



October 2017

School Librarian / Communications Link Manager

Thank you for your interest in the above post at Strathearn, which was recently advertised.

Background:

The Library is the central source of information in any school and an essential resource in developing independent learners. The successful applicant is likely to have experience in a recognised library, a good working knowledge of ICT and an interest in developing School links.

Applications: The closing date is 12 noon Monday 16 October 2017.

Interviews: Interviews are planned to be held end of October/beginning of November 2017.

- Essential Criteria:**
1. Educated to degree level.
 2. A commitment to young people and their development.
 3. A love of reading and the ability to inspire others to read.
 4. Self motivation and the capacity to work on own initiative
 5. Strong research and information handling skills and the ability to teach others.
 6. Strong interpersonal skills and the ability and willingness to work with a wide range of people.
 7. Good oral and written communication and organisational skills.
 8. Ability to gain the confidence of staff, pupils, parents and the public.
 9. Good working knowledge of ICT.
 10. Good attendance record.

- Desirable**
- Experience working in a recognised library.
 - Experience of organising a School council; Old Girls Committee.
 - Experience of working in PR.
 - A librarianship qualification or membership of a relevant professional body.

The above criteria may be enhanced to produce a manageable shortlist.

Hours of Work: This post is term time only: 9.00 am to 3.00 pm Monday to Friday. There may be times when the post holder will be required to work outside of these hours and time off in lieu will be given.

Salary: . Salary will be set on a 5 point scale within the range NJC Pts 18 – 25 (£18,070 - £22,658) (prorata £11,565 - £14,501) depending on qualifications and experience. Salary is paid equally over 12 months. The School operates the NILGOSC Superannuation Scheme.

Information for Applications for the post of School Librarian / Communications Link Manager

Principal	Mrs Nicola Connery
Vice Principal (Teaching & Learning)	Mrs Karen Quinn
Vice Principal (Pastoral)	Mrs Lynn Myers
School enrolment	783
School's admission number	110 (5 classes of 22)
Teaching staff FTE	47.5

Strathearn School is one of the top girls' grammar schools in Northern Ireland. It has a national reputation for academic success and is locally renowned for music, sport and drama. The last ETI Inspection in September 2010 details more fully the 'very good' quality of education offered by the school.

The overall size of the school and small class size allows each individual pupil to develop in a caring and supportive environment. The school is situated in extensive grounds and enjoys complete seclusion in very attractive surroundings with well-equipped buildings and sporting facilities. Pupils are drawn from a wide ranging catchment area including East Belfast and North Down.

The School is very proud of the library with its provision of ICT equipment and extensive range of books. The Eclipse Library Software system is used to catalogue stock and for issuing books and materials. At lunch times, a team of pupil librarians work under the direction of the librarian to operate the lending system, and initiatives such as Reading clubs and Creative Writing have proved very successful. The librarian is key in overseeing and implementing 'Accelerated Reader' in the school. An annual Book Fair has proved very popular, as have visits from authors. Form 1 and other new pupils are inducted into the operation of the library and all pupils are encouraged to develop their research skills and reading for pleasure. The Librarian also works with teaching staff to provide suitable materials that can enhance and support the curriculum.

The School is seeking to appoint an enthusiastic and committed person who would wish to apply him/herself to this important role. The role will involve the organisation and management of a School Council. The Person would be required to develop and maintain a n Old Girls Database; send out regular notifications and liaise with the Old Girls committee. It is expected that the successful candidate will liaise with the local papers and publications to promote Strathearn School. They will be required to coordinate the social media platforms of the School to ensure a regulated and consistent message. He/she will be working directly with pupils and staff at all levels and will have the necessary interpersonal and information handling skills to make a significant contribution to teaching and learning in Strathearn.

General Information

Strathearn is a voluntary grammar school for girls, managed by its Board of Governors in accordance with the scheme of management drawn up by the Governors and approved by the Department of Education (NI).

Child Protection

Strathearn treats with the utmost seriousness its responsibility to protect its pupils by preventing unsuitable people from working with them in paid or voluntary positions. Posts involving work with children and young people in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007.

The process whereby applicants are vetted for employment is set out by AccessNI as an Enhanced Disclosure; see www.nidirect.gov.uk/accessni Hence, applicants should be aware that any offer of employment will only be confirmed when the Principal has:

- received two written satisfactory references, one of which must be from the most recent employer;
- verified proof of identity as specified by AccessNI;
- received an Enhanced Disclosure Certificate from AccessNI confirming the eligibility of the applicant to work in the School;
- viewed originals of qualifications recorded on the application form.

AccessNI regulations do not allow for individuals to apply directly to AccessNI for an Enhanced Disclosure Certificate therefore the application will be made through Strathearn School.

Process

Applicants called for interview will be required to bring with them

- photographic proof of identity.

When an offer of employment is made, the preferred applicant will be required to:

- complete an AccessNI application by the following process
 - register with AccessNI for an Enhanced Disclosure Certificate and complete the ‘Pin Notification and ID Validation Form’ as provided by the School
 - complete the AccessNI document ‘Appendix C’ as provided by the School
 - return these two documents to the School and produce for the Principal valid identification documents as specified in the application
 - enclose a cheque for £33 made payable to Strathearn School
 - furnish the Principal with a copy of the return from AccessNI;
- complete a ‘Health Declaration’ questionnaire which you should complete and return and
- let the Principal view originals of qualifications recorded on the Employment application form.

The appointment will only be confirmed after all pre-employment checks have been completed satisfactorily.

STRATHEARN SCHOOL

ROLE DESCRIPTION

Post Title: School Librarian / Communications Link Manager

The Key Purpose of the post is:

to manage, develop and promote the Library as a Learning Resource Centre within the school, by providing services to meet the learning, information, leisure and cultural needs of the staff and pupils. To support communications internally and externally of Strathearn School.

Responsible to:

the Vice Principal (teaching and learning) and through her to the Principal.

MAIN DUTIES AND RESPONSIBILITIES

- 1. To support individual and groups of pupils to develop their skills as independent readers and resourceful, self reliant learners and managers of information:***
 - provide a facility for pupils' independent study and to contribute to the development of the skills necessary to being an effective learner within school and throughout life;
 - supervise pupils who use the Library;
 - encourage pupils' reading for pleasure;
 - lead, encourage and develop a team of pupil librarians to run and monitor the library;
 - introduce and explain to users how to use the Library and access the resources available;
 - support and encourage the development of pupils' research, information handling and ICT skills through library lessons;
 - work with staff to ensure the Library is used as a key teaching resource.
- 2. To manage and keep up to date resources that stimulate an interest in reading and provide information which supports the School curriculum:***
 - create an attractive and stimulating environment which encourages use of the Library;
 - provide resources that allow all pupils, irrespective of ability, to have equal access to a wide body of knowledge and encourage them to experience success and enjoyment in the use of their library;
 - manage physical, traditional and electronic resources in order to contribute to the school's curriculum and stimulate an interest in reading;
 - support the curriculum of the School and respond quickly to curriculum development and assist with the development of literacy across the curriculum;
 - plan the library budget, monitoring budget spend, so that resources are used effectively;
 - analyse current educational initiatives (such as accelerated reader or developed programme) and trends in library and information services so that the service is based on the best and most up-to-date information and methods;
 - provide an archive service for the School.

3. *To develop policy and procedures which support the use of the Library and help pupils develop management information skills;*

- develop and implement a school library policy, which includes legal compliance with data protection, copyright and health and safety legislation;
- audit; monitor and report on the usage of the Library;
- organise events which promote and market the use of the Library within School including through the School Website;
- prepare an annual report on the use of the Library for the Senior Leadership Team;
- contribute to the School Development Plan as required;
- keep policy and procedures under review.

4. *To promote staff development in relation to information handling:*

- engage in continuing professional development and develop effective working relationships with appropriate external agencies.

5. *To support the School in relation to communication links with a variety of groups:*

- To lead and manage the School Council, to bring forward ideas that would lead to School improvement
- To liaise with local newspapers and publications to ensure that Strathearn School stories are promoted and published at regular intervals
- To develop and manage the Old Girls Association links with the School. (this would involve devising and updating a database of past pupils)
- Social Media Coordinator – to send out regular ‘social media’ messages on behalf of Strathearn School

Such other duties as may be assigned within the level of this post.