



Ibstock Place

CO-EDUCATIONAL DAY SCHOOL



Information for Candidates

Graduate Trainee Librarian

Head's Welcome



Thank you for your interest in joining our team. This is an opportunity to play an integral role in a school with a rich history at the vanguard of educational change. We have a powerful sense of the way in which we shall develop in the decades to come and we seek energetic professionals to join us and to help us to build and realise our vision.

We take pride in a school culture which is inclusive, and which is both forward looking and rooted, dynamic and yet caring. Through our rigorous and imaginative curriculum and a highly responsive pastoral system, we engender in our pupils the courage and ambition which

they will need to succeed and to play a constructive role in their wider community and society.

Our staff are the School's most valuable asset and we aspire to create a sector-leading environment in which they can work. We are committed to a thoughtful process of continuing professional development and we create multiple pathways for our colleagues to progress in their knowledge, skills and experience. We are fortunate to have built a strong sense of loyalty amongst our colleagues and we regard the stability of our staff body as a major strength. Many of our employees have built successful careers with us over a protracted period and the sense of community amongst us is strong. Opportunities for promotion and advancement are plentiful. Professional fulfilment is key to staff wellbeing, but so too is access to a range of additional benefits and we are responsive to this too – the happiness of its staff is critical to any organisation's ultimate success.

Ibstock is without a doubt the most dynamic and the most interesting school in which I have worked through my career. I hope that you will be inspired to join us and to make your own contribution to our evolving mission and journey.

Chris Wolsey
Head

About the School

Ilstock Place School is an independent co-educational day school affiliated to HMC, the Head's Conference and to IAPS, the Independent Association of Prep Schools. We occupy a beautiful and well-appointed ten-acre site on the edge of Richmond Park in South-West London.



Established in 1894, we have championed the merits of co-education since our foundation. The School was originally created to showcase the ideas of a progressive German educationalist, Friedrich Froebel and, early on, it specialised in Early Years education. Indeed, it was Froebel who coined the term Kindergarten. While EYFS provision remains an important part of our provision, we have grown considerably since 1894 and we now provide an integrated pathway for our pupils all of the way from 4 to 18 years. We are heavily oversubscribed, and we currently educate around 1100 young people. We have major points of entry at 4+, 7+, 11+ and 16+ and a thriving Sixth Form of around 200 pupils. Our catchment area is steadily growing and our pupils join us from a wide range of both maintained and independent schools.



Academically, the School is strong and we routinely appear in the upper reaches of newspaper league tables, both for GCSE and A Level outcomes. About 80% of our pupils move on every year to Russell Group universities, including Oxford and Cambridge. There is also growing interest in higher education pathways outside of the UK, including those in North America.

Our curriculum is broad and balanced. We seek a unique synthesis of learning which combines the best traditions of a liberal and humane education with an outlook which is forward-looking and dynamic. We have invested heavily in new technology in recent years and we seek to be at the forefront of educational change.



About the School

We recognise that AI will re-shape the landscape of schools in the decades to come and we are taking steps to ensure that we are well-placed to benefit from it. We understand too the importance of a strong co-curricular offer – from our inception, we have been convinced of the virtues of a “whole education”. Our pupils can access over 140 different clubs and activities and we have exemplary provision in sport, music, drama, dance and debating. In the Senior School, the Duke of Edinburgh Award Scheme is notable for its strength and quality of provision. We expect all teaching staff to make a meaningful contribution to it.

Our pastoral system is exceptionally well-developed and responsive to the individual needs of our pupils. The work of our pastoral teams is supplemented with a class-leading pupil counselling service which we run in collaboration with The Soke, a specialist mental health and wellbeing provider based in South Kensington.



We are committed to the integration of pupil voice in the life of the School and our prevailing organisational culture prioritises the importance of listening, just as it does the celebration of our diversity and the affirmation of our pupils’ achievements. The same extends to our other stakeholders – our parents and, of course, our staff.



As a charity, we work hard to ensure public benefit. In addition to a generous and expanding programme of bursaries to support pupils for whom an independent school education would ordinarily be out of reach, we sustain a burgeoning partnership programme with many local state schools and community organisations. In addition to the frequent sharing of our facilities, we undertake a wide variety of projects across all aspects of our operation which ensure that in Roehampton and beyond, we are a force for good. For more details of our work, see www.schoolstogether.org and search for Ibstock Place.

We are ambitious for our future. We have grown considerably in recent years – in size most certainly, but also in terms of our profile and our achievement. Our ambition is to build yet further upon this recent success and to become the leading co-educational independent day school in London.

About the Role



A great opportunity has become available at Ibstock Place School for a Graduate Trainee Librarian. The post is intended for a graduate wishing to gain library experience before undertaking a postgraduate course in Librarianship/Information Studies or for recent graduates of such a course seeking to specialise in school librarianship. NB We follow the CILIP Graduate Training Scheme and will afford the successful candidate the opportunities which it delineates.

We are a leading independent day school in South West London with a well-stocked, dynamic and spacious library located across two floors. Pupils enjoy visiting the library for independent research, library lessons and reading for pleasure.

You will assist the qualified Librarian with the daily running of the Library. This will include taking responsibility for the Issue Desk, as well as assisting with the supervision of pupils and managing pupil behavior to maintain a calm environment.

The successful candidate will be organised, methodical and able to work well within a team. They will help to maintain the Library as a calm, inclusive, welcoming, information-rich space for study and reading for pleasure. They will be passionate about reading for pleasure and enthusiastic about inspiring young people to enjoy reading.

A bachelor's degree is essential, as well as a keen aspiration to continue to study towards a postgraduate qualification in Librarianship. No prior experience is essential as training will be given.

This is a fixed 12 month contract, term time role, Monday to Friday, 08:00 to 17:00, 25 days annual leave, with a six-month probationary period. The salary is £24-28000 per annum.

Responsibilities

General

- Staffing the Library Desk
- Helping to foster and maintain a welcoming atmosphere conducive to quiet study
- Daily shelving and shelf tidying, including responsibility an allocated section
- Arranging class bookings

Supervision of pupils using the Library

- Helping to create and maintain a quiet study environment
- Ensuring pupils comply with rules, reporting any problems to the Librarian
- Registering pupils in the library for independent study periods
- Supporting pupil library volunteers

Helping pupils and staff in the Library

- Providing straightforward assistance with enquiries and directing pupils to the librarian for further support as needed
- Becoming familiar with the library's print and online collection and assisting library users in finding and accessing these resources
- Supporting Library Inductions and library lessons
- Providing basic IT assistance and referring technical support queries to the IT helpdesk



Staffing the library desk and performing 'circulation' functions on the Library Management System (Accessit)

- Issuing, returning, renewing and reserving items
- Processing reservations and overdue notices as required
- Assisting with information entry and updates on the LMS

Caring for the collections

- Assisting with weeding and stocktake of collections
- Monitoring the condition of the book stock and undertaking repairs as needed
- Helping to prepare new books
- Assisting with the processing of periodicals
- Supporting the Librarian in developing the school's digital collections of eResources

Responsibilities



Promoting reading for pleasure

- Helping to develop engaging displays that promote the collection, reading, school activities and events
- Supporting book clubs, literary quiz clubs and library events
- Reading widely especially children's and YA fiction
- Helping to produce reading lists
- Support with social media posts to reach a wide audience

Other

- Undertaking general admin – updating files, labels, signs and notices
- Promoting and safeguarding the welfare of pupils
- Continue developing professional knowledge and skills through involvement with the School Library Association and other networking groups
- Other duties which may be reasonably requested by the Librarian
- Responsible for the nightly closing procedures

Person Specification

Qualifications	
A 2:1 degree (or equivalent) in any discipline	Essential
Evidence of continuing study towards a postgraduate qualification in librarianship or similar sector qualification	Desirable
Evidence of continuing professional development through involvement with the School Library Association and other networking groups	Desirable
Experience, Knowledge and Understanding	
Knowledge of safeguarding	Essential
Previous experience with producing newsletters and social media posts	Essential
A commitment to the School's Equal Opportunities policies, and a willingness to promote equality of opportunity on all aspects of the work	Essential
Previous experience working in a library	Desirable
Previous experience working within a school environment	Desirable
Previous experience in managing pupil behaviour	Desirable
Previous experience creating displays	Desirable
Previous experience working independently on projects	Desirable

Person Specification

Skills	
Excellent communication and organisational skills	Essential
Ability to work to and keep to deadlines	Essential
Possess excellent standards of customer care, ensuring all visitors to the Library are made welcome	Essential
Ability to be involved with heavy lifting of books	Essential
Willingness to learn new skills	Essential
Possess a proactive approach to their work	Essential
Excellent IT skills	Essential
Ability to work autonomously and as part of a team	Essential

Person Specification

Personal attributes	
Enjoy reading and have a willingness to share this enthusiasm with young people	Essential
Consistently deliver excellent customer service – retail experience is an advantage	Essential
Be accurate and methodical in work methods	Essential
Be capable of using initiative	Essential
Be able to work as part of a team	Essential
Have a good sense of humour	Essential
Have experience of working with teenagers	Essential
Demonstrate a willingness to be flexible with the hours worked within the terms of the employment contract	Essential

Staff Benefits



Our aims and ethos

Our aim is to create an outstanding place of learning, a place where our pupils find academic excellence and the joy which it inspires. We ensure that our pupils' natural curiosity and empathy is ceaselessly nourished. In so doing, we set the conditions which enable them to excel, both during their time with us and throughout their adult lives.

We do this by concentrating on four Cs:

Our CURRICULUM is dynamic and forward-thinking.

Our CULTURE is warm and inclusive.

Our CONTEXT is beautiful and stimulating.

Our commitment to CO-EDUCATION is longstanding and profound.

Visit our website to find out more:
www.ibstockplaceschool.co.uk

Staff benefits include:

- Cycle to work scheme
- Childcare Voucher scheme
- Free breakfast and lunch (in termtime)
- Defined contribution pension scheme for teaching staff and a pension scheme for support staff
- Commitment to training/development
- 25 days annual leave + bank holidays for support staff
- Access to BUPA Employee Assistance Programme, including counselling services
- Staff Yoga and use of the swimming pool (at designated times)
- Access to the School's BUPA health cover scheme (this is deducted monthly via payroll)

The Application Process



How to apply

To apply for the role, please complete our application form and submit it, by email: recruitment@ibstockplaceschool.co.uk

Shortlisted applicants will be invited to attend interview. The school reserves the right to make an appointment before the closing date.

Note that all offers of appointment are conditional until the satisfactory completion of mandatory pre-employment checks.

Ibstock is committed to safeguarding and promoting the welfare of children. For further information on our Child Protection policies, please see [here](#). Safeguarding checks with the Disclosure and Barring Service will be undertaken. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

This post is exempt from the Rehabilitation of Offenders Act, 1974 and the amendments to the ROA 1974 (Exceptions Order 1975, amended 2013 and 2020). For details see [here](#)

Note that, in accordance with Keeping Children Safe in Education 2023, shortlisted candidates are required to declare any past convictions. Online searches will also be conducted on shortlisted applicants as part of our due diligence process.

At Ibstock, we embrace and celebrate difference. We are proud to be an equal opportunity employer and do not discriminate against any employee or applicant based on their age, disability, gender, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. To ensure this, all positions are subject to blind shortlisting.

Ibstock Place School



An inspiring
place to
flourish

- 1 Dance Studio
- 2 Macleod House
- 3 Priory Wing
- 4 Theatre
- 5 Wellbeing Centre
- 6 Drama Studio
- 7 Armadillos
- 8 Clarence Wing
- 9 Bicycle park
- 10 Orchard
- 11 Priestman House
- 12 Roberts House
- 13 Swimming Pool
- 14 Hardcourt
- 15 Rose Garden
- 16 The Innovation Centre
- 17 The Refectory
- 18 Terrace
- 19 Main House
- 20 Footbridge
- 21 Sports Hall
- 22 Climbing Wall
- 23 School of Art & Design
- 24 Multi Use Games Area
- 25 Forest School
- 26 School of Music
- 27 Sports Pitches



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Ibstock Place School,
Clarence Lane,
Roehampton,
London SW15 5PY
020 8876 9991
www.ibstockplaceschool.co.uk



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