



South Hampstead

High School

GDST

JOB APPLICATION INFORMATION

Junior School Librarian

PART-TIME FROM SEPTEMBER OR OCTOBER 2024



South Hampstead High School, the 2022 Independent Girls' School of the Year, is a day school with upwards of 950 pupils, welcoming girls aged 4 to 18 from across London. It is a very popular school and entry is competitive at all ages. Established in 1876, South Hampstead is one of 25 schools and academies belonging to the Girls' Day School Trust. Located in leafy Hampstead, with the buzz of central London's cultural life close at hand, the school is very well served by public transport and there is a wealth of amenities on the doorstep.

Excellent academic results place us comfortably amongst the country's top schools, and our pupils leave us for some of the most prestigious universities in the country and worldwide – but there is so much more to an education here than the girls' headline achievements. Pupils go on to become prize-winning authors, ground-breaking scientists, passionate campaigners, successful entrepreneurs, distinguished lawyers and trailblazing creatives.

Working at South Hampstead is stimulating, challenging and fun. Pupils are intelligent and inquisitive, energetic and engaging. We offer competitive salaries, generous employee benefits and a warm, supportive environment, with a strong emphasis on Continuous Professional Development. For teaching staff, there is support to engage with leading educational research and opportunities for sabbaticals.

THE GIRLS' DAY SCHOOL TRUST

South Hampstead High School was the ninth school to be established by the Girls' Day School Trust (GDST) in 1876.

Today, the GDST is the leading network of independent girls' schools in the UK.

Since its foundation in 1872, the GDST has been at the forefront of education for girls and a strong voice in promoting opportunities for young women. Through the Alumnae Network, this continues after the girls leave school.

“When I first stepped through the doors here, I knew that it was a very special place to be – the wonderful atmosphere, dedicated staff and energetic girls, who are such a pleasure to teach.”

— South Hampstead Teacher

AIMS & ETHOS

At South Hampstead we believe that education should be a truly enriching experience. We believe in the power of knowledge as a tool for thought and creative endeavour, and a source of lifelong inspiration and curiosity. Our values are Aspiration, Creativity, Kindness, Courage and Commitment.

In and out of the classroom, we want our pupils to explore the big questions; debate and discussion lie at the very heart of a South Hampstead education. We aim to create abundant opportunities for creative output and to encourage pupils to take risks. In our teaching, we do what we know works and put research and reflection at the heart of our professional development. Teaching is a noble profession and our staff are central to our success.

We aim to provide outstanding breadth of opportunity in our curricular and co-curricular programme and to open our pupils' minds to a myriad of possibilities. We believe that involvement in school life is a key factor in our pupils' happiness. But it's not just about taking part; we aim to instil in pupils a sense of purpose, pride and determination and the belief that they can compete on the biggest of stages.

We aim to create a warm, tolerant and kind community where girls can be themselves and make friends for life. We want them to play their part in our community and in the community beyond South Hampstead. The 21st century is a time of unique opportunities and challenges; we have a critical role to play in preparing our young women to live and thrive, work and lead in tomorrow's world.

ACADEMIC LIFE

South Hampstead follows a curriculum that equips each girl with the means to develop her intellectual abilities as well as her personal and social values. Students are able to explore a deep and expansive body of knowledge, and to discover their strengths and interests via a broad, balanced range of academic, cultural and aesthetic subjects.

Pupils are intelligent, inquisitive, confident, energetic and talented. The programme of work helps to ensure that each girl is thoroughly prepared for the next stage in her life, whether it is transition into the Senior School, higher education or adulthood.

South Hampstead students love to learn. The store we set by the power of ideas is evident in the quality of the conversation, both inside and outside the classroom.

Our teaching is known for its rigour and its passion. In-depth subject knowledge and expertise are given for all our teachers, but equally important is an innate ability to inspire the very best from each student, both as scholars and as individuals. With a colourful mosaic of enrichment opportunities available – academic societies, national competitions, leadership roles, independent learning projects, incredible speakers and exciting trips – every girl has the freedom to direct her learning and to flourish. Our ambition each year is that our pupils leave us as assured, adaptable, inspired individuals, ready to make their mark on the world and lead happy, successful lives.

The curriculum is designed to provide a secure and imaginative basis for academic progress at each key stage of a pupil's development. Our intention is that all our girls will develop their own enthusiasms and initiatives within a broad educational framework. The curriculum aims to provide our pupils with a rich experience in linguistic, mathematical, scientific, technological, human and social, physical, and aesthetic and creative education. It is designed to provide stimulation and subject matter appropriate for the ages and aptitudes of pupils. The teaching and learning environment is challenging but very fulfilling. The students are intelligent, inquisitive, confident, energetic and talented.

In Years 7, 8 and 9 the girls follow a full core curriculum, with Latin in all three years, one Modern Foreign language (MFL) in Year 7 and a second MFL added in Year 8. Drama, Art, Technology, ICT, PHSEE and PE also form part of the programme. All girls currently study ten subjects to GCSE, including English Language, English Literature, Mathematics, one MFL and Science.

The curriculum throughout the school is such that all the girls have excellent opportunities to learn and make progress in their academic studies and personal development.

“Throughout the school, pupils are highly motivated, articulate and have strongly developed skills for learning... they are self-aware, reflective and show initiative.”

— ISI Report

PASTORAL CARE

Our school is lit up by the attributes that matter most here – aspiration, creativity, courage, kindness and commitment.

At South Hampstead we aim to encourage every girl to discover her own aspirations and to run her own race with regards to her progress and achievements. Under our unique co-tutor system, form tutors are responsible for only a dozen pupils throughout the Senior School. They make sure every girl is thriving: supported, making good progress and feeling fully involved in school life.

Mistakes are learned from and successes are shared: each girl is encouraged to consider how she engages with feedback and to communicate her own strengths. There's plenty of experience on hand from older pupils: buddies and peer mentors provide a friendly face and practical advice, and a fun programme of intra-house activities regularly mixes the year groups, creating a real sense of togetherness and community.

Our programme of PSHEE (Personal, Social, Health and Economic Education) prepares girls to go out into the world with confidence, inner strength and high self-esteem, ready to face challenges. There are also regular evening talks for parents, often reflecting the topics taught in class and as well as other issues on the minds of parents. We have a full-time nurse and counselling provision – it's completely normal for girls to sign up for sessions on any issue they like, completely free from any stigma. We understand how to educate girls, setting the feminist agenda and guiding well-rounded, well-grounded individuals to be the female leaders of the future.

BEYOND THE CURRICULUM

We are proud to be a busy, buzzy school with a lot going on. Each week there are well over 100 co-curricular activities for the girls to get involved in, before, during and after school. Regular guest speakers, a comprehensive enrichment programme, local and international trips, leadership opportunities and charitable endeavours combine to provide an exceptional range of experiences beyond the classroom.

South Hampstead has a well-established reputation in the creative arts. We welcome writers, poets and artists in residence and put on ambitious concerts and performances. Speaking up and speaking

out are encouraged from the earliest years: we have an in-house debating coach and a strong track record in a range of public speaking competitions.

We have a great tradition of high achievement in the creative arts. Whether in Music, Drama, Art or Design and Technology, our girls are successful both in school and outside. There are many opportunities for them to perform and to exhibit their creative work throughout the school.

Music is at the very heart of school life, with a variety of major events each year and a host of smaller-scale concerts involving our many choirs, bands, ensembles and orchestras. It is our aim that every girl who comes to South Hampstead High School, regardless of her experience, accomplishment and aspirations, will have the opportunity, and every encouragement, to flourish as a musician.

Drama is packed with opportunities for all students to be involved both on stage and behind the scenes. There are many productions each year in both the Junior and Senior School, in which girls are encouraged to take an active part. We also provide film making opportunities, master class workshops with external practitioners and our Sixth Form Drama Scholars perform at the Edinburgh Fringe.

In Art, girls are encouraged to experiment and take risks while working within a fine arts framework. Students work with a range of media including textiles and sculpture. They also acquire skills in areas such as photography, filmmaking and animation.

Design and Technology is varied and very hands-on. Our older girls are regular award-winners in a number of competitions such as the RSA Pupil Design Awards and Arkwright Engineering Scholarships.

Evidence of the talent we have here is displayed all around the school – paintings, sketches, photographs, sculptures and design projects that were created by our students are always on view.

In Sport, girls have the opportunity to participate in a wide range of activities, both as part of a team and as an individual, during regular lessons at our four-acre sports ground and in the gymnasium, or as part of our co-curricular programme. We currently offer a total of 20 different sports and in excess of 60 sporting clubs across the Junior and Senior Schools. There are regular overseas sport and music tours and overseas expeditions, as well as the more usual school visits at home and abroad. In the Senior School, girls typically spend three hours a week in Sport; in the Junior School, at least two hours. Specialist coaches work with the girls on occasion, and there is a Going for Gold programme and Sports Scholarships for our most talented sportswomen.

The 4 acres of playing fields, squash courts and dance studio are 10 minutes' walk away. Our aim is to cultivate a positive attitude towards recreational and competitive sport, developing the skills and team spirit needed for a lifetime enjoyment of sport.

COMMUNITY

Partnerships have grown in recent years and now form a core part of our academic and co-curricular life. The adoption of on-line teaching has meant we can collaborate with schools across the country. Student based projects include our Year 5 Saturday Sparks programme, modern foreign language teaching and Latin teaching to a wide range of students, university preparation sessions and careers talks that are open to all who want to attend. Our teachers have the opportunity to participate in a teacher exchange programme with a local school. Our Debate Hub offers training and CPD to students and teachers keen to learn the art of public speaking and debate.

Within the wider community, we have long standing partnerships with SPEAR, Pensioners' Link and volunteering via the Duke of Edinburgh Scheme. Each year group has a specific social action opportunity, with the emphasis being on the time you give, rather than the money you hand over; from writing Christmas cards to baking cakes for local coffee mornings.

At South Hampstead we are committed to improving social mobility and fostering a culture of kindness. Up to 5% of our school budget each year is spent on providing bursaries, with the vast majority involve funding 100% of the fees, as well as paying for uniform, travel and compulsory trips. The number of bursaries is growing each year, with 1 in 10 of new Year 7 students being awarded a bursary. Our aim for the future at South Hampstead is to become one of the leading girls' schools in the sector for bursaries.

The Junior School

South Hampstead Junior School is a happy community of pupils, parents and staff, working together to provide an environment in which girls strengths are allowed to flourish. The girls achieve the highest academic standards at age 11 and almost all go on to the Senior School, one of London's most popular and successful selective, independent girls' schools.

However, this is only one aspect of our school. We encourage girls to approach the world with curiosity and creativity, to express their views and feelings, and to develop a real enjoyment of learning. As a result they are proud of their school and value kindness and laughter, fun and friendship.

Life at the Junior School is rich, busy and varied. Visits, trips, speakers and special events are built into our curriculum and girls are provided with outstanding opportunities to develop their interests in a wide range of areas. They love music, drama, sport and art and they take part in everything they do with wholehearted enthusiasm.

The Role

We are looking to appoint a Junior School Librarian to promote opportunities for our pupils to develop a love of reading, support our pupils in accessing a wide range of literature and ensure our pupils benefit from enriching library lessons and activities.

The Junior School librarian oversees the two libraries on the Netherhall Gardens site. The library in the No 12 building caters for our younger pupils, while the library in the No 5 building houses books for upper KS2 pupils.

Each class in the Junior School (Reception to Year 6) has weekly lessons of approximately 30 minutes with the librarian.

Our librarian also contributes to the wider curriculum, organising author visits and contributing to the planning of events such as World Book Day.

This is a part-time, term time only role.

Working hours: The equivalent of 1.5 or 2 days per week.

Grade: Support staff Grade 3.

Salary: from £7,312 pro rata (£29,479 FTE).

Start date: September or October 2024.

Main Responsibilities

OPERATIONS

- To ensure that the No. 5 and No. 12 libraries are well-organised and attractively presented.
- To promote the use of the libraries throughout the school, including the promotion of leisure reading.
- To catalogue items for the libraries.
- To manage the library budget.
- To maintain library displays.
- To train Upper KS2 pupils to become librarians and support them in assisting with the running of the KS2 library.
- Offer a lunchtime library club to pupils in KS2.

STOCK

- To review the library stock and purchase new books to ensure that it continues to be relevant, current and attractive.
- To manage subscriptions for the Junior School, e.g. The Week Junior.
- Working with the Diversity and Inclusion Coordinator, to ensure that the range of books in the library reflects the world today and promotes the School's D&I approach.
- To organise regular checks of library stock.

PASTORAL ACTIVITIES

- To follow behaviour and safeguarding policies.
- To take a proactive approach to pastoral care, liaising with class teachers and SLT as required, and flagging any concerns in a timely manner in line with School procedures and policies (e.g. safeguarding; health and safety).
- To demonstrate awareness of the need for confidentiality and discretion when discussing individual pupils.
- To communicate professionally with all stakeholders, demonstrating kindness and respect.

EXTRA-CURRICULAR ACTIVITIES

- To organise author talks.
- To work closely with the English Coordinator in planning the Junior School Book Week.
- To organise author talks and other enrichment activities across the Junior School, liaising with class teachers and the relevant SLT members.

TRAINING & DEVELOPMENT OF SELF AND OTHERS

- To participate in training activities and sessions offered by the school and other external agencies in order to further relevant knowledge and skills.
- To participate fully in any process of appraisal or performance review.

GENERAL

Adhering to the policies of the school and the GDST, as published in the Staff handbook and the GDST Hub as amended from time to time, in particular policies relating to the safeguarding of children.
Main Areas of Responsibility

SUPPORTING THE WORK OF THE GDST

Develop strong, positive relationships with GDST colleagues, contribute to collaborative work across GDST Schools and support other staff in participating in GDST work, in order to develop and share best practice.

All school staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan
- Contribute to the school's programme of extra-curricular activities
- Support and contribute to the school's responsibility for safeguarding students
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Engage actively in the performance review process
- Adhere to policies as set out in the GDST Council Regulations, the Hub and GDST circulars
- Undertake other reasonable duties related to the job purpose required from time to time.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

APPLICATION PROCEDURE

Please apply online [here](#).

Closing date is Monday 2nd September 2024 at 9am.

The School may also conduct online searches (including publicly available social media searches) as part of our recruitment processes.

Applications will be reviewed as they are received, and suitable candidates may be invited to interview before the published interview date. We reserve the right to close this vacancy early if we receive sufficient applications for the position or if an offer is made and accepted. We recommend that applications are submitted early to avoid disappointment.

It is the post-holder's responsibility 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. You will adhere to and always ensure compliance with the school's Child Protection Policy Statement. If while carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's Designated Safeguarding Lead (Deputy Head) or to the Head.

The GDST is committed to diversity, inclusion and real change: a family where every individual is valued, respected and included.

The GDST is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

QUALIFICATIONS

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| Experience of working in a library | Desirable |
| Experience of working with schools or with children | Essential |
| Willingness to participate in further training and developmental opportunities offered | Essential |

PERSONAL SKILLS

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| Ability and courage to innovate | Desirable |
| Ability to think strategically and creatively, as well as having an eye for detail | Essential |
| Ability to empathise with the needs of children | Essential |
| Ability to work effectively and collaboratively with colleagues | Essential |
| Excellent communication skills, both oral and written, and the ability to adapt to very different audiences | Essential |
| Ability to use library management systems and other ICT software | Essential |

KNOWLEDGE BASE

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| Knowledge of children's literature and children's resources to support the curriculum | Essential |
| Knowledge and understanding of library and information skills | Essential |
| Knowledge of and commitment to diversity and inclusion in the provision of library services | Essential |
| Knowledge of how ICT can be used to support reading development | Essential |
| Awareness of child development and the role of reading in the educational development of the child | Essential |

EXPERIENCE

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| Relevant experience of working with primary aged children | Essential |
| Relevant experience in an educational establishment/setting | Desirable |
| Demonstrable evidence of experience in supporting children in a learning environment | Desirable |
| Experience of preparing resources to promote learning | Desirable |
| Experience of supporting teachers to create a welcoming and well organised learning environment | Desirable |

ATTITUDE/APPROACH

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| Willingness to be professionally discreet and to maintain confidentiality | Essential |
| Willingness to adopt a flexible approach | Essential |
| Willingness to work as part of a team | Essential |