



King's College
TAUNTON

PREP SCHOOL

Librarian (Part-Time)

Closing Date: Friday 10 January 2025





Welcome

Thank you for your interest in the role of Librarian (Part-Time). We seek to appoint a dynamic, enthusiastic and inspiring Librarian to be part of our team starting in February/March 2025.

We are looking for someone who can develop strong, positive relationships that inspire children to be the best they can be: someone with the passion and flair to animate the resources of the library beyond the limits of their rooms and into the life of the school.

We look forward to hearing from you and considering your application.

Justin Chippendale

JUSTIN CHIPPENDALE
Headmaster



“ In their everyday lives around the school, our pupils show the confidence to succeed, and the determination to give their very best. ”

About the Schools

King's provides continuous day and boarding education for girls and boys aged 2 to 18 years. It comprises King's College Prep which has approximately 300 children from 2 to 13 and a senior school with approximately 450 pupils from 13 to 18.

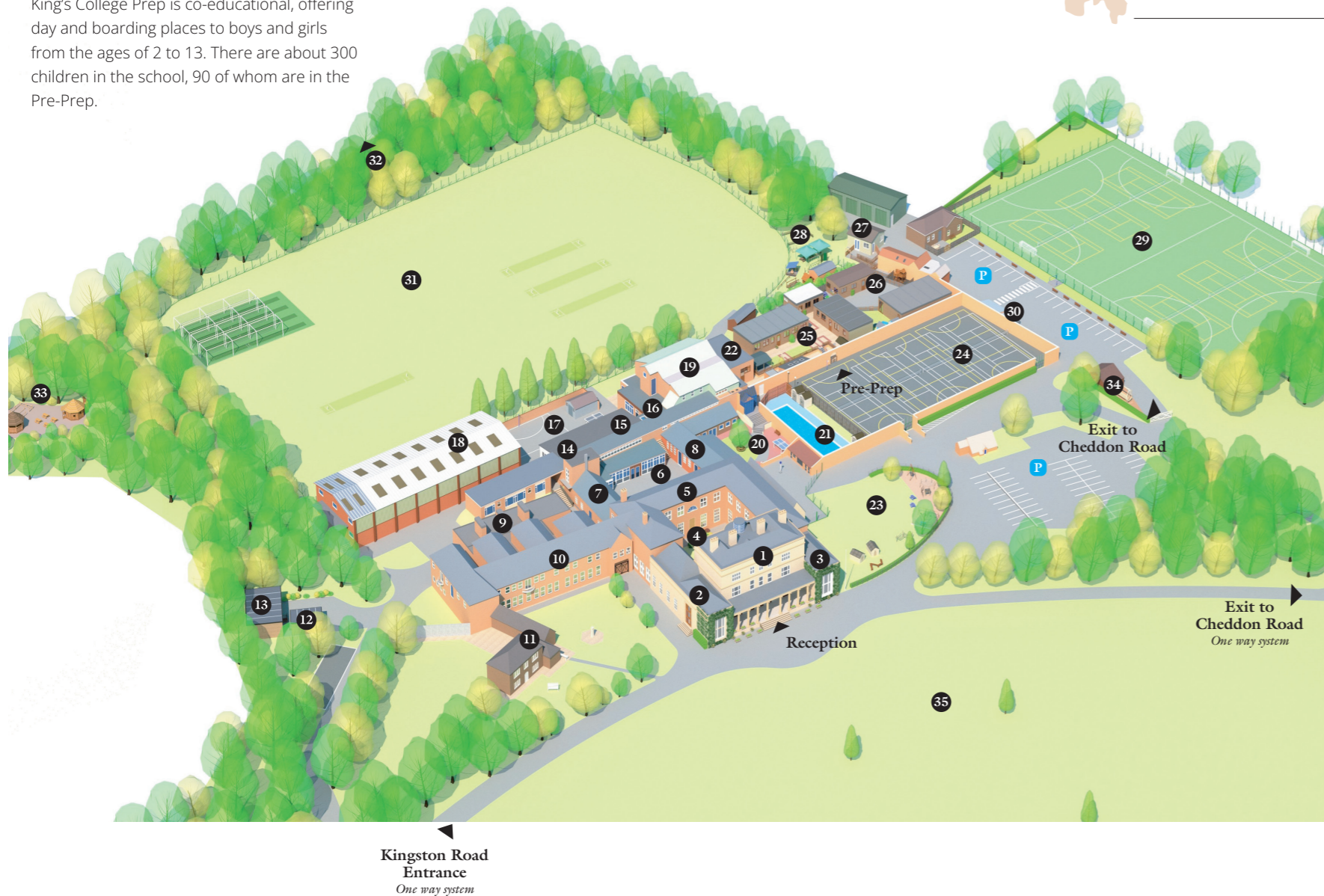
The schools are situated on separate sites in the South West of England and combine traditional values with state-of-the-art facilities. Both schools are run by one governing body, with many functions (marketing, strategy and finance for example) undertaken jointly.

King's College Prep is co-educational, offering day and boarding places to boys and girls from the ages of 2 to 13. There are about 300 children in the school, 90 of whom are in the Pre-Prep.

The school is built around Pyrland Hall, an impressive Georgian country house on the edge of the Quantock Hills. The 50 acre estate (including 15 acres of playing fields) is entirely surrounded by National Trust farmland but is also within a mile of Taunton, the county town of Somerset. Bristol and Exeter are within easy reach while London is

a 1 hour 40 min train journey or three hours via the motorway.

The Pre-Prep's Early Years Foundation Stage consists of a Nursery, which takes children after they have reached their second birthday, and there are then one or two classes in each year from Reception to Year 2.



King's College Prep

Kingston Road, Taunton TA2 8AA

The Prep department, Years 3 to 8, has two or three classes in each year group. There is continuity of educational provision between Years 1 and 8.

The school is a member of the Woodard Corporation, a group of fifty schools educating boys and girls in the Christian tradition in most parts of the country. It works in harness with King's College, Taunton which is on a separate site about three miles away and most pupils transfer there at the age of 13+.

There is an excellent record of academic, musical, artistic, dramatic and sporting achievements throughout the school. There is a programme of continual development including a new sports hall, a performing arts centre used for concerts and drama productions, new changing areas, computer centres for both the Pre-Prep and Prep, a refurbished swimming pool, a new full size astro turf pitch and a cookery school. The Pre-Prep also had extensive refurbishment and the new Science Faculty has transformed the provision for more than just science.

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|----------------------------------|------------------------------|
| 1 Main Building | 18 Sports Hall |
| Pemberton Room | 19 Arts Centre |
| School Office | 20 The Rose Garden |
| Headmaster's Office | 21 Swimming Pool |
| Deputy Heads' Offices | 22 Bunting Room |
| Boarding House - <i>upstairs</i> | 23 Adventure Playground |
| 2 Woodard Room | 24 Netball and Tennis Courts |
| 3 Library | 25 Pre-Prep |
| 4 Memorial Garden | 26 Nursery |
| 5 Dining Room | 27 Log Cabin |
| 6 Outer Quad | 28 Little Woods |
| 7 ICT Suites | 29 AstroTurf Pitches |
| 8 Learning Strategies | 30 Astro Café |
| 9 Science Faculty | 31 North Field |
| 10 West Wing | 32 Top Field |
| Maths | 33 Big Woods |
| Geography | 34 Uniform Shop |
| 11 Headmaster's House | 35 Front Field |
| 12 Cookery School | |
| 13 Language Cabin | |
| 14 Design Technology | |
| 15 Art Room | |
| 16 Music Department | |
| 17 Hard Play Area | |

A Rural County of Rolling Hills

Taunton is surrounded by natural beauty, with the Blackdown, Mendip and Quantock Hills on the doorstep, plus Exmoor National Park, the Somerset Levels and Dartmouth a short drive away.

Somerset is renowned for its cheddar cheese and cider. A wealth of apple orchards once made Somerset the cider capital of the UK, whilst the Cheddar Gorge caves are still used to mature cheese today.

Taunton is the county town of Somerset, in the South West of England. It is a busy market town located between junction 25 and 26 on the M5.

A growing commercial and residential centre, Taunton has a splendid small theatre, the County Cricket Ground, a successful rugby club, a delightful museum, the usual shopping outlets and restaurants, and a regular farmers' market.

If you love the great outdoors, you can be on the beach in 40 minutes and the Quantocks are just 15 minutes away. For those who prefer city lights, the fast West Country train service reaches Paddington in under two hours. By car, Exeter is 25 minutes south, Bristol 35 minutes north and you can reach Bath in about an hour.



The Role

Post Librarian (Part-Time)

Responsible to The Headmaster

The Role We are seeking to appoint a part-time Librarian to manage, develop, maintain and promote the Prep and Pre-Prep school libraries and to promote reading as an essential skill that is the foundation of all we do as a school, whilst emphasising its benefits and rewards as a lifelong pastime. We seek someone with the passion and flair to animate the resources of the library beyond the limits of their rooms and into the life of the school.

Hours of Work The hours of the role are somewhat flexible and open to discussion for a preferred candidate with a current position of 25 hours per week (term-time) plus up to three days before the start of each term.

Key Responsibilities

- Work closely with the Head of English to support literacy and reader development plans within the school.
- Have a comprehensive knowledge of the stock and help children choose appropriate books for the purpose.
- Manage the library budget which includes planning and bidding for funding for new developments. Spending must remain within the budget.
- Select and purchase new stock for the library and also assist other departments to discover the best resources and, if asked to, source them.
- Know about newly published titles and to be as well read as possible.
- Provide individual and generic reading lists based on the age and ability of the targeted audience.
- Create displays, run seasonal activities and quizzes and provide incentives to readers whilst maintaining a balance between improvement and reading for pleasure.
- Promote the profile of the library through the likes of Book Clubs and social media posts.
- Participate in the annual literacy evening held for Years 3, 4, and 5 parents to promote good reading habits and our love of books and reading as individuals, the English department and the whole school.
- Assist with classes or groups involved in independent study and research in the library (with and without their teachers) by helping them find resources and using them as necessary.
- Create, implement and update the school library policy approved by the Deputy Head (Academic) and Head of English, and support the school's targets and aims.
- Collaborate with all school departments to ensure the provision of appropriate resources for all subject areas.
- Provide lessons in library skills so that all pupils are proficient in the use of this library and their senior school libraries when they move on.
- Help staff and pupils to access resources to facilitate students' learning and support best practice amongst teachers.
- Encourage the use of referencing and bibliographies.
- Develop and implement entertaining and interesting programmes to encourage greater use of the library by all its potential users.
- Acquire, manage, maintain and ensure appropriate use of the library's set of eReaders, including lending them out to specific groups or individuals.
- Manage the Library Management System, including the online catalogue, borrowing module, integration of online resources.
- Keep track of all borrowed resources and ensure their timely return.
- Acquire and manage magazines and journals, to reflect the interests and hobbies (sporting and otherwise) of the students at King's College Prep.
- Select, appoint and train Library Monitors each year.
- Run book fairs twice a year (the end of the Michaelmas term and the beginning of the Summer term).

All members of staff, on a pro rata basis are required to attend and contribute to Assembly, Departmental meetings, Parents' evenings, School functions and Staff meetings as appropriate to their hours and areas of involvement.

All Prep staff help, where appropriate, with the games and hobbies programmes according to their ability and interests and are also included on a weekly duty rota either during the day or in the boarding house.

The person appointed must be able to work closely with other members of the school and establish good relationships with parents.

All members of staff are expected to maintain a high standard of timekeeping and personal presentation.

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time.

Person Specification

	Essential Criteria	Desirable Criteria
Qualifications and Experience	Educated to degree standard, preferably with Librarianship qualification (or enthusiasm to undertake proper training).	At least two years' experience in an educational environment with some of this time spent working alone. Aware of current developments in library management and practice. Teaching skills to provide interesting and motivating lessons in library skills.
Skills and Knowledge	An ability to motivate children to read. Have innovative ideas to promote reading. Good communication skills. Good administration skills. Knowledge, understanding, enthusiasm and competence in all necessary aspects of ICT. Knowledge of the most appropriate sources of fiction and non-fiction materials. Knowledge and love of children's literature. Ability to take initiative. Efficient and well-organised. Flexibility. Methodical with good attention to detail.	
Working with others	Excellent interpersonal communication skills with children, parents and staff. A rapport with the pupils.	
Personal Qualities	Self-motivated. Enthusiastic. A friendly, yet professional approach. Demonstrates a 'can do' attitude.	

The qualities and experience outlined in the person specification will be assessed by the following methods:

- Sight of original qualifications
- King's College Prep application form
- Interview to include teaching a lesson
- References from current employer and other, chosen, professionals

Appointment Process



Candidates are expected to have read the enclosed appointment policy and agreed to the terms within.

King's has its own pay scale and there are discounts at both King's College Prep and King's College for staff children.

Please apply by completing the appropriate King's application form (we are unable to accept CVs without our application form). Please include a separate letter of application outlining your experience, philosophy of learning, how you would contribute to the school and your reasons for applying for the post.

Please address to the Headmaster and send by email or post to:

Mr Craig Sweet
c/o HR Department
King's College, Taunton, Somerset TA1 3LA

CSweet@kings-taunton.co.uk
01823 328105

The closing date is 9.00am Friday 10 January 2025.

Interviews will be held on Thursday 16 January 2025.





King's College
TAUNTON

PREP SCHOOL

Kingston Road, Taunton, Somerset TA2 8AA

www.kings-taunton.co.uk