



The Beacon

Leading Independent Prep School for boys aged 4-13
Amersham, Buckinghamshire

Librarian and Storyteller For September 2021



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

The Beacon is an equal opportunities employer.

Registered in England No. 01067862. Registered Charity No. 309911.



From Will Phelps Headmaster



Dear Applicant,

LIBRARIAN AND STORYTELLER

Our aim is to ensure that all our boys develop a life-long love of reading, curiosity and a passion for storytelling.

All boys are encouraged to use the Library, where there is a break-out seminar-style room especially for Years 7 and 8. The Library is full of books, magazines and digital resources, including age suitable podcasts, e-books, and eBook readers. The space is full of light with vibrant colours, and is equipped with a suite of iPads and set right in the very centre of the school. The role of Librarian plays a key part right at the heart of school life, inspiring young minds and championing reading for pleasure and well-being.

In this role you would celebrate the joy of stories, sharing your ideas and creativity with the boys by making the Library an inspiring place to spend time. You would lead on research and resources working closely with the teaching staff to seek and acquire resources to suit curriculum needs, subject and individual requests. You would also deliver study skills sessions and support boys with the Prep School Baccalaureate (PSB), scholarship reading etc. It is therefore essential for applicants to have the ability to act in a 'teaching' style capacity, in addition to librarian skills. This role would suit someone who loves traditional reading as well as the latest in technology and can offer a natural and infectious enthusiasm for literature.

The Beacon is a vibrant and large independent day school for boys aged 4-13. The school occupies an 18-acre site half way between Amersham and Chesham, easily accessible from London by Metropolitan Line/Chiltern Railways and not far from the M25. We have superb facilities and resources that support a forward-looking educational environment. Please have a look at school's website www.beaconschool.co.uk for more general information, including the Safeguarding, Recruitment and Equalities policies.

The Beacon is a remarkable school, and we seek remarkable people. I look forward to hearing from you.

Will Phelps
Headmaster



Professional Standards

The Following is our 'Circle of Success'. It is this which makes The Beacon a special place to be educated and work at. All our staff live and breathe by the professional principles below. If these resonate with you, you would definitely enjoy working at our School.





JOB DESCRIPTION

Librarian and Storyteller

Hours: Term time only, min 4 days/week (ideally 5) – 7.5 hours per day (NB: exact daily start and end times depend upon timetable from year to year where such would be scheduled between the times of 8.00am – 4.45pm across the working week)

Reporting to: Head of English

The main duties and responsibilities (this is not an exhaustive list):

- To have a good awareness and keen interest in academic issues ranging from Pre-Prep to Upper School age groups;
- To share the love of books, knowledge and interest in current affairs with all who visit the library space;
- To lead on initiatives such as World Book Day, arranging author visits, re-imagining the breadth of events and trips to support 'all things story';
- To use the library management system to assist with the processing and cataloguing of new material for the library and to deal with the everyday admin and stock management;
- To use Office 365, iSAMS, Libresoft for efficient admin organisation and to be available to support the boys with computers, laptops during Library visits;
- To select, organise, promote and maintain book and non-book materials to cover the full range of ages and abilities of the school community within the agreed budget;
- To deliver Library lessons and study skills sessions;
- To help covering teacher absence on occasions as needed;
- To run reading clubs at lunchtime or after school as appropriate;
- To act as a tutor if required;
- To network with other partners, e.g. other local schools, SLA etc keeping abreast of national and local reading and literacy initiatives;
- To maintain CPD.



The successful candidate will have/be:

- Passionate about the joys of reading - capable of inspiring others through their expertise and enthusiasm for reading, research and storytelling (E)
- Able to bring creative vision and flair to the library and school activities (E)
- Willing to support the teaching and learning agenda, including in the classrooms (E)
- Experience of working in a library and/or educational setting (E)
- Familiar with primary and year 7/8 curriculums/Relevant experience of working with pupils at both primary and/or lower secondary level (E)
- Friendly and enthusiastic (E)
- Strong interpersonal skills (E)
- Excellent knowledge of current children's literature (E)
- Passionate about books and reading for pleasure (E)
- Creative (E)
- Calm with ability to multitask (E)
- Self-motivated and able to work without continual direction and supervision (E)
- Committed to safeguarding and welfare of children (E)
- Able to use Accelerated Reader system (D)
- A recognised teaching or other suitable relevant qualification (D)

In all areas of school life, staff are expected to lead by example and demonstrate and uphold the values and principles that we wish the boys to learn.



The Process

The school is committed to safeguarding and promoting the welfare of children.

All applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service. The Beacon is an equal opportunities employer. References will be required and any relevant issues arising from such will be taken up at interview or a suitable point during the process.

Candidates who have a disability or any other special requirements should let the school know if there are any reasonable adjustments they would like the school to make as part of this recruitment process.

There is a requirement to complete the school's Application Form which can be completed online. Alternatively, please send a copy of your completed Application Form and covering letter:

- by e-mail to: recruitment@beaconschool.co.uk
- or by post to: Mr Will Phelps, Headmaster, The Beacon School, Amersham Road, Chesham Bois, Amersham, Bucks HP6 5PF

The closing date for receipt of applications is **Thursday 25th March**, and dates for interviews will be confirmed on application.

(Please note that whilst an interview is to be used as the primary feature of the selection process, if invited for interview you will be advised as to whether any additional selection methods will be required to supplement the interview. This may include a lesson, presentation and/or other task. Whatever methods are chosen, the panel will use these to assess the merits of each candidate against the job and person specification).

