# Role Description

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| **Job Title** | **Librarian & Teaching Assistant** |
| **Reports to** | **Assistant Head Academic** |

**General**

Maidwell Hall is a co-educational boarding and day school, educating pupils from Reception through to Year 8. Situated in a beautiful part of Northamptonshire, pupils at Maidwell Hall are encouraged by a dedicated team of staff to make the most of the 40+ acres of parkland, woodlands, lake and sports fields. At the heart of the school estate is a 17th century manor house, and all these factors combine to provide the perfect place for young children to learn and grow throughout their formative years.

With a Pre-Prep which opened in 2020, Maidwell Hall is growing and currently educates 150 pupils: around 50% of pupils fortnightly or flexibly board. In September 2022, Maidwell Hall joined the Uppingham Group of Schools (UGS), and the recent merger starts the School’s next chapter, which will arguably be its most exciting and ambitious.

We are seeking a committed, knowledgeable and creative professional to join our thriving School as Librarian / Teaching Assistant. The successful candidate will be responsible for the School’s beautiful library in an operational and strategic capacity, and will work as a member of the Learning Support Department to provide in-class and small-group support to pupils. The ideal candidate will be a compassionate person who relishes the opportunity to model a love of books and learning. The post is suitable for someone with experience either in the state or independent sector.

**Responsibilities**

**In the Learning Support Department**

* To provide in-class and extra-curricular support for children with identified learning needs.
* To work with individual or small groups of children, as directed by subject teachers and / or the Head of Learning Support.
* To assist subject teachers / the Head of Learning Support with the planning, development and delivery of suitable programmes to support pupils.
* To support class teachers to design, create and produce learning activities, materials and resources to support aspects of the curriculum or particular learning outcomes, and to assist and support children in using them.
* To help, support and motivate children, clarifying instructions, encouraging independent learning and behaviour, and enabling learning targets and outcomes to be achieved.
* To contribute to monitoring and recording pupil progress, maintaining records and providing relevant feedback to teachers.
* As directed by the Head of Learning Support, to liaise with outside agencies, where appropriate.

**In the Library**

* To manage the School’s library stock by purchasing, cataloguing, labelling and jacketing of new books.
* To organise the library’s resources, removing worn, damaged and out-of-date books.
* To develop the School’s library collection by purchasing appropriate books with due regard to expert reviews, age-appropriateness, and equity, diversity and inclusion.
* To manage subscriptions to relevant periodicals, and refresh magazine stock.
* To manage book circulation by issuing and returning books using the Library Management System, and to chase overdue books.
* To prepare the Library’s annual budget and manage allocated funds accordingly.
* To lead activities with small groups of pupils such as book clubs or study skills sessions.
* To lead timetabled library lessons with Years 3 to 7 inclusive.
* To organise author visits and other whole-school events such as World Book Day, and to administer initiatives such as Bookbuzz and other schemes to promote reading for pleasure.
* To liaise with members of the English department to support progress in reading and to provide feedback on pupils’ reading for parent-teacher meetings.
* To oversee the administration of reading programmes (including any future programmes such as, for example, Accelerated Reader).
* To maintain a good working knowledge of the School’s collection so as to guide children to appropriate reading materials and to produce reading lists.
* To manage a small group of pupil librarians.

**Person Specification**

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.

**Qualifications:**

**Essential Criteria**

* Experience of working with children, including children with special educational needs.
* A very good standard of spoken and written English.
* A good level of computer literacy for administration and teaching.
* Proficiency in establishing positive relationships with children.
* High level of motivation and pro-activity.
* Ability to work successfully as part of a team, sharing good practice.
* A commitment to the safeguarding and protection of children and to the personal development of our pupils.

**Desirable Criteria**

* A qualified Teaching Assistant and / or School Librarian
* Experience working in either role in the state or independent sector
* Special educational needs training
* A willingness to become involved with the full life of the School.
* An empathy and understanding of Independent Schools.

**Personal Qualities**

* Strong communication skills.
* Personable, supportive and able to self-motivate and to work in a team.
* Compassionate and caring.
* Flexibility, creativity and an ability to work with initiative.
* Excellent time-management and organisational skills.
* A commitment to high standards of teaching and learning.

**Terms and conditions**

Working hours 28 hours per week, term time only (34 weeks per year)

Salary £15,531.60 per annum

Probation period Six Months

## Benefits

Holidays The annual holiday entitlement is all Maidwell Hall holidays. No holiday may be taken during term time. Any holidays that fall within term time are normal working days.

* 50% contribution to premiums for the School’s private health scheme
* Free Westfield Healthcare
* Free membership of dual-use Uppingham School Sports Centre (£25 annual joining fee)
* Free staff lunches in term-time
* School fee discount
* 25% Holiday Club discount for children of (Uppingham/Maidwell Hall) School
* Retail, gym, supermarket, cinema and restaurant discounts
* Cycle to work scheme
* Employee Assistance Programme
* Contributory pension scheme
* Occupational Health Services
* Free annual flu jabs
* Recognised as a “Disability Confident” employer
* Recognised as a “Mindful” employer
* Discounted RAC membership
* Working towards “Investors in Diversity”

## Safeguarding

The post-holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School’s Safeguarding (Child Protection) Policy 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 in the School they must report any concerns to the School’s Designated Safeguarding Lead (DSL) or to the Headmaster.

## Note

This Role Definition is not an exhaustive list of what may be expected of you in the role. It is non-contractual and may be amended by the School from time to time.

**Applications**

Applicants should complete the School’s application form, which can be obtained from the website (https://uppingham.careers/maidwell-hall-jobs/) and returned, when completed, to [recruitment@uppingham.co.uk](mailto:recruitment@uppingham.co.uk), 01572 822216.

The HR Department

Uppingham School

High Street West

Uppingham

Rutland

LE15 9QD