



Job Description



Librarian (With responsibility for Educational Visits and Co- Curricular provision) Job Description

Thornton College, Convent of Jesus and Mary, Thornton, Milton Keynes, MK17 0HJ

www.thorntoncollege.com T: 01280 812610 E: office@thorntoncollege.com

Charity No. 247358

THORNTON COLLEGE

Thornton College is a leading independent Catholic day and boarding school for girls offering a warm and nurturing educational environment alongside a rigorous and exciting curriculum.

There are approximately 400 children in our Pre- Reception, Pre-Prep, Prep and Senior departments, aged from 3-18. Over 50 girls board on a weekly or termly basis and many more take advantage of our occasional boarding option.

The School is part of the wider Jesus and Mary Trust that educates young people in 29 countries across the world. It is set within 25 acres of beautiful parkland just outside Buckingham and within easy reach of Milton Keynes, and conveniently located between Oxford & Cambridge. Children of all Christian denominations, of other faiths and of no faith are welcome in our school. All are equally valued, and all are equally important.

Thornton is a school that parents and girls can trust to deliver the highest standards of education coupled with outstanding pastoral care. We are dedicated to blending academic excellence with a richness of opportunity beyond the classroom. We believe that teaching and learning should be both challenging and enjoyable for pupils of all abilities and we aim for the highest possible standards. Our academic results are testament to the way the girls are challenged and motivated to give their best in all they do.

The provision of single-sex education during formative years enables students to grow in confidence, whilst enjoying an education that is specifically tailored and that recognises the different ways in which girls learn.

There is an exciting School Development Plan, which has the continued strengthening of the school's academic standing as the priority. Following the successful opening of our award-winning Science and Prep Classroom building and our Expressive Arts Studio, we opened a Sixth Form in September 2016 which has grown, thrived, and proven to be a successful addition to our school. Most recently, the school received 'Excellent' in all areas in its most ISI inspection (October 2022), with inspectors commenting upon the 'dynamic teaching' and the 'positive attitudes to learning' displayed by 'pupils of all ages.'

Job Description:

The Librarian will be responsible for managing the School Library, including planning and teaching all allocated Library lessons throughout both Prep and Senior divisions of the School. The Librarian will ensure the Library remains a centre of reading and learning throughout the day, supervising its use during break periods so that all pupils have access. The successful candidate will also oversee the pupil Librarian scheme that currently exists and oversee celebrations such as World Book Day.

The Librarian will have management responsibility for all Educational Visits and Co-curricular Activities, managing the Evolve system for trips and visits and planning the school's co-curricular programme, including Activities Week.

The Librarian will contribute, alongside all staff, to the supervision and study duties and will assist with cover when required.

This is a term-time only position. The working hours of this post are 8am - 6pm with a morning break of 20 minutes and a 40-minute lunch break.

Key Responsibilities:

Spiritual

- To facilitate opportunities for spiritual growth and development: prayer, reflection, collective worship, and assemblies.
- To promote trust and respect in your relationships with colleagues and pupils based upon the Gospel Values of Peace, Justice, Truth, and Love, in accordance with the Mission Statement of the College.

Duties

Library:

- To keep abreast of developments in literature/reading/Library curriculum and make recommendations to staff with respect to developments and initiatives to be adopted
- To teach Library lessons to those year groups allocated such lessons on their weekly timetable (Pre-Reception – Year 9)
- To assist with research skills and project-based work in the Library for all ages of pupils and liaise with teaching staff to develop this.
- To lead staff and pupil induction sessions.
- To help process and organise materials for loan (cataloguing)
- To oversee day to day administration including assisting with pupil and staff registration as Library users
- To manage and promote the Pupil Librarian training scheme
- To manage displays, promotional events, author visits and competitions, including World Book Day
- To supervise and assist pupils using the library and in developing independent research skills.
- To manage stock selection.
- To liaise with academic departments over subject specific book stock, book lists and recommendations.
- To maintain an appropriate working environment in the Library
- To provide tours and information about the library to visitors, parents and on Open Days.
- To attend training sessions as and when required to ensure compliance with Health and Safety, Child Protection, School Policies and procedures or other training programmes as directed.

Educational Visits and Co-curricular Coordinator

- To manage the Evolve system; liaising with various departments to ensure all relevant documentation is in place and appropriate risk assessments completed
- To ensure the EVC policy is up to date, taking account of any developments regarding health and safety

- To map the educational and co-curricular visits programme over the year and work with colleagues to ensure pupils have a range of opportunities
- To work with the Assistant Head Teachers (Head of Prep and Director of Studies) to ensure a vibrant weekly co-curricular programme is in place and that pupils of all ages have access to this.

Safeguarding

- To promote and safeguard the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact.
- To adhere to and always ensure compliance with the relevant Safeguarding and Child Protection Policy and Procedures.
- To log all concerns, as appropriate, on CPOMS.
- To report any concerns to the School's Designated Safeguarding Lead.

Wider Responsibilities

- To contribute to the Appraisal process.
- To complete appropriate training courses as requested.
- To carry out reasonable staff duties as required.
- To attend all full school meetings and INSET and contribute towards them either as an individual or as a member of a particular group (e.g., department, year group or house).
- To attend school functions as arranged across the staff as a whole or within departments.
- To participate in the wider life of the school, supporting and assisting at events; including but not limited to concerts, shows, the Christmas Fayre and the School Fete.
- To provide cover for absent staff when necessary.
- To assist where possible, in promoting the school.
- To assist, where relevant, at weekend and evening events.

Health & Safety

- To pay due regard to the School's Health & Safety Policy, including one's own H&S needs and those of others; particularly those for whom you have a duty of care.

Attributes	Requirements	Essential / Desirable
Skills and Experience	Experience of working in a library preferably a school Library	Desirable
	Experience of working with IT systems such as Evolve and with programmes such as Excel	Desirable
	Experience of leading Library lessons for a range of ages	Desirable
	Excellent use of Microsoft Word and Excel. Competent understanding of additional software packages appropriate to the role.	Essential
	Ability to learn quickly, particularly regarding IT/school systems	Essential
	Knowledge of and enthusiasm for children's and young people's literature and Digital information resources	Essential
	Understanding of the needs of students and staff in a school setting for research support and reading for enjoyment.	Essential

All staff are responsible for promoting and safeguarding the welfare of students at Thornton College by always ensuring compliance with the school's Safeguarding and Child Protection Policy. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.

All staff are required to undertake whatever else may be reasonably required by the Headteacher in support of the Aims of the School. Job Descriptions are subject to annual review.

Thornton College 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 an Enhanced DBS and barred list check by the Disclosures and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Please do not hesitate to contact Miss Taryn Robinson, PA to the Head, should you have any queries.

Email: trobinson@thorntoncollege.com