



CLAIRES COURT

Application Pack

Library Assistant

Required for November 2019

Our School

Our curriculum extends far beyond the basics and offers a myriad of opportunities and stimuli. Our students experience an education which equips them really well for life in an ever changing, fast paced and challenging world.

At Claires Court our aim is to develop our boys and girls to succeed in life and we achieve this by having a strong and coherent learning philosophy, called the Claires Court Essentials. This is underpinned by our Key Values and together they help develop happy young people with deep feelings of self-worth and self-belief. As an all through diamond structure school, we offer girls and boys the unique opportunity to thrive in surroundings that suit their learning and social needs best.

It is our job as educators to ensure that we provide multiple opportunities which enables access for children, builds a have-a-go mentality and develops interests in diverse areas. Whatever a child's starting point in life, developing their internal motivations to succeed is the most effective way of ensuring they will be successful as learners and collaborative members of their society.

Junior & Senior Girls (4-16) Nursery (co-ed 3-4+) Sixth Form (co-ed 16-18) College Avenue



Junior Boys (4-11) The Thicket, Maidenhead Thicket



Senior Boys (11-16) Ray Mill Road East



Meet the Heads

Margaret Heywood, Head of Senior Girls

My vision is to contribute to the school's mission of providing a unique education by being an exemplary pupil focused school.

What makes Senior Girls so special is the 'pick and mix' of a great education, we develop pupil's character, social awareness and critical thinking. We make sure they have a grasp of the principles of language and of mathematics, a sense of history and the natural and social sciences, we allow them to be creative and explore the arts.

Our pupils are confident and successful because they are happy and have a sense of belonging. It's our great teachers that make this a great school.

Stephanie Rogers, Head of Sixth Form

Stephanie Rogers took over as Head of Sixth Form in September 2018. Driven by passion to prepare and empower young people through education, Stephanie knows what it takes to get students through these two important years of their learning.

Our motto is aim high, believe in yourself and make a difference. There is no limit to the ambition we instil in our students. We work with them to ensure they achieve their goals and aspirations along with the best grades possible. Within our close and supportive community they are inspired to support others and recognise how they can contribute to the world around them.

Leanne Kirby and Lindsay King, Head of Junior Girls (Leanne is currently on Maternity Leave)

I came into teaching to make a difference, to inspire and to thought provoke. I am passionate about bringing learning to life, developing skills and fostering happiness and resilience in young people.

Happiness, confidence, enjoyment and passion are the key ingredients for a great education; with this our children progress in learning and in character. We ensure that every girl feels valued, challenged and supported. Future skills are built into our curriculum, enabling pupils to explore different ways of learning and preparing them for the unknown. The way we teach is tailored to girls, making learning exciting, stimulating and interesting.

The Role

We are seeking to appoint an enthusiastic Library Assistant to join our team as soon as possible. In this role you will work alongside our experienced School Librarian and in partnership with the Head of English and class teachers. The ideal candidate will have a passion and knowledge of children's literature, with the ability to manage and promote the school library.

This is a part-time post working Monday to Friday from 1pm to 5:30pm (4pm on Fridays) when the School is in session.

Our ideal candidate will be:

- Experienced as a library assistant with a desire to apply this knowledge and skill within a school environment.
- Able to encourage a love for reading to our pupils.
- Have the necessary interpersonal skills to support pupils and students from our junior school right through to the sixth form.
- Highly organised and have good IT skills; familiarity with a Library Management System (LMS) would be preferred.
- Educated to a good standard: English and Maths GCSE A-C grade.
- An enthusiastic team player, with the ability to adapt to a variety of situations.
- Engaged with the School's ethos, thinking creatively and reflectively within an open, honest and hardworking team.

Above all you must want the very best for our pupils and students and be prepared to put their needs first. You recognise the importance of educating the whole child within a broad curricular and co-curricular programme, and of achieving high standards.

In return we offer a positive working environment, with supportive colleagues and regular opportunities for professional development

The Library

The Library is a central resource for information at Junior Girls, Senior Girls and in the Sixth Form, not just because of the range and quantity of books, but because our knowledgeable and experienced librarians play a key part in developing cross curricular learning skills.

From Reception, girls are introduced to the Library to develop the skills needed to find, evaluate and effectively use the information available.

In Year 7 girls have weekly timetabled sessions that focus on both reading development and information skills. The Library's aim is to promote independent learning and to encourage and develop your daughter's interest in reading for pleasure.

The library is a crucial resource of key information for Sixth Formers as well as an important study area.

Job Specification

Job Purpose

The Library Assistant supports the School Librarian to manage and operate a major learning environment used by the whole school community. The focus of the role is reading promotion and advice supported by extensive knowledge of the library collection and a willingness to support and help pupils, students and staff.

The Library team is responsible for the acquisition, organisation, dissemination and exploitation of resources appropriate to the learning needs of the full age and ability range within the school. The Library makes a significant impact on teaching and learning in numerous ways.

Roles and responsibilities

General Library Duties

- Develop extensive knowledge of library collections in both libraries to assist students and staff locate resources
- Library user supervision and maintenance of discipline and working environment
- Develop positive relationships with students and staff
- Help students and staff with ICT issues
- Work with and supervise the Library Prefect
- Maintain computer hardware, printer, photocopier etc.
- Answer enquiries from the whole school community in connection with recommended reading, Accelerated Reader, E-Books, the school libraries and all aspects of library services
- Identify new resources needed within the library (new/replacement titles, periodicals, furniture etc.)
- Order items as directed by the Librarian and with reference to the library budget
- Preparation of worksheets and other materials for learning as directed by the Librarian.

Stock Management

- Preparing resources for accessioning and circulation (labelling, covering etc.)
- Using the Library database 'Access-It' for:
 1. Cataloguing Fiction and Non-Fiction as directed by the Librarian
 2. Circulation control
 3. Distribution of overdue letters
 4. Research and enquiries
- Control of journals and periodicals: subscriptions/renewals and liaison with subject teachers
- Keeping library and resources tidy and organised, including shelving

Reading Promotion

- Management and provision of Topic Boxes for Junior classroom use for Reception to Y6
- Management of Book Buzz reading initiative for Y7
- Management and instruction on school eBook collection to staff and pupils.
- Management of annual Travelling Book Fair and commission book sales
- Creating and maintaining library displays
- Support for all reading promotions and initiatives, including:
 - a. Support for English Reading (Accelerated Reader) lessons in the Senior Library Years 7-9
 - b. Support and participation in lunch time Senior Book Club and Junior Book Clubs

All responsibilities outlined in this job specification are subject to review and change from time to time.



Person Specification

The School will seek evidence of the following criteria from:-

- Application form
- Letter of application
- References
- Interview
- Qualification certificates

REQUIREMENT	ESSENTIAL	DESIRABLE
Experience and qualifications	<ul style="list-style-type: none"> - A good standard of general education, including Maths and English GCSE A-C grade. 	<ul style="list-style-type: none"> - A degree in librarianship or information management or other relevant disciplines - Previous experience of working in a school library is highly desirable.
Knowledge and understanding	<ul style="list-style-type: none"> - Is willing to attend internal and external training courses for continuous professional development as required. - Understanding of current child protection and health and safety requirements relevant to the post. 	<ul style="list-style-type: none"> - Familiarity with a Library Management System (LMS) - Working knowledge of G Suite programmes and software
Skills and Qualities	<ul style="list-style-type: none"> - Excellent interpersonal skills to support pupils and students from our junior school right through to the sixth form. - Passion for working with young people. - A love and knowledge of books and reading. - A high level of reading, writing and numeracy skills. - Excellent organisational and communication skills, both oral and written with the ability to adapt to different audiences. - Good team player, willing to make a full contribution to the work of the department 	
Other Requirements	<ul style="list-style-type: none"> - Understands and is willing to uphold, the core values of Claires Court Schools. - Committed to the protection and safeguarding of children and young people. 	

Further Information

EQUAL OPPORTUNITIES

It is the policy of Claires Court Schools to ensure equality of opportunity for all members of staff, both teaching and non-teaching.

SAFEGUARDING STATEMENT

We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo Child Protection screening appropriate to the post, including checks with the Disclosure and Barring Service.

In addition to an assessment of their ability to perform the duties of the post applied for, candidates invited to attend for interview should expect further discussion relating to safeguarding and promoting the welfare of children.

APPLICATIONS

To apply, please download an application form from our website. Please post completed forms to the following address:-

HR Department
Claires Court Schools Ltd
1 College Avenue
MAIDENHEAD
SL6 6AW

Alternatively, completed forms may be emailed to recruitment@clairescourt.com (no agencies, please).

Applications must be received by 8am on Monday 14 October 2019. Please apply early as applications will be considered upon receipt; we reserve the right to interview/appoint prior to the closing date.

NB: CVs will not be accepted in place of an application form, but may be submitted as additional supporting documentation.





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CLAIRES COURT HR

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www.clairescourt.com

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