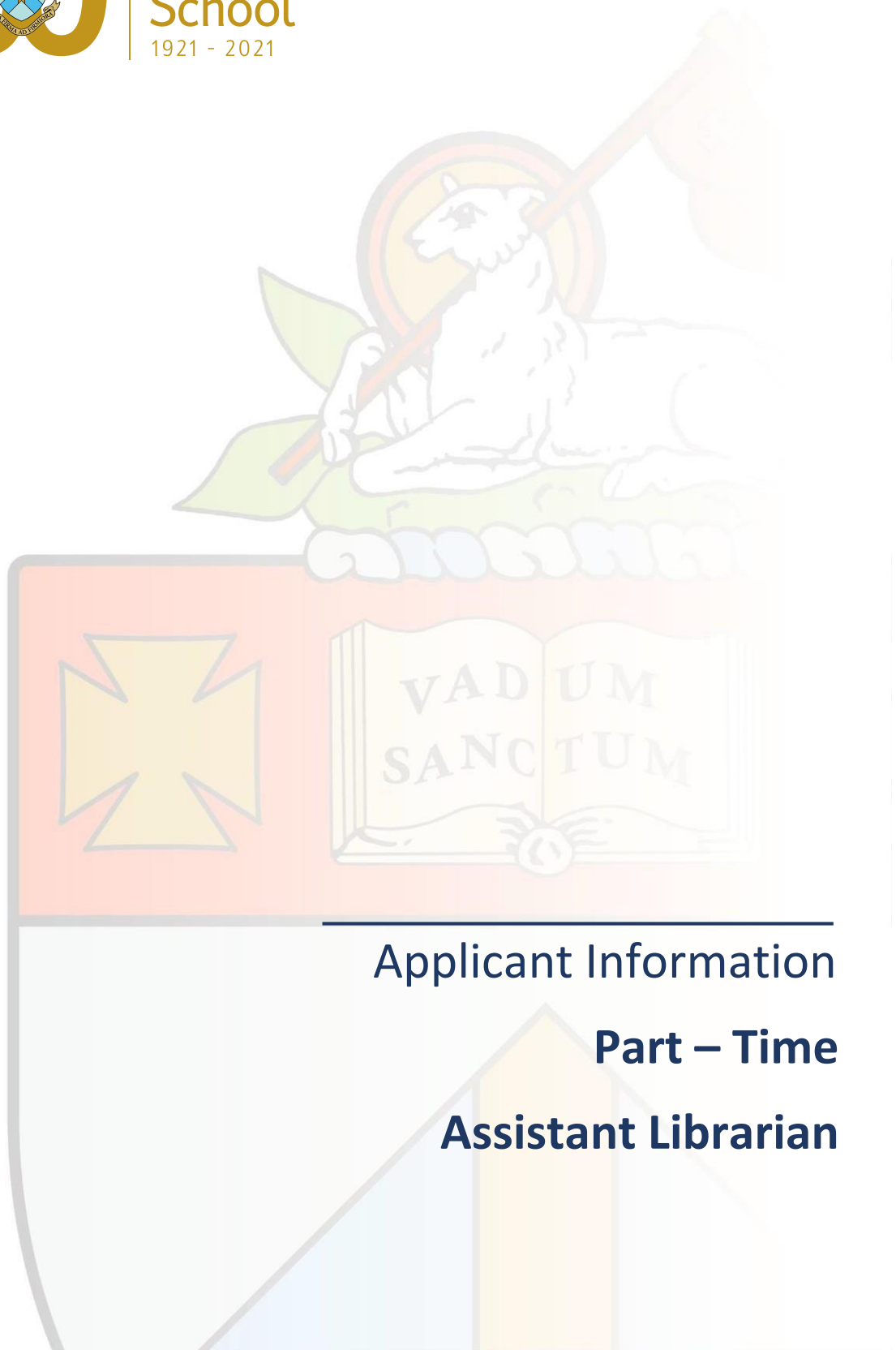


Halliford
School
1921 - 2021



Applicant Information

Part – Time

Assistant Librarian

Welcome from the Headmaster

Dear Applicant

Thank you for the interest you have shown in Halliford School and our position of Part – Time Assistant Librarian. May I take this opportunity to welcome you to our wonderful School and I hope that what you will read on the following pages will encourage you to come and see for yourself what a magnificent place Halliford School is to learn and to work at. You would be joining us at a very exciting time in our development as we celebrate our Centenary year and the opening of our Woodward Building.

As the Headmaster, I am working with the students and staff here to create a school where we strive for excellence in all that we do. My job, along with my colleagues on the senior leadership team is to support and empower our dedicated members of staff as they seek to provide an education that enables each of our students to become the very best version of themselves that they can possibly be. In appointing new staff, we are seeking to find exceptional talent and to work with our staff to foster a culture of energy and vitality for learning where possibilities for our students are endless.

This position has arisen due to the opening of our brand new state-of-the-art Learning Resource Centre within our Woodward Building. The Learning Resource Centre will be home to our Library facility as well as independent study zones, spaces for collaborative projects and our Learning Support department.

At Halliford School we recognise that every child is unique and that the key to reaching their true potential lies in an education that is as full as it is diverse. Our approach of striving for academic excellence is perfectly complemented by a dedication to developing a wide variety of other interests, helping our young people to build their aspirations, and instilling in them confidence and resilience for the future.

As young Hallifordians we recognise that a child's potential could lie anywhere – so we ensure that every student is exposed to a vast array of opportunities and experiences. We then pride ourselves on identifying and honing their strengths to make the most of their natural abilities, while working hard with them to develop any areas that might need further improvement. We are able to offer small class sizes which enable personalised teaching and learning strategies suitable for our boys. We also recognise that the environment in which a child learns is just as important as what they learn. Renowned for our outstanding pastoral care, we work hard to create a community where our students and staff can come together, where they are encouraged to flourish, where they can feel safe and comfortable, confident and proud, stimulated and inspired and, most of all, happy.

There are currently around 450 students on roll. The school teaches boys in Years 7 – Upper 6th and since 2007 has taken girls into Sixth Form. In November 2014, the School was accepted into membership of HMC. The School has seen continued expansion in recent years and has an impressive array of facilities including a dedicated theatre, classroom blocks, technology building, multi-purpose sports hall, gymnasium and sports pitches, both at school and on a nearby separate site. Over the course of the last two years we have invested heavily in new facilities within the school, including a new Sixth Form Study Centre, IT suites, two new Science Laboratories and an iMac music composition suite.

This year we mark our Centenary and have an exciting programme of events planned. Alongside these events, the Governing Body have committed to an ambitious new building on site. The Woodward Building will contain our Learning Resource Centre on the ground floor and six spacious new classrooms and associated facilities on the first and second floors. It will be opened by our Chair of Governors, Mr Ken Woodward in November 2021.

We are proud of many excellent results achieved by our students and see some magnificent University destinations for our Upper Sixth students, including Oxbridge.

The staff room at Halliford is welcoming and supportive of new colleagues. Our boys are full of energy and enthusiasm and we work in an environment founded on the principle of mutual respect for one another. We are a busy school and our staff offer a great number of opportunities to the students and we seek to offer our staff rich opportunities for personal and professional development and training.

I warmly invite you to consider joining us to be a part of this wonderful school on our exciting journey and I look forward to hopefully inviting you to interview.

Good luck!



Mr J Davies
Headmaster



The Woodward Building



The Learning Resource Centre



The Position

This November we will open our brand-new Woodward Building as part of our Centenary Celebrations. At the heart of this space will be our state-of-the-art Learning Resource Centre. This space will be the focal point for supporting students and staff with areas for both independent and collaborative learning. It will be home to our comprehensive collection of printed resources alongside space to enjoy our growing provision of digital resources.

We have created a space which will foster a place of calm and purposeful study alongside spaces for collaborative initiatives as we seek to support our students to foster these important life skills.

We are also excited to offer once again a dedicated area for students to enjoy reading for pleasure and we have invested in the highly acclaimed Accelerated Reader Scheme for our younger students.

The Learning Resource Centre will also be home to our magnificent Learning Support Department who operate under the guidance of our talented SENCO.

We currently have a full-time Librarian and are seeking a second part-time member of the team to further bolster the support we can offer to our students and staff in this new facility. The role would be from 1.00pm – 5.30pm term time only. The Assistant Librarian would be responsible for oversight of the Learning Resource Centre during the after-school session (4.00pm – 5.30pm) and work with the Librarian during afternoon sessions.

Teachers will be able to book the space for use with classes and lower school English classes have a dedicated library time in the reading area. Our growing sixth form will also be keen to use this facility for independent quiet study.

At break and lunchtimes the space becomes a haven for those seeking an area to work on their learning and complete independent projects or simply to enjoy a good book.

The Library will be open from 8am – 5.30pm and through this new appointment we seek to be able to provide a dedicated librarian for students to work with during these hours.

With the opening of the new Learning Resource Centre it has given us the opportunity to look to invest in new physical and electronic resources and we have moved the Library Management system to the Accessit system. Full training on this system will be available if required for the successful candidate.

Halliford is a thriving School with a particularly friendly and supportive staff and student community. The successful candidate will be encouraged to participate in the School's extensive pastoral and co-curricular programme.

Application Process

We trust that this brochure will provide you with helpful information on which to make a decision regarding your application for this post.

Along with this pack, you should have received a copy of the application form, which you are asked to complete in full and as accurately as possible, paying attention to the Job Description and Person Specification.

If you have any queries regarding the application process, please do not hesitate to contact Mrs Maria Hartzenberg - HR & Recruitment Officer, who will be delighted to assist you. Telephone: 01932 234920; email HR: maria.hartzenberg@hallifordschool.co.uk.

Completed application forms, together with a supporting letter of application (no more than one side of A4) should be e-mailed to the HR & Recruitment Officer to arrive no later than 12 noon on 1st November 2021. However, please feel free to apply as soon as possible as applications will be considered upon receipt. We reserve the right to interview / appoint before the closing date.

On the day of interviews, all applicants will be asked to bring with them proof of identity and address along with any original certificates pertaining to their qualifications.

Full details regarding the interview day will be sent to those candidates on the short-list.

Following the interview, the successful applicant will be invited to accept the position by telephone, but only once a contract has been agreed and signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based upon a short delay.

Halliford School

Job Description – Part-Time Assistant Librarian

Salary

The post holder will be paid on the appropriate point of the Halliford School Pay Scale. We have our own highly competitive pay scale, which is significantly above the maintained sector.

Lines of Responsibility

The Assistant Librarian is directly responsible to the Librarian and through them to the Senior Deputy Head.

Job Content

Strategic Purpose

To assist the Librarian with the effective day-to-day running of the Learning Resource Centre. Together the Librarians are responsible for overseeing the use of the Learning Resource Centre, including managing the budget, day-to-day administration, supervision of students, working alongside the students and staff to support them to get the very best from this facility.

Main Responsibilities

The successful candidate will be keen to see the Learning Resource Centre used to its full potential and enjoy regular contact with students and staff in helping them to make the most of the facilities on offer. Computer skills are essential and knowledge of working within a library facility would be incredibly helpful.

Operational

- To support staff and students in the use of the library resources, in particular explaining the use of the e-library resources and running sessions on these for students of all ages.
- To assist with research skills and project-based work in the learning resource centre for all ages of students and liaise with teaching staff to develop this (including leading research skills sessions).
- To assist with staff and student induction sessions.
- To help process and organise materials for loan (cataloguing).
- Day to day administration, including assisting with student and staff registration as library users.
- To assist with displays, promotional events, author visits and competitions.
- To supervise and assist students using the library and in developing independent research skills.
- Assisting with stock selection for the main library stock as well as within individual departments
- Providing assistance with printing and photocopying.
- To supervise the Learning Resource Centre in liaison with the Librarian.

- To supervise after school Prep (study time for students).
- To assist with the Accelerated Reader Scheme.
- To liaise with academic departments over subject specific book stock, book lists and recommendations.
- Help to maintain an appropriate working environment in the Learning Resource Centre.
- To promote reading for pleasure through book displays, assemblies, book events and author visits, including activities for events such as National Poetry Day and World Book Day.
- To provide tours and information about the Learning Resource Centre to visitors, parents and on Visitors' Days.
- To progress and develop in the role through participation in any training, coaching and support offered in conjunction with the role.
- To attend training sessions as and when required to ensure compliance with Health and Safety, Safeguarding and Child Protection, School Policies and procedures or other training programmes as directed.
- To participate in the School Open Days and Entrance Examination day.

Co-Curricular

The following are areas of school life that the Assistant Librarian may wish to be involved with:

- To be involved with the co-curricular programme on offer at the School.
- To participate in educational visits.

Performance Management and Professional Development

The Assistant Librarian will be part of the School's Performance Management Scheme. They will be assigned an appraiser (usually the Head of Department) who will set agreed targets and monitor professional development. In addition, all new members of staff are provided with a comprehensive programme of induction in the first year with a full review in the summer term.

Conditions of Employment

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child Protection.

The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment).

The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed.

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

Assistant Librarian - Person Specification

Applicants should:	Essential	Desirable	Primary means of assessment
Educated to A Level Standard	✓		Application Form
Educated to Degree Level		✓	Application Form
Librarian Qualification		✓	
Experience of working with and supporting young people	✓		Supporting Letter / Application Form
Experience of working in a Library or similar facility	✓		Supporting Letter / Application Form
Excellent IT skills	✓		Application Form
Experience using Microsoft 365		✓	Interview
Be able to communicate effectively with students age 11 - 18	✓		Interview
Be able to communicate effectively with students and staff	✓		Interview
Work well as part of a small and dedicated team	✓		Interview
Act upon and listen to advice from colleagues	✓		Interview
Excellent customer service skills	✓		Interview
Ability to work to deadlines and calm under pressure	✓		Interview
Ability to prioritise effectively	✓		Interview
A professional approach, which inspires confidence in students and parents.	✓		Interview
Have a sound understanding of Safeguarding within the school environment	✓		Interview
The ability to be discrete and able to maintain appropriate levels of confidentiality	✓		Interview
Understand the needs of SEND, PHA and EAL students		✓	Supporting Letter
Excellent written and ICT skills (Microsoft Office)		✓	Interview
Be willing to participate in the wider co-curricular life of the School		✓	Interview
A good sense of humour	✓		Interview

Shepperton and South West London

Halliford School is situated alongside the banks of the River Thames in a beautiful setting. The school was founded in 1921 as an independent grammar school on the present site. The building closest to the road is the oldest, a tall-storied Georgian House set in six acres beside the River Thames that was once home to Emma Hart (later Emma, Lady Hamilton) when she lived with Charles Francis Greville before she married and then became Lord Nelson's mistress.

The village of Shepperton is equidistant between the towns of Chertsey and Sunbury-on-Thames. The village is mentioned in the Domesday Book, where it was an agricultural village.

Probably most well-known for the local film studios, the village is home to approximately 10,000 people and boasts a magnificent high street with all the individual shops and restaurants so often lacking from most modern towns. The School works hard to support local businesses and is proud to source the vast majority of our food and provisions from local businesses.

There are many local restaurants and riverside walks and thriving sports clubs and cultural opportunities on offer. The boroughs of Spelthorne, Kingston, Staines and Richmond-upon-Thames offer a vast array of accommodation options ideal for young people and those with a family.

The village is the final stop on a branch line from London Waterloo with services stopping at Vauxhall, Clapham Junction, Wimbledon, Kingston, Teddington, Hampton and Sunbury. The journey time to London is 50 minutes. There is also a further faster route to London from nearby Walton-on-Thames with fast trains taking 25 minutes to reach London Waterloo. The School operates a shuttle bus along with other local services buses to Walton-on-Thames. London Heathrow is approximately 15 minutes by car and 45 minutes by local bus. The M3 and M25 are a few minutes' drive from the School.



Additional Information

Non-contractual benefits to Staff

Pension

Membership of the Support Staff 16% non-contributory pension upon completion of a successful probationary period.

School Fee Reduction

Children of teaching staff at Halliford School may, subject to passing the entrance examination, be eligible for a 50% remission on fees at the discretion of the Governing Body. This is prorated according to working days.

Meals and Refreshments

All staff are entitled to eat free of charge each day during term time in either the main Dining Room or in the Sixth Form Café, where delicious home cooked meals are served each lunchtime. In addition, hot drinks and biscuits are provided daily in the staff common room with cakes on special occasions. Speciality teas and coffee are also available daily from the Staff Common Room.

Sports Facilities

Members of staff are able to use the School gym and fitness facilities subject to approval from the Director of Sport.

Travel and Visits

Those staff wishing to organise suitable trips and visits for our students are strongly encouraged and supported to do so. These can provide invaluable opportunities for staff as well as students including the opportunity to travel and visit new countries.

Private Vehicles

Free on-site parking is available to all staff, subject to availability. In addition, subject to approval, staff can use their private vehicles for school journeys during working hours. The insurance will be under the school's insurance scheme and staff may claim suitable mileage.

Professional Development and Postgraduate Study

Staff are encouraged and supported to undertake a wide variety of professional development opportunities both within and beyond the School. Those staff wishing to undertake professional qualifications may seek financial support from the Governing Body.

Other Benefits including

- Ability to register with cyclescheme.co.uk
- Personal accident insurance through the school insurers.
- 24 hour counselling helpline service.
- Enhanced sickness.
- Staff socials.
- Opportunities to join worldwide educational trips.

Disclosure and other pre-employment checks

Halliford School is committed to safeguarding the welfare of all students at the School.

Therefore, this appointment will be subject to a successful enhanced disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available from the HR & Recruitment Officer. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience of qualifications. A medical questionnaire will be required by to be completed by the successful candidate.

Applicant Information – Part – Time Assistant Librarian

Further Information

If you have any queries regarding the application process, please do not hesitate to contact the HR & Recruitment Officer who will be delighted to assist you:

Telephone: 01932 234920

E-mail: maria.hartzenberg@hallifordschool.co.uk

Halliford School

Russell Road

Shepperton

Middlesex

TW17 9HX

www.hallifordschool.co.uk

