



SCHOOL LIBRARIAN (MATERNITY COVER) **Required August 2017**

Francis Holland School, Regent's Park, was founded in 1878 by the Reverend Canon Francis Holland and is regarded today as one of London's most academically selective girls' independent day schools. The school is situated next to Regent's Park and has a reputation for its friendly, cohesive atmosphere. The recent ISI Inspection Report in February 2014 reported Francis Holland as 'Excellent' in all key areas of school life.

Entry to the school is very competitive and pupils are selected via entrance examinations and interview at 11+ or Sixth Form. Girls achieve exceptionally good results in examinations at GCSE and A Level, and progress to some of the best universities in the UK, as well as to top global institutions such as those in the US. There are close links with our "sister" school at Francis Holland, Sloane Square, which was founded in 1881. The school offers a large number of bursaries, in addition to music, academic and art scholarships, all of which are means-tested, up to 100% fees.

The school offers a plethora of extra-curricular activities, more than seventy clubs and societies are available every week: before school, at lunchtimes and after school. Music, drama and sport are particularly strong. Community voluntary work and charitable activities are enthusiastically supported by staff and pupils. Achievement beyond academic results is regarded as essential for FHS students and all teachers are expected to contribute fully to extra-curricular activities.

The school places great emphasis on the professional development of all its staff. Staff at Francis Holland School enjoy a significant range of professional benefits. A comprehensive schedule of continuing professional development and INSET training, both internal and external, is provided for all staff. A three course lunch is available free of charge to all FHS employees and an interest free loan for travel season ticket is offered to staff, on application to the Bursar. Daughters of staff are offered a 50% reduction in school fees.

Tel: 0207 723 0176

email: Jobs@fhs-nw1.org.uk



**SCHOOL LIBRARIAN
(MATERNITY COVER)
Required August 2017**

The ideal candidate is likely to be an enthusiastic, qualified Librarian, who has experience of working with young people. A passion for books and for reading is essential. The Library has a stock of over 16,000 books, as well as a DVD collection. There is also a small computer area. There is a generous budget for the purchase of books and other materials to support teaching and learning at the school. The library management system is Heritage.

The contractual hours are 8.00am to 5.00pm Monday to Friday during term time, plus 5 weeks. The week before the start of term and the week after the summer term are designated weeks for the librarian to be in school. The Library is covered by teaching staff during Period 6 whilst the Librarian goes to lunch.

As Editor of the bimonthly newsletter and annual magazine, the Librarian liaises with all staff to source content, and works closely with an external designer. The publications are distributed to all pupils, parents, governors and staff throughout the academic year. The Librarian is expected to make a strong contribution to the school's extensive extra-curricular programme by arranging visits by authors and writers on a regular basis.

Application form including a statement in support of your application and full contact details of at least two referees (including email addresses) should be sent to the Headmaster's PA, Miss Olivia Birkby, on jobs@fhs-nw1.org.uk by **9am** on **Tuesday 23rd May 2017**.



SCHOOL LIBRARIAN

The duties of the school librarian will include:

- Advising the Headmaster and Governing Body on all aspects of strategic leadership of the school's library provision.
- Actively promoting reading to all pupils and teachers.
- Editing the bimonthly newsletter and annual magazine.
- Stock selection and purchase of books and materials for the library.
- Processing, classifying and cataloguing books.
- Reviewing of stock.
- Shelving, tidying and repairing books as needed.
- General Library duties.
- Supervision of Library, maintaining an effective atmosphere for study and reading.
- Managing the Library budget.
- Producing and updating reading lists.
- Creating book displays.
- Helping pupils to locate and retrieve information.
- Advising pupils on choice of leisure reading.
- Overseeing the use of the six Library computers.
- Leading an extra-curricular, book- related clubs and activities.
- Organising author visits.
- Teaching Library lessons to Thirds (Year 7).
- Delivering information skills lessons as required.

Interviews for short-listed candidates will be held at the school on **Wednesday 7th June 2017**. Please confirm your availability for interview in your application. All appointments at Francis Holland School are conditional upon clearance by the Criminal Records Bureau (CRB testing).

Detailed below are the main professional requirements expected of all staff at Francis Holland:

- To act in accordance with the aims, policies and procedures of the school and department;
- To foster a disciplined and stimulating learning environment and to encourage enthusiasm for learning, and understanding of the subject;
- To teach and prepare carefully allocated lessons using resources and strategies suited to the age and ability of the girls, in accordance with the syllabus; to contribute to planning schemes of work, as appropriate;
- To be responsive to the needs of individual girls, and to liaise with the Special Needs Co-ordinator and other staff with specific requirements when necessary;
- To set homework, mark work and keep records as required; to monitor the progress of allocated groups and individual students; to assist in invigilating, setting and marking examinations, and in internal moderation;
- To be punctual and to meet deadlines;
- To attend staff and departmental meetings when in school, and to contribute as appropriate to administration and development; for example, to contribute to discussion and development of teaching and learning strategies;
- To keep up to date with subject and professional developments; to be willing to participate in relevant INSET; to participate in staff appraisal; to undertake continuing professional development;
- To attend parents' evenings and meetings with parents, write reports and respond to parental inquiries;
- To take appropriate educational visits, to support/contribute to extra-curricular activities as may be reasonable; to attend church services, certain special events and designated assemblies;
- To take pastoral responsibility as appropriate;
- To follow Health and Safety procedures;
- To share in the provision for cover for absent colleagues and other duties;
- To foster good relations within the school community.
- To promote and uphold the good reputation of the school.