St Mary's School
Gerrards Cross

Application Pack

Job Role: Librarian

Start Date: January 2025

Closing Date: 9:00am on Monday 11th November 2024

Interview Date: W/C Monday 18th November 2024

Early applications are advised as the school reserves the right to appoint at any stage during the application process.

Welcome from Headmistress

St Mary's is quite simply a wonderful school. The experience of each individual student is at the heart of all that we do. Our warm and inspiring environment encompasses a supportive framework where our students, whether in Pre-Prep, Prep, Senior House or Sixth Form, are encouraged to take risks, be creative, think for themselves, learn to make good choices and to embrace a challenge.

All of our students are encouraged to aim for excellence in all of their pursuits, to be kind to each other and look for opportunities to make a difference in the wider world. Students here 'dream big' we prepare our students for their future lives and careers to be compassionate, caring and confident young women.

The opportunities at St Mary's, including those for leadership and co-curricular activities, are wide ranging, the academic and pastoral focus unsurpassed and the ability to tailor your daughter's education unrivalled.

Please visit our website to give you a brief insight into our wonderful school, I do hope you will come and meet us to discuss this teaching role.

Mrs. Patricia Adams, Headmistress

About St Mary's School

St Mary's is an independent day school for girls aged 3-18 in the heart of Gerrards Cross, Buckinghamshire.

Founded in Paddington in 1872, the school moved to its present site in 1942. Class sizes average 16-18 and academic outcomes are excellent.

St Mary's School is warm friendly community where parents, staff, students, and governors work together to ensure that every student exceeds her potential whilst having the time of her life, making memories, and building skills to equip her to be successful through her future years.

Our students leave with the resilience to take on the next challenge, the ambition to follow their dreams and the confidence in themselves to go from success to success in their future careers. Through the pastoral and classroom support she has received at St Mary's, she knows her worth, who she is as an individual, and what she wants to go on to do.

Well-being and happiness of staff and students alike is at the heart of our success – a happy school is a successful school!

Joining St Mary's staff community, you would be welcomed into a supportive, close knit community who can regularly be found spending lunch times in the Senior or Prep staff room, enjoying social time outside of school, competing in the teacher's relay, performing in the school orchestra or at an open mic event, and can even be caught on a space hopper on the lawn on the last day of term!

St Mary's School Values

St Mary's is committed to providing an excellent education in a caring, happy environment, where each girl develops self-confidence and exceeds her potential.

Staff and students, alike, are encouraged to find their own SMS Spirit by exploring our huge range of Co-Curricular activities to try new skills and meet new people, explore different learning or teaching techniques in small classes and make friends from Nursery right through to Sixth Form through our House System and whole school opportunities that brings.

Staff are supported in their roles through Department Heads, and SLT links, with wellbeing at the heart of staff satisfaction and the positive morale which we pride ourselves on. A comprehensive CPD programme allows for staff members to grow personally and professionally and broaden their skills in their specialist areas finding their very own SMS Spirit in their own individual ways.

Our whole school community operates under our Take Care acronym which ensures each individual reaches his or her potential in a supportive and challenging environment.

T – Team Work – we work together to ensure we achieve the best outcomes for our students, pastorally and academically, and that as a staff community we work in a supportive, collaborative caring team who have each other's backs.

A – Ambition – we go above and beyond in everything we do. We look for the WOW factor at every opportunity.

K – Kindness – through our ethos runs the theme of kindness. Everything our staff and students do should consider kindness first.

E – Enthusiasm – staff and students alike bring the energy and desire to succeed.

C – Curiosity – we always ask why.

A – Adventure – work should be exciting, satisfying and thrilling – we are spending time doing what we feel passionately about.

R – Resilience – we carry on in the face of challenge, and come out stronger and wiser.

E – Excellence – aim for the highest quality in all that we do.

Why Work at St Mary's?

- Competitive Salary
- Pension Scheme
  (TPS or TPT support staff)
- 30% fee Remission at St Mary's
- 25% fee Remission at Thorpe House
- Subsidized staff socials
- Annual pay review

- Hot daily meal
- Use of fitness suite
- On-site parking if available
- Free annual flu vaccine
- Electric Car purchase Scheme
- Cycle to work Scheme

- Full staff induction in Term 1
- Staff buddy system
- Full training and development program
- Equal opportunities for all
- Well-being committee to share ideas

All staff share responsibility for promoting and safeguarding the welfare of our pupils and mush adhere to, and comply with, the school's safeguarding and Child Protection Policy at all times.

Teaching and Learning at St Mary's

Professional trust and teacher autonomy are important to us. There is some flexibility when it comes to how and what you teach, and you will have more occasions to invest in creative planning and teaching, taking opportunities to follow the passions of the class whilst delivering an effective and enabling curriculum. We do not expect you to adhere to explicit and directed lesson formats, writing lesson objectives on the board or following a prescribed lesson order. When our students change class, they move in an orderly fashion to their next lesson, taking responsibility for their own behaviour. Our students are taught in an environment where engagement and quality work is expected of everyone. In addition, there are pedagogical benefits to smaller class sizes. You will get to know the unique attributes of each student, giving them increased levels of attention and building productive classroom relationships that enable your students to excel.

Staff professional development is given a high priority at St Mary's. The professional development process is aimed at cultivating great teachers who can flourish in our environment and meet our pedagogical standards. You will have the opportunity to contribute to working parties, a Teaching and Learning forum, speak at the regular 'Gold Nugget' best practice slot, write for the T&L newsletter and enjoy the buzz around our Open Classroom events. CPD is encouraged and generously funded. We want our teachers to be the best they can be and recognise that a culture of continuously learning is a crucial component of supporting and developing our staff.

The Role – Librarian

St Mary's School is excited to announce a unique opportunity for a passionate Librarian to join our school community. Our library is not just a space for books; it serves as a vibrant hub for learning, creativity, and collaboration. We seek one individual (or two as a job share) who are committed to fostering a love for reading and research among students, and who can inspire young minds to explore new ideas. The role requires active engagement with students, supervision and ensuring a supportive environment where students can thrive academically and personally.

As a key member of our team, the Librarian plays a vital role in mentoring and assisting students with their research projects, reading selections, and literacy skills. By providing guidance and support, you will help students navigate resources effectively, cultivating their ability to think critically and independently. We are looking for one candidate (or two as a job share) who are not only knowledgeable about current library trends and technologies but also possesses the interpersonal skills necessary to connect with and motivate students. If you are ready to make a meaningful impact in a dynamic school setting, we encourage you to apply for this rewarding position.

Main Duties – Librarian

General Duties

- Assist with general and day to day duties in the school library and overseeing resources in the Prep Library.
- Supervision of students, ensuring a quiet, working environment is maintained and assisting the girls as and when required.
- Management of the book stock, involving collecting information and suggestions from departments and students on book and magazine recommendations.
- Create and implement school library policies and procedures including data protection, copyright and health and safety legislation.
- The maintenance of all library resources including Senior House and Prep Library.
- Running clubs to promote engagement with reading and general literacy as required.
- Catalogue new library resources.
- Ensure the library resources are kept current and promote excellent literacy.
- Help students and staff to locate and use library resources effectively.
- Organise and support library events including author visits, world book day activities, and participation in Book Awards.
- Promote and demonstrate the benefits of reading, independent research and library resources.
- Liaise with teaching staff to provide support and access to resources, as requested.
- Liaise with book and software providers as required to ensure the efficient provision and functioning of resources.
- Maintain familiarity with existing and new library stock and resources.
- Develop and maintain approachable and professional relationships with all library users.
- Be aware of relevant new fiction, non-fiction and online resources relevant to a school library as they come onto the market.
- Ensure that Health and Safety guidelines and fire regulations are strictly adhered to all times.
- Comply with safe working practices.
- Complete safeguarding and online training as and when required.
- Take reasonable care for your own health and safety and that of others who may be affected by acts or omissions at work.
- Be aware of adhere to St Mary's School policies at all times.
- Attend training courses and complete online training modules as required to meet the requirements of the post.
- Take responsibility for own personal development, seeking any opportunities to learn new skills.
- Undertake any other duties as requested by management which are reasonably deemed to be within the scope of the role or necessary for the smooth running of the school.

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder will be responsible for promoting and safeguarding the welfare of children and young people that they supervise or come into contact with in line with the School's Child Protection and Safeguarding Policy at all times. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risk to the safety or welfare of children in the school, they must report any concerns to the School's Designated Safeguarding Lead.

Candidate Specification

Education	Good standard of general education (GCSE at Grade C/4 or equivalent including Maths and English).
	A Level or equivalent qualification.
	Library qualification or degree (desirable)

Skills	High level or oral and written communication skills and an ability to work in partnership with teaches and other staff and communicate effectively with students, parents and outside agencies.
	Awareness of children's and Young Adult fiction and authors.
	Ability to engage with all age groups and to inspire young people.
	Willingness to be fully involved in promoting literacy and developing lovers of reading throughout school
	Developed IT skills, including in the use of MS office and databases.
	Developed interpersonal and communication skills.
	Developed attention to detail, organisation and methodical.
	Developed ability to manage your own workload.

Attributes	A passion for books, reading and working with young people.
	Good general knowledge and a curious mind.
	Friendly and highly professional in your approach to library users and colleagues.
	A team player.
	Courtesy, tact, humour and discretion.
	Flexible adaptable and with a "can do" attitude.
	Presents a positive role model in carrying out duties and when representing the school.

Safeguarding

St Mary's School is committed to safeguarding and promoting the welfare of children and young people in its recruitment and selection of job applicants. The school expects all staff and volunteers to share this commitment and be willing to undergo checks with the Disclosure and Barring Service.

How to Apply

Please complete an application form which can be obtained from the HR Administrator at hradmin@stmarysgx.co.uk or from our website www.stmarysschool.co.uk

Early applications are advised as the school reserves the right to appoint at any stage during the application process. Completed application forms and cover letters must be emailed to hradmin@stmarysgx.co.uk

Interviews will take approximately three hours and will be held at the school. As part of the process you will be given a tour of the school and attend a panel interview. You will also be asked to provide documentation confirming your identity and qualifications and a search of an online social media presence may also be conducted as part of due diligence checks.

There is no need to visit St Mary's before applying, as the school website contains plenty of information, photos and all the school's policies. However, if you'd like to see the school in person, you are most welcome to arrange a visit. Interviews will, of course, include a tour. All applications will be acknowledged and interview dates are provided below. References will be requested for all those invited to interview.

Closing date for applications:	**9:00am on Monday 11th November 2024**
Interview date:	**W/C Monday 18th November 2024**
Hours:	**10am – 6pm Monday – Friday term time only. Consideration will be given to a job share to work 10am – 2pm/2pm – 6pm or to work 2.5 days.**
Salary:	**£21,000 - £22,000**