



ST PAUL'S
GIRLS' SCHOOL



LIBRARIAN
CANDIDATE PACK



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WELCOME FROM THE HIGH MISTRESS

St Paul's Girls' School (SPGS) is an extraordinary school. Not only does it regularly achieve the best GCSE and A-Level results in the country, but it has a truly distinctive ethos, focused on nurturing creativity, curiosity, and a love of academic discovery. Ours is a school full of opportunity where students are encouraged to take responsibility, to get involved and to broaden their horizons. They are actively engaged in service to the community and local partnerships abound. Friendships made at St Paul's last a lifetime.

The education we offer is classical yet forward-looking, encouraging students to take risks, think ambitiously and play a leading role in the world beyond school. It is no coincidence, therefore, that amongst our alumnae we count leading scientists, journalists, artists and politicians. One of our earliest students was Rosalind Franklin, whose brilliant pioneering work was pivotal to the understanding of DNA.

The co-curricular programme at St Paul's is wide ranging and ambitious. Music plays a central role. The composer of *The Planets*, Gustav Holst, was Director of Music at the school for over thirty years, and his legacy continues. Likewise, the quality of drama and art is very high indeed and we believe this is crucial to a rich education. Sport features strongly too, with an emphasis on wellbeing and teamwork. Most important of all, however, is our belief that all students should receive the kindest and most individual of pastoral care, and this feature is fundamental to our school.

SPGS remains the most dynamic, forward-looking school I have ever had the pleasure to work for and I hope that you will consider joining us.

Sarah Tether



AN INTRODUCTION TO SPGS

St Paul's Girls' School is a historic and highly successful day school in west London, welcoming students aged 11 to 18. It was founded in 1904 by the Worshipful Company of Mercers as one of the first purpose-built schools for girls and was designed by the architect Gerald Horsley. It is one of the country's leading independent secondary day schools for girls and is a lively academic community with excellent facilities for all subjects.

There are approximately 800 students on roll, coming from a wide range of feeder schools across both the state and independent sector and there is a thriving sixth form of about 230 students.

Entry to the school at 11+ is by competitive exams held in January and at 16+ in November, and there is heavy demand for each place. Public exam results are consistently outstanding and about 40% of all students every year move on to Oxford and Cambridge.

Increasing numbers also go on to higher education at Ivy League colleges in the United States. Aspirations and achievements in many areas go well beyond what one would normally expect from a school, making St Paul's a very exciting and stimulating place in which to work.

The emphasis on liberal learning established by the first High Mistress, Frances Gray, finds expression today in an academically adventurous curriculum, which encourages intellectual freedom, discovery, and the joy

of scholarship. Pastoral care is excellent, and all students are placed in small tutor groups to ensure the highest standards of personal attention and development. There is a vibrant co-curricular life and a busy programme of partnership and service activities, which demonstrate the importance of collaboration, diversity and inclusion, and which empower students to make a difference in the world beyond school.

We have an excellent reputation for the creative and performing arts, with students contributing to an exciting programme of musical and dramatic performances and art exhibitions. Our co-curricular programme is full and varied, offering innumerable opportunities for students to develop their individual interests and skills, from debating to fencing, chess to Fem Soc. We have an active and popular society focused on sustainability, which works closely with the school to raise awareness of environmental issues and to reduce our carbon footprint, a project to which we are deeply committed.

The school is well accustomed to sporting success, with hundreds of fixtures played throughout the year and opportunities for all ages and talents. Our pitches, tennis and netball courts, sports hall and pavilion are close by, offering some of the best sporting facilities a central London school could wish for.

AN INTRODUCTION TO SPGS

Diversity and inclusion sit at the heart of the school. We believe passionately that it is our moral imperative to contribute to social mobility through education and to work to reduce the attainment gap, which, the EPI reported, has stopped closing for the first time in a decade. Our bursary programme currently provides financial support to 11% of students, and we are at the beginning of an exciting journey to increase that figure significantly. Our bursary students enrich our school community beyond measure, bringing with them differing world views and lived experiences that contribute to a wonderfully diverse student body. This ambitious target will position SPGS as the leader in bursary provision in the UK amongst independent all-girls schools.

We established the Paulina Foundation, a separate entity through which fundraising for bursaries, partnerships and buildings will take place; we will be launching a campaign with significant targets to ensure that we are able to meet our goals and make an SPGS education accessible to any student who meets the academic standard.

Our partnerships programme has grown considerably in recent years. We work extensively with primary schools, secondary schools and the local community to widen educational opportunities by sharing our facilities and expertise and to provide mechanisms by which we can learn from each other. Our staff and students are engaged in numerous projects, from our Primary Hub where students mentor primary students, to our Friday service programme, which sees our Y12 students off timetable for an afternoon a week to pursue service activities.

Additionally, our collaboration with St Paul's School continues to grow, with an increasing number of opportunities for all staff to get involved.

We are committed to providing a cutting edge, relevant and future proof education for our students. To that end, the school has invested significantly in a programme of building works and refurbishment, including a new Centre for Design & Innovation (CDI), which will house our computer science and creative technology department, alongside sculpture, art and design.

The development of new technologies will impact every career and every aspect of our lives; the creative industries are the fastest growing sector of the UK economy, accounting for 1 in 6 jobs in the UK. It is essential, therefore, that we ensure our students are fully equipped with the skills, knowledge and expertise they need to navigate a digital world with confidence and that we prepare them for the careers of tomorrow. The building will house art & sculpture studios, with a live broadcast studio, maker spaces and tech labs, and encourage interdisciplinary activities across the breadth of the curriculum, as well as creating opportunities and capacity for partnerships work.

This is an exciting period for the school as we build on the extraordinary foundations of the past to ensure the education we provide is forward-looking and responsive to future needs.



ROLE DESCRIPTION

Working at St Paul's is a uniquely stimulating and rewarding experience because we are committed to creating an exciting and dynamic environment for our staff and students. The Librarian is responsible to the Deputy Head, Director of Innovation for the management and operation of the school's libraries and resource centre, with support from the Library Assistant. They are responsible for running the library across two locations (the Old and Colet Libraries) and over 20,000 books and online resources. Managing the library of this leading independent school provides a unique and rewarding opportunity, with specific duties as follows:

Key responsibilities

- Providing a responsive and efficient library service that meets the needs of staff and students alike
- Supporting the needs of the curriculum through the library.
- Providing guidance and assistance to users of the library resources, including helping students with information retrieval
- Promoting the library as a centre for academic inquiry, scholarship and research, blending physical with digital resources to meet the needs of a modern, innovative education
- Liaising with the Director of Studies and Heads of Department to ensure the library inventory reflects the needs of the curriculum, responding to changes as required.
- Ensuring the library database is maintained and curated in a manner that enables its reliable use by the school community
- Managing the day-to-day operation of the library between the hours of 7.30am and 6pm during term time. These times are shared between the library staff, with the Librarian starting the day at 7.30am
- Working with the learning support team (who are based in the Colet Library) to deliver a supportive academic environment for all students, whatever their learning needs
- Financial planning, including the submission of annual budget plans and in-year budgetary management
- Line management and development of the Assistant Librarian, encouraging them (where necessary) to pursue a postgraduate qualification in librarianship



- Liaising with the IT department to oversee the loan service for laptops, chargers, headphones, etc.
- Understanding and developing the role of the library in a forward-thinking school, particularly when considering the appropriate use of technology to facilitate library activities
- Ensuring the library also remains a space for reading, quiet study and the preservation of the culture of printed text
- Managing the events booking system for the library
- Undertaking any other reasonable task as requested by a member of the Senior Leadership Team or High Mistress

Optional responsibilities

- For the right candidate, there may be the opportunity to engage in some pastoral work as a Form Tutor
- There is the possibility to introduce, oversee or engage with a number of co-curricular clubs or societies, either directly related to the library or focused on an area of the candidate's interest
- As our partnership work develops, there is the opportunity for the Librarian to engage and support these activities, engaging with the wider community
- To explore opportunities for external speakers (e.g. authors) to visit and plan other book-related events



PERSON SPECIFICATION

The post becomes available in September 2024 and provides the opportunity to lead a thriving library. The Librarian has a unique role in the school, and we are looking for a candidate who has had experience in a school or similar environment and is familiar with current curriculum issues and learning resources. The ideal candidate needs to be able to demonstrate flexibility and tact. They should possess an interest in working as part of a team and collaborating with all members of the school community, particularly the academic staff. The Librarian will have regular contact with the High Mistress, the Deputy Heads, other teaching staff, parents, and students, and occasionally engage with Governors. They need to be comfortable engaging with stakeholders at all levels and of all ages and to have a genuine interest in the support and development of young people and their learning needs.

The successful candidate is likely to possess the following skills and personal qualities:

- The academic skills and experience necessary to support a school of our nature in the day-to-day use of the library
- A qualified librarian, either by means of a postgraduate qualification in librarianship or as a Chartered Librarian
- An active interest in literature and helping young readers find resources that interest them
- A high level of digital literacy, with demonstrable skills in the use of Microsoft 365 applications (Word, Excel, Outlook etc.)
- Experience in Library Management Systems (Heritage is currently used by the school).
- Excellent communication and administrative skills
- Professional resilience and an ability to adapt to the needs of a busy school environment, often at short notice



FURTHER INFORMATION AND HOW TO APPLY

Terms and Conditions of the post

The post operates on a 40 hour per week basis, term-time only plus six weeks during the school holidays spread across the year. Whilst this is largely flexible, one of those additional weeks should occur in the week directly preceding the start of the academic school year. The salary offered will be £38,000 to £40,000 depending on qualifications and relevant experience. The successful candidate for the position here are required to complete a medical declaration and undergo the normal DBS checks.

Application and interview procedures

Further information about the role and to apply can be found on our website <https://spgs.org/vacancies/>. Please submit your application form before midday on the closing date. We recommend that candidates apply as soon as possible since applications will be reviewed as they are received, and interviews arranged on a rolling basis.

Disclosure and Barring Service (DBS) and overseas police checks

St Paul's is a "registered body" under the Police Act 1997 because employment here involves access to children under the age of 18. This post will require an enhanced DBS check from the Disclosure and Barring Service (formerly Criminal Records Bureau) before we can confirm an offer of employment. Unless you are a member of the DBS Update Service you will need to apply for a new disclosure, even if you already hold one. Former members of staff who are not on the Update Service who re-join us also require fresh disclosures unless less than three months have passed between their leaving and their re-employment date. If you have spent 3 months or more living or working in a country overseas in the last 10 years, our regulatory guidance requires us to carry out an overseas check.

Safeguarding guidelines

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with our child protection policy statement at all times. If, in the course of 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 at St Paul's, s/he must report any concerns to our designated safeguarding lead (DSL) or to the High Mistress.

St Paul's Girls' School is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

Closing date: Friday 23 February 2024, midday

Interview date: Week commencing 26 February 2024



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Contact us to find out more

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