

Whole School Librarian
40 hours per week
09.00–17.30
August 2024

We are seeking to appoint an enthusiastic and self-motivated Whole School Librarian. This is an exciting opportunity for someone who is keen to encourage and facilitate a love of reading. The successful candidate will work closely with the English department and Prep School to maximise engagement with Senior and Prep School Libraries.

The successful candidate will demonstrate;

- Degree level education.
- Appropriate professional accreditations.
- Excellent interpersonal skills and the ability to build relationships with students and staff.
- Ability to enthuse others about reading, both for knowledge and for pleasure.
- Skills and confidence to be able to instruct groups of young people.
- Meticulous attention to detail.
- Ability to manage multiple projects/events and plan, organise and determine own workload to meet tight deadlines.
- High level IT skills, with a clear understanding of the potential uses of technology in the library—including proficiency in using electronic and web-based resources, and digital and social media platforms.
- Ability to manage a budget.

Core duties include;

- Promote the development of reading for recreation and take a lead in creating a whole-school environment which encourages reading for pleasure.
- Promote and assist in the delivery of a whole school reading strategy.
- Liaising with Heads of Department and Head of Prep School to ensure the library provides appropriate resources to support independent learning and other research activities.
- Manage the study environment for both curriculum-based and independent learning. This involves the management and integration of both physical areas and virtual learning environments to create positive learning spaces.
- Supervise students in the library at break, lunch, during library lessons and prep afterschool sessions.
- Supervise the afterschool prep sessions for day and boarding students (16.15–17.30).

Working hours

- 09.00–17.30 – 5 days per week Term time plus two additional weeks during school holidays.

Kent College Pembury operates its own salary scale. The salary is dependent upon experience but is likely to be in the range of FTE £34,000–£38,000, which prorate equates to £28,000–£31,000 per annum.

We are delighted to welcome applications from candidates who share our core values and who are able to contribute to our continued future success. We recruit staff of the highest calibre who will inspire, support and challenge the pupils, and fellow colleagues, to achieve their full potential.

Closing date: Friday 13 September 2024 by Midday

Candidates are encouraged to apply well before the deadline. We reserve the right

to interview candidates before the closing date.

The completed application form, including the names and addresses of two referees, CV and a letter of application should be addressed to the Head, Miss Katrina Handford and sent to hr@kentcollege.kent.sch.uk

References will be taken up prior to interview. One of the referees should normally be the applicant's current or most recent employer. The post requires the highest level of clearance through the Disclosure and Barring Service (DBS).

Kent College is committed to safeguarding and promoting the welfare of children. Appointees must be prepared to undergo child protection screening. Child Protection and welfare are taken very seriously at Kent College, with guidelines on confidentiality and staff-pupil relationship procedures well-publicised to staff.

All gaps of employment are to be accounted for and rigorously investigated. Referees are contacted to ensure the validity of the reference. Testimonials are not acceptable in place of confidential references.