

# KINGHAM HILL SCHOOL



SHMIS, BSA, GBA  
250+ Pupils aged 11–18  
Co-educational, Boarding & Day

We will have the following vacancy from September 2010 (sooner if available):

## **SCHOOL LIBRARIAN**

Working in conjunction with the Academic Management Team, the School Librarian will develop, manage and operate a major learning environment used by the whole school community and be responsible for the acquisition, organisation and dissemination of appropriate resources.

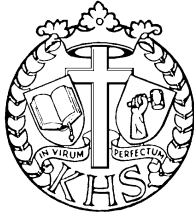
Further details including a Job Description and Application Form can be found on:

[www.kingham-hill.oxon.sch.uk](http://www.kingham-hill.oxon.sch.uk)

Please send completed Application Forms to: Julie McGiffen, HR Manager,  
Kingham Hill School, Chipping Norton, Oxon OX7 6TH

Telephone: 01608 658999 Email: [j.mcgiffen@kingham-hill.oxon.sch.uk](mailto:j.mcgiffen@kingham-hill.oxon.sch.uk)

*KHS is committed to safeguarding and promoting the welfare of young people. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.*



# KINGHAM HILL SCHOOL

## Job Description

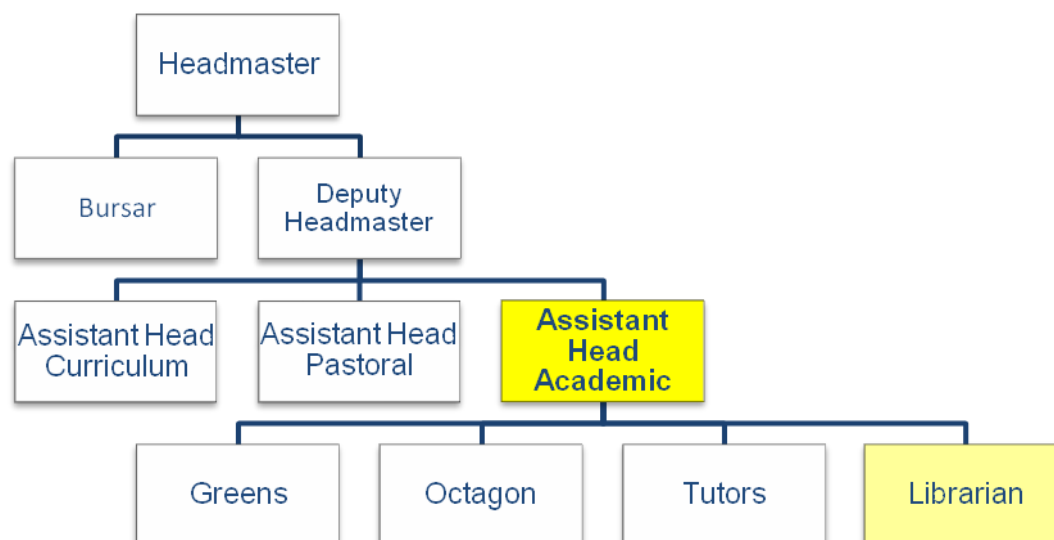
<b>Job Title:</b>	<b>Librarian</b>
<b>Reports to:</b>	<b>Assistant Head Academic</b>
<b>Location:</b>	<b>Kingham Hill School</b>
<b>Date:</b>	<b>September 2010</b>

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### 1. Purpose of job:

Working in conjunction with the Academic Management Team, The School Librarian will develop, manage and operate a major learning environment used by the whole school community. The School Librarian is responsible for the acquisition, organisation and dissemination of resources appropriate to the learning needs range within the School.

### 2. Organisation chart:



### 3. Principle accountabilities:

- **Advise** senior management and other colleagues on policies for the provision of learning resources across the curriculum. Support the educational aims and objectives of the school, and monitor the effectiveness of the learning resource centre's contribution to learning and teaching;
- **Mediate** between learners and resources to enable learners to identify, locate and access the information they need;

- **Lead** the teaching of transferable information, learning and knowledge access skills which are the core skills of independent lifelong learning;
- **Manage and promote** a wide range of resources in a variety of formats, traditional and electronic, and where appropriate, the equipment to access them;
- **Partner** with teachers and others to identify links across student information needs, curricular content, learning outcomes, and a wide variety of print, nonprint, and electronic information resources. This includes assisting teachers with designing subject-specific authentic learning tasks and assessments;
- **Promote** the development of reading and literacy skills for information and recreation and take a lead in creating a whole-school environment which encourages reading for pleasure and equips students to access, evaluate, and use information from multiple sources in order to learn, to think, and to create and apply new knowledge;
- **Develop and Manage** a study environment for both curriculum-based and independent learning. This involves the management and integration of both physical areas and virtual learning environments to create positive learning spaces;
- **Enable** teaching staff to maintain a high level of awareness of professional development and relevant resources through the provision of appropriate professional materials and information;
- **Participate** in school - wide improvement through attending the regular cycle of staff meetings;
- **Work** with Careers, Octagon and Greens departments to develop information literacy strategies to support 14-19 vocational learning, stretch talented and gifted students and support the literacy needs of students with learning differences;
- **Support** the engagement of parents/houseparents/carers in their children's learning and curriculum needs;
- **Ensure** that the library supports all aspects of every student's development through understanding the Every Child Matters outcomes, supporting the PSHE programme, providing images for global mindedness, self-esteem and developing social skills through participation in library based activities.

**4. Knowledge, experience, skills and personal attributes required for acceptable job performance:**

- a. Experience of teaching Information Literacy;
- b. Committed to collaborating with and serving the various needs of the students – academic, moral and physical;
- c. Proficient in the management of staff, budgets, equipment, and facilities.
- d. Self-starter and highly motivated;
- e. Visionary educator with the creativity to help develop the School's fledgling library program and provide guidance on the creation of the new Academic Centre;
- f. Knowledgeable about current research on teaching and learning and the role of library media programming in the 21<sup>st</sup> century;
- g. Excellent communication skills;
- h. Working knowledge of the English school curriculum or a willingness to learn;
- i. To be fully supportive of the School's Christian ethos;
- j. Hard working with a good sense of humour.

**5. Requirements of the Nominee:**

- a. The post holder will be expected to work at the school between the hours of 9.00 am and 5.00 pm with a 30 minute lunch break at 12 noon including three afternoon library sessions per week;
- b. To be engaged in the shared responsibility with teaching staff for covering Saturday extra-curricular activities;

- c. The expected days worked through the year would be in line with school terms plus additional days to prepare and clear up outside of term times;
- d. If the nominee is a non-EU passport holder, employment rights within the UK must be obtained. The School is also required to obtain a work permit before employment can commence. The School will assist where it can;
- e. The nominee will be subject to a UK Criminal Records Bureau check prior to their permanent employment being confirmed. This is a statutory child protection requirement;
- a. The nominee will be required to provide original or certified copies of their professional qualifications and provide the details of one personal and two professional referees. Acceptable references must be received before any offer of employment is confirmed.
- b. The nominee must offer the School a verifiable and detailed history of education and employment which accounts for any gaps or breaks in employment;
- c. The nominee should be in good health and be willing to undergo a pre-employment medical examination by the School doctor.

**6. Remuneration Package:**

- a. The base salary for the post will be on the Kingham Hill Salary scale and will be dependant on skills and qualifications;
- b. The post holder if qualified to do so can join the Teachers Pension Scheme. If they cannot join the Teachers Pension Scheme they can join School's Stakeholder Pension Scheme;
- c. Holidays will always be taken during normal School holidays, although the post holder may be expected to work some days of the holiday as required in support of the position and in further training. Additional payments will not be made for these days.

**7. All staff are required to acknowledge:**

The responsibility that all Kingham Hill Staff have towards the safeguarding of our student's welfare cannot be divorced from any job role at the School.

The posts holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Safeguarding Policy and related policies at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare or children in the school s/he must report any concerns to the school's Designated Safeguarding Officers (Deputy Head or Deputy Chaplain).

**Agreed Job Description**

\_\_\_\_\_ **Job Holder**

\_\_\_\_\_ **Headmaster**

\_\_\_\_\_ **Date**