

Job Description for Librarian

The Ladies' College

The Ladies' College was founded in 1872. It operates as a direct grant school within the Bailiwick of Guernsey and the Principal is a member of the Girls' School Association (GSA). There are approximately 580 pupils between the ages of 2 ½+ and 18. The Junior School, The Ladies' College, Melrose, (180 pupils) occupies a separate building with its own staff and includes our Pre-Preparatory Department. The Ladies' College, Senior School and Sixth Form (400 students) occupies purpose-built premises opened in 1963 and has recently been both refurbished and extended. "The Wessex Wing", which includes dedicated teaching spaces for Mathematics, English, Music, and a modern Library and Refectory was opened in September 2016. We have a rolling programme of refurbishment which has included an additional laboratory being created, the upgrading of two other laboratories and most recently a Food Technology room.

In our Pre-Preparatory Department our pupils follow the early years curriculum in small groups, the maximum at any one time being 28. In Melrose we are a one form entry school, with a maximum of 20 pupils in the Preparatory Department and 24 in the Junior Department. In the Senior School we have a three-form entry at Year 7 and most classes comprise 18 to 24 pupils. Our students take ten (I)GCSEs, on average, and the vast majority proceed on to the Sixth Form. The College operates a Sixth Form (100 students) partnership with Elizabeth College (HMC boys' direct grant school).

In our last ISI Inspection, the College was judged as excellent in all categories, most notably: in the quality of the students' achievement and their learning, attitudes and skills; their spiritual, moral, social and cultural development; curricular, co-curricular and community links and arrangements for welfare, health and safety.

We believe that a young person will achieve their best if they are happy and inspired to do well by experienced and enthusiastic adults who care about them as individuals. We care as much about our pupil and students' well-being and happiness as we do about their academic progress.

The Library

Located in the Wessex Wing, the Library serves pupils and students from Form III in Melrose (Year 6) through to Sixth Form, as well as being open to all colleagues. It is well-stocked with up-to-date texts (fiction and non-fiction), as well as magazines and electronic resources. It is used by students for Private Study and is frequently made use of by teaching colleagues to run individual lessons linked to the resources available as well as quiet reading sessions with the English Department.

Partnerships

The Librarian invites outside speakers to deliver presentations and workshops to students at least once a year, often as part of National Children's Book Week and the Guernsey Literary Festival.

Candidate Criteria

We are looking for an organised individual to run our Senior School Library. This people-focused role would suit someone who can manage learning resources, while keeping the Library users' needs in mind and inspiring our students with a love of this facility and the resources and services available.

The post would suit a confident individual with excellent organisational and interpersonal skills who is looking for the opportunity to work in an academically ambitious school. An interest in the wider curriculum and how the Library can support our students' studies would be welcomed. The post holder will liaise with College staff, students, parents, colleagues in other settings and members of the public.

Role and Responsibilities

Library administration

- Selecting, developing, cataloguing and classifying resources
- Issuing and discharging of books, technology and other material
- Following up overdue Library books
- Monitoring and adjusting stock and borrower records through the Library Management System
- Maintaining books and resources in good repair and ensure they are clearly labelled.
- Planning and organising the display of stock and associated loans
- Producing an annual Development Plan that fits with whole College priorities and the development and use of the Library
- Managing digital resources, e.g., Ebsco and JStore

Interaction with Library users

- Answering user enquiries, offering guidance and advice about the resources available
- Instructing students in the use of Library-based technology
- Liaising with departmental academic colleagues, external organisations and suppliers to ensure that the services available meet user needs
- Seeking views of students for new books and resources in the Library
- Promoting the use of the Library and resources within the College
- Running a Book Club for students (weekly) and a Book Club for adults (half – termly)
- Inviting writers to talk to the College community, at least once in a calendar year
- Developing partnership activity with local State schools to use the Library
- Liaising with Guille Allés Library

Other

- Supervising ‘off-timetable’ students studying in the Library
- Undertaking general duties such as monitoring and ordering of Library resources and stationery via the Multi-Media Technician
- Ensuring (including through liaison with the College Premises team) that the Library is well-maintained, clean and accessible
- Using IT to make the processes in the Library as effectively as possible
- Managing budgets and resources

Key skills

1. Presentation and verbal communication skills
2. Assessment of resources and analysis of Library users' needs
3. Strong IT skills and familiarity with the use of databases and the internet
4. Teamworking and management skills
5. Subject-specific knowledge or expertise in a particular function, e.g. Digital resources
6. Ability to plan and to work to a budget

Hours

08:30-16:00 Monday to Thursday, 08.30-15.30 Friday, with a daily 30-minute lunch break (unpaid). This should be taken outside of the students’ lunch hour.

Term time only, plus 3 INSET days of 7 hours (one per term)

Plus, a further 14 hours outside of term time, linked to Open Morning, the Trinity closure and Michaelmas reopening of the Library each academic year.

Line Management

Reports to the Head of English.

Remuneration

The remuneration for this post will be on the States of Guernsey Civil Service Executive Grade I scale; EGI:1-EGI:3 which equates to £33,913/annum FTE through to a maximum of £36,651/annum FTE at the time of writing. The level of remuneration will be commensurate with experience.

Pension

All colleagues employed on permanent contracts are automatically enrolled in the States of Guernsey Public Servants’ Pension scheme, a contributory defined benefit pension scheme on a Career Average Revalued Earnings (CARE) basis. The current employer contribution rate is 14.1% of salary at the time of writing. The current employee contribution rate is 7.5% of salary at the time of writing. This is fully transferable into and out of the DfEE Teachers’ Superannuation Scheme.

Other benefits

All colleagues employed on permanent contracts are eligible for a one third fee reduction (pro-rated for part-time staff) for one daughter based in either the Senior School or Melrose. A further one quarter fee reduction (pro-rated for part-time staff) is available for a second daughter. Details regarding places and entry requirements are available from the Registrar.

Living and working in Guernsey

Residence in Guernsey is controlled by the Committee for Home Affairs who have political responsibility for “The Population Management (Guernsey) Law, 2016”. The College is required to apply for either a Short-Term Employment Permit (STEP), duration up to 1 year, a Medium-Term Employment Permit (MTEP), duration up to 5 years, or a Long-Term Employment Permit (LTEP), duration up to 8 years, on behalf of employees who are not locally qualified residents.

Please note that there is no Employment Permit associated with this role and therefore applicants must have, and be able to provide evidence of, permission to reside and work in Guernsey.

Equal Opportunities

The Ladies' College is an equal opportunities employer and does not discriminate against applicants on any grounds. The criteria for selection relate purely to the suitability of an applicant for the job for which they are applying.

Safeguarding

The Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening including an enhanced criminal records bureau check and be able to prioritise the well-being of young people in our care.

As part of the recruitment process, and once employed, there is a responsibility on an individual to disclose unlawful activity to the Principal, should this situation arise. There is also a requirement for all employees to seek permission for and disclose details of additional employment, and to disclose details of personal business interests (or those of a member of their immediate family or some other close personal connection) which may conflict with their role at the College. All requests and disclosures should be made in writing to the Principal in a timely manner, with permission being sought prior to any additional employment being taken up.

Data Protection

This data has been requested by The Ladies' College exclusively for the purpose of recruitment. The Ladies' College will ensure that this is processed in compliance with its Privacy/Data/General Data Protection (GDPR) policy and Data Protection (Bailiwick of

Guernsey) Law, 2017, and will ensure that any information disclosed within this form is not passed to anyone who is not authorised to have this information.