent learners.

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 Assistant Librarian will support the Senior School Librarian to 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 Assistant Librarian who alongside the Senior School Librarian will play a key role enhancing teaching and learning at Chigwell School.

Administrative Responsibilities

Under the auspices of the Senior Librarian:

- Supervise pupils whilst they are using the library and maintain a good working environment.
- Ensure library stock is in good order, including shelving of new and returned items and maintaining the resources in correct order to allow for ease of retrieval by staff and students
- Operate the Library Management System (Accessit) with the issue and returning of books and cataloguing of stock as needed in Senior and Junior School libraries
- Assist with the evaluation of library stock making appropriate additions and withdrawals with regards to the needs of the curriculum
- Monitor overdue book lists and encourage the return of overdue books to the library by students
- Assist with annual book return process
- Assist with the cataloguing of departmental books for student issue

Promotion and Development Responsibilities

Under the auspices of the Senior Librarian, to assist with the promotion of the library to staff and students to encourage its wider use.

- Assist with the promotion of new resources and the Library as a centre for research through the offering of relevant activities in the library
- Identify titles and topics for promotion in the library.
- Assist pupils with the location of information and support students carrying out research for EPQ/HPQ & FPQ and other research essays
- Support students undertaking the EPQ/HPQ & FPQ processes
- Assist staff with location of information for curriculum or research requests
- Assist with the development of displays within the Libraries
- Assist with the running of the social media accounts for the Senior School Library
- Support the English department in their use of Accelerated Reader data, playing an active role in library lessons.
- Encourage a love of reading by leading support sessions for both reluctant and enthusiastic readers.
- Help the English department develop its Reading Champions Scheme.
- Help to coordinate World Book Day, BookBuzz and Library events and competitions

Personal Development and Leadership Responsibilities:

- Deputise for Senior and Junior School Librarians in their absence.
- Maintain a current knowledge of age-appropriate fiction to assist in the selection of materials
- Undertake training as required, possibly working towards Certification qualification with CILIP



The Person

We are looking for an enthusiastic and committed individual to support 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
- Previous experience of working with young people in school – DESIRABLE
- 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 15 days outside of term time). The hours of work are Monday to Friday from 8.30am to 5.30pm.

Salary

Competitive – depending on qualifications and experience

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:

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



Applications

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

The Bursar, Mr James Rea, will be happy to answer any questions; he can be contacted at the School on 020 8501 5111 or 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 DB

