



ST. JOSEPH'S COLLEGE
READING • BERKSHIRE

Librarian

Information for prospective
members of staff



Appointment of a Librarian for an immediate start

St Joseph's College is seeking to appoint a Librarian for an immediate start. The hours of work during term-time and on staff training days (totalling approximately 35.4 weeks per annum) are 7.45am to 3.15pm on Monday, Wednesday and Friday, and 10am to 6.00pm Tuesday and Thursday, with a 30 minute lunch break each day.

The post is a permanent position.

The closing date for applications is noon on Wednesday 22 June 2022 and shortlisted candidates will be invited for interview as soon as possible after the closing date. Early application is encouraged and we reserve the right to close the vacancy early.

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Message from the Head, Mrs Laura Stotesbury



Thank you for your interest in St Joseph's College. I am delighted that you are considering our school and I trust that this recruitment pack will provide you with the information you require both about the post and the College.

I believe that this is an exciting time to be joining St Joseph's College. There has been a significant growth in the pupil roll over the last few years and the governors are continually looking to invest in the facilities. There is a real appetite for what we have to offer as both an educational establishment and an employer.

The College seeks to be a school which places an emphasis on providing an all-round education: academic, pastoral, social and spiritual, where pupils develop the attributes of commitment, collaboration, confidence, communication and compassion through the various aspects of school life. The College is a very happy place, and colleagues enjoy teaching here.

I hope that you will want to apply for this post. I recognise that much time and thought goes into preparing an application and we, in turn, will give your application serious consideration.

Mrs Laura Stotesbury
Head

About the Role

The College Library is at the heart of the school and is open from 7:45am to 6pm and has recently undergone a full refurbishment. The Librarian is responsible for managing the school library and the successful applicant will work closely with both the Deputy Head Academic and the Head of Sixth Form in promoting and developing the school library in order to provide an efficient service to pupils and staff.

A warm and helpful manner is essential, together with a flexible approach and the ability to handle a myriad of tasks. The successful candidate must have excellent communication skills, both written and verbal, together with strong ICT skills, especially with online resources and digital research tools. An understanding of Library management systems would be an advantage, but training will be available. It is essential that applicants enjoy working with young people, have a positive 'can-do' attitude towards providing excellent customer service and the ability to remain calm, professional and flexible within a busy environment. Good time management and a high degree of organisation are vital for this role.





Areas of Responsibility and Key Tasks

General

- Ensure the smooth-running of an effective library service
- Develop and promote the library in order to meet the needs of young people in the 21st century, ensuring the library is an integral and effective part of the education process of the College
- Inspire a love of literacy

Strategy

- Develop and implement a library policy which reflects the educational aims and objectives of the whole College (Prep School and Senior School)
- Promote learning in both traditional and innovative ways, making the most of advances in digital information technology
- Develop the independent research skills of pupils within the school, especially Sixth Form students undertaking the Extended Project Qualification
- Plan and oversee a programme for monitoring and evaluating library services and performance, including user surveys and statistics on stock and usage

Support of Pupils and Staff

- Arrange pupils' participation in children's literary events and author visits
- Lead Library lessons for Year 7 and KS2 classes
- Provide an independent study space for pupils before school, after school, and during breaks and lunch, and ensure that pupils behave appropriately in the Library
- Promote reading across the school, including organising reading groups and programmes as required
- Support pupils with research and help teach pupils research skills

Library Administration

- Facilitate the day to day running of the library, and ensure it is kept in good order at all times
- Select library resources to cover the full age range of pupils
- Manage the stock in the library, ordering and labelling new resources, cataloguing on Accessit and shelving as appropriate
- Be responsible for managing the issuing and returning of the library's stock
- Maintain and create up to date displays which either promote library stock or reflect events such as World Book Day
- Provide guidance and assistance to pupils and staff on information retrieval and reading materials, including online resources
- Manage and issue curriculum textbooks, liaising with Heads of Department when needed
- Assist with all enquiries and provide support for users
- Liaise with teaching staff to ensure that the library supports teaching and learning as required
- Prepare and manage the library budgets
- Manage and oversee the Assistant Librarian
- Develop networks with other library professionals

The list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions may be reviewed to ensure they are an accurate representation of the post.





Conditions of Service

The hours of work during term-time and staff training days (35.4 weeks per annum) will complement the Assistant Librarian to cover the full working day. On Monday, Wednesday and Friday the hours will be 7.45am to 3.15pm, and on Tuesday and Thursday, 10am to 6.00pm, with a 30 minute lunch break each day.

The contract for the post is for a total of 41 weeks per annum, which includes 5.6 weeks paid leave, including public and bank holidays which you are required to take as they fall during the year. A pension scheme is available.

There will be a small number of evening commitments during the course of the school year, which form part of the total working time included above.

The post holder will receive a negotiated salary, depending on experience and qualifications. It is likely to be in the range of £24,000 - £28,000. The school has a contributory pension scheme in operation.

Person Specification

Criteria	Essential	Desirable
Education, Qualifications and Experience	<p>Good general standard of education</p> <p>Library experience</p>	<p>Educated to degree level</p> <p>Accredited library and/or information qualification</p> <p>Previous experience of working in an educational environment (school, college)</p> <p>Membership of the Chartered Institute of Library and Information Professionals or the School Library Association</p>
Skills and Attributes	<p>Excellent communication skills – both written and spoken</p> <p>Experience and knowledge of appropriate literature for young people</p> <p>Experience and knowledge of appropriate digital and non-digital resources for school aged pupils</p> <p>High level of IT skills</p> <p>Good behaviour management skills</p> <p>Empathy with pupils across the age and ability range</p> <p>Ability to motivate and inspire pupils</p>	<p>Knowledge and experience of library management software</p> <p>Ability to generate ideas and drive initiatives</p> <p>Ability to defuse difficult situations using different strategies such as careful listening, sensitive use of humour, praise and recognition</p>
Personal Qualities	<p>Excellent role model for pupils</p> <p>Enthusiastic and able to enthuse and encourage others</p> <p>Ability to establish good working relationships and work well in a team</p> <p>Flexible, motivated, able to work unsupervised and an ability to deal with unpredictable situations.</p>	<p>Forward thinking approach</p>
Other Requirements	<p>Fully supportive of the College’s Catholic tradition</p> <p>Commitment to the ethos of the College</p> <p>Commitment to safeguarding and well-being of all pupils</p>	<p>Commitment to the whole life of the College</p> <p>Able to promote the image of the College through an articulate and confident approach</p>



About the College

St Joseph's College is the leading independent day school for boys and girls aged 3 to 18 in Berkshire. It is fully co-educational and consists of the Senior School (ages 11 to 18) and the Prep School (ages 3 to 11). The Senior School and Prep School are located within a single campus.

Awards

The College has won several awards over the last two years including TES Independent School of the Year, Outstanding Progress at the Education Business Awards and Outstanding Leadership Team at the Leadership Awards.

Ethos

St Joseph's is a Catholic school welcoming pupils of every faith or no faith. Pupils are educated in an atmosphere where Christian values and standards are recognised and established. The size of our classes means everyone receives the individual guidance and support they need to achieve their potential. Staff, pupils and parents form strong links, with a focus on both the academic progress and the well-being of each pupil. We encourage all pupils to develop an awareness of their own role in society.

Points of Entry

The main points of entry to the school are at age 3, 11, 13 and 16. Entry into the Senior School is by formal assessment, and around 60% of applicants to the Senior School are from maintained primary schools.

Leavers' Destinations

The majority of Sixth Form leavers go on to their choice of university to study a diverse range of subjects. Examination results are strong and improving year-on-year, however our focus is very much on producing young adults who also have skills for life such as confidence, social skills and a good understanding of the world around them.

Recent Developments

During the past six years the Governors have taken a number of measures to develop the College. In addition to becoming co-educational these include an emphasis on marketing and a substantial investment in facilities, buildings and staff. Consistently rising pupil numbers provide momentum for growth and the confidence to make further investment.

The Future

Looking to the future, St Joseph's will continue its ambitious plans to enhance and develop the College. However, we will ensure that as we grow, our caring ethos remains at the heart of the College. The warm and friendly nature, together with the way pupils display concern and respect for one another, are often commented upon by visitors and parents. We are proud of this and it is one of the most rewarding aspects of working here.

Our Missions and Aims

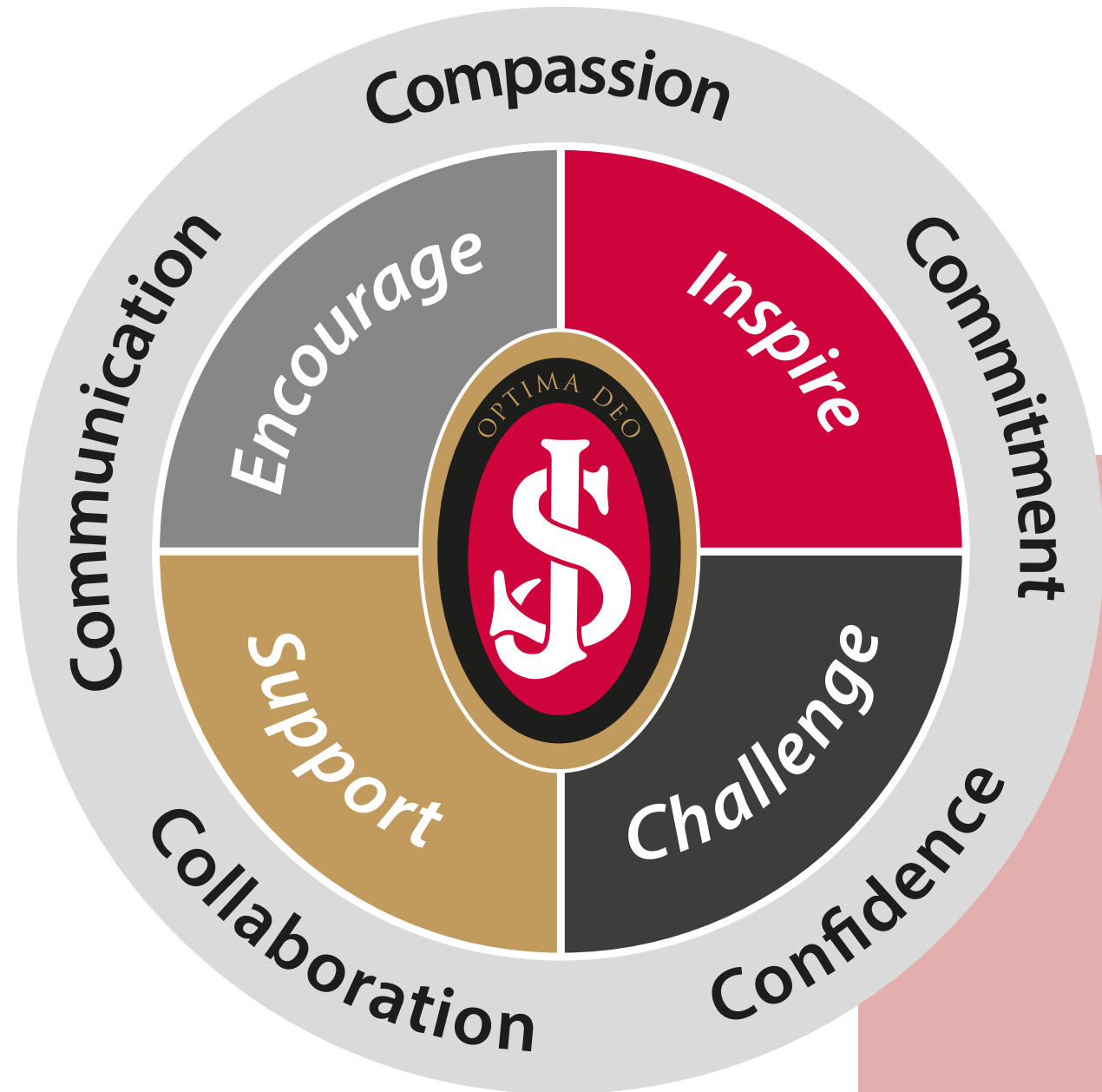
At St Joseph's, our mission is to encourage, inspire, challenge and support pupils to fulfill their potential in a community founded on Christian values.

We aim to develop life skills of commitment, collaboration, confidence and communication in each pupil, throughout each of their years at the school.

The College was inspected by ISI in February 2014

The main findings of the report states:

- Attainment is generally high in relation to pupils' abilities
- The curriculum plan provides pupils with a rich learning experience
- Teachers know their pupils well and offer care, support and guidance which is greatly appreciated by pupils and parents
- The personal development of all pupils throughout the College is excellent
- The relationships between staff and pupils and amongst the pupils themselves are friendly and supportive
- The Senior Leadership Team share a clear vision for future development





Why St Joseph's?

At St Joseph's we offer:

- A safe and happy environment in which academic and social skills are developed
- Education for boys and girls from age 3 to 18
- A varied curriculum and excellent facilities
- A strong sense of community
- High academic reputation
- Wide range of extra-curricular activities including a strong tradition of music and drama

St Joseph's is staffed by teachers who combine the best in traditional educational values with a sharp awareness of what is appropriate for pupils who need to be prepared for the twenty-first century. Our pupils are encouraged to be confident, questioning, independent learners, whilst at the same time developing a moral and spiritual sense of purpose in their lives and in their studies.

Salary

The College has its own salary scales, with starting salaries dependent on the experience and qualifications of the successful candidates. Salary scales are reviewed annually by the Governors, to ensure they remain competitive. Annual salary is paid by bank transfer on the last working day of each month, in 12 equal monthly instalments.

Non-contractual benefits

School fee reduction

Staff at St Joseph's College are eligible for a staff discount on basic tuition fees of 50% for full-time staff, pro rata for part-time staff, subject to their child(ren) meeting the entrance requirements.

Childcare vouchers

St Joseph's participates in the government's salary sacrifice childcare voucher scheme. Further details are available from the Bursar's office.

Cycle to work scheme

The school allows staff with an employment contract for 12 months or more to purchase a bicycle through this scheme. Further details are available from the Bursar's office.

Eye tests

Members of staff are entitled to a free annual eye test.

Drinks and snacks

Tea, coffee and biscuits are available to all staff at break time, and there is access to hot drinks throughout the day. Snacks and light meals are provided to staff when working later in the evening for school events.

Lunch

A duty meal may be obtained from the Dining Hall between 12.00pm and 2.00pm.

Use of a private vehicle

Subject to a journey being approved by the Bursar or Headmaster, staff can use their private vehicle for school journeys during working hours. The insurance will be under the school's insurance and staff can claim for mileage.

Car parking

All staff may park in the school car park, subject to the availability of a space. A valid school parking permit must be displayed clearly on the windscreen of any car parked onsite.

Counselling

Staff have access to a 24 hour telephone counselling helpline. In addition, the lay chaplain or visiting school counsellor may be able to see staff.

Legal advice

Staff have access to a 24 hour legal information telephone helpline, covering issues such as consumer rights, debt, tax and personal injury.

Healthcare helpline

A telephone based healthcare support service is available to all staff at no cost.

Swimming pool

Staff are permitted to use the school swimming pool during designated staff swimming sessions.

CPD and training

Professional development is nurtured and encouraged, and the school has a full annual INSET programme.

Staff Room

There is a professional, friendly and supportive Staff Room, together with departmental workspaces throughout the school.

The above non-contractual benefits are currently available to staff. They are at the discretion of the Governors who reserve the right to withdraw them without notice.





Appointment Procedure

- Applications will only be accepted from candidates completing the College Non-Teaching Application Form in full, accompanied by a covering letter.
- The covering letter should illustrate specifically why you think you should be considered for this role, giving clear evidence of how your skills and experience meet the requirements of the role. You should give clear examples, and relate these to the job description and person specification.
- These should be emailed to recruitment@sjcr.org.uk or alternatively sent by post to Mrs Guest, HR Coordinator, St Joseph's College, Upper Redlands Road, Reading, Berkshire RG1 5JT. Electronic application is encouraged and preferred.
- The closing date for applications is noon on Wednesday 22 June 2022 and shortlisted candidates will be invited for interview as soon as possible after the closing date. Early application is encouraged and we reserve the right to close the vacancy early.
- All offers of employment are subject to the receipt of two satisfactory references, one of which must be from your current or most recent employer. For shortlisted applicants for teaching posts, references may be taken up prior to interview.
- St Joseph's College employs personnel who are best qualified for the post without discrimination in respect of age, disability, race, gender or native origin.
- The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- Successful applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.
- A copy of the College Recruitment, Selection and Disclosures Policy and Procedures can be found on the College website: <https://www.sjcr.org.uk/vacancies/>

Interview Process

- All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.
- During your visit you should expect to attend a number of interviews with different members of staff. We will also assess your suitability to work with children.
- The interview may include other forms of assessment such as administrative tests, a presentation, or a demonstration of relevant practical or other skills.
- In addition to formal interviews there will also be an opportunity for shortlisted candidates to tour the College and to meet prospective colleagues.
- The College requests that all candidates invited to interview also bring with them:
 - A birth certificate, a current driving licence including a photograph and a passport
 - A utility bill or financial statement issued within the last three months showing the candidate's current name and address
 - Where appropriate any documentation evidencing a change of name
 - Proof of entitlement to work and reside in the UK

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.



How to find us

- St Joseph's College is situated in central Reading, near the University and the Royal Berkshire Hospital. It is close to the M4 (Junction 11) and has excellent transport links.
- If travelling by train, the school is approximately 20 minutes' walk from Reading Station, or alternatively there are a number of local buses that stop close by.
- To accurately locate the College entrance at 64 Upper Redlands Road on some GPS satellite navigation systems it may be necessary to use the postcode RG1 5JP.

