



Assistant Librarian  
Fixed Term appointment  
from September 2022 - July 2023

# Dauntsey's School

Set in 100 acres of magnificent grounds in the beautiful Vale of Pewsey, Dauntsey's occupies a central position in the South of England. The village of West Lavington is some five miles from the historic market town of Devizes and about 20 miles from both Bath and Salisbury. The A303/M3 and M4 motorways are nearby and there are frequent fast trains to London from Westbury (8 miles), Pewsey (12 miles) and Chippenham (18 miles). The School has been fully co-educational for over 40 years and has 829 pupils, of which 314 are boarders. Lower School boarders (aged 11-14) live at The Manor, a country house set in its own grounds, which is a 10-minute walk from the School. The Upper School boarding houses are on the main school site. Entry to the School is by 11+ examination (about 80-85 pupils), through Common Entrance or Scholarship at 13+ (30-40 pupils) and at Sixth Form level (35-40 pupils).

In the most recent ISI inspection of September 2018, the School received the highest possible rating of 'Excellent' for both categories: the quality of pupils' academic and other achievements, and the quality of pupils' personal development. Academic standards are high and results are impressive, with over 70% of pupils typically achieving A\*/A/9-7 grades at GCSE and around 80% achieving A\*-B grades at A-level. Pupils are generally taught in small mixed ability classes (except in Maths), with set sizes currently averaging 19 in the Lower School, 15 at GCSE and 9 at A-level. The School week consists of 51 periods, including lunch. Single lessons are taught for 35 minutes each, though many lessons are double periods. Pupils are also encouraged to participate in academic enrichment activities outside of lesson time.

In recent years Dauntsey's has seen substantial growth with the addition of many new facilities and the refurbishment of the main school and the Manor sites. These have included significant improvements in Science, ICT and DT, in addition to new Day and Boarding accommodation and additional Sports pitches. More recently work was completed on a Sports Pavilion and a classroom block for Business Studies/Economics, Geography and Mathematics. A new Dance Studio has also been created in the Sports Hall complex and an all-weather athletics' track was added in 2018.

Sport is taken seriously, with both excellence and participation encouraged. The major sports are hockey, netball, tennis and athletics for girls and rugby, hockey, cricket, tennis and athletics for boys. Many other sports are offered and the School prides itself on its extensive outdoor programme, with all pupils encouraged to demonstrate a sense of adventure. One of the special features of Dauntsey's is our ownership and use of the famous 'Jolie Brise', an ocean-going pilot cutter, in which our Sailing Club has been victorious in the Tall Ships Races on five occasions over the past twenty years. In 2017 she also crossed the Atlantic, for the second time in ten years, having visited Canada. Music, Drama and Dance are of an outstanding standard and three school productions have been taken to the West End over the last 17 years, including 'Billy Elliot' in March 2017. Major productions have included a number of 'School firsts' such as 'Les Misérables', 'Evita' and 'Miss Saigon'. We also became the first amateur organisation in the world to perform 'Mamma Mia!' in 2014, and Matthew Bourne's all boys' dance version of 'Lord of the Flies' in 2015. In July 2018 we staged the award winning 'Once', and last year the December show saw a dynamic production of Lin Manuel Miranda's 'In The Heights'.

# **The Department**

The Library is an important feature of our academic provision and is widely used as a place of study and resource centre by all pupils. The modern, well-equipped building is at the heart of the school campus and the facility, together with the library staff, provides excellent support to teaching and learning at Dauntsey's

During term time the Library is open from 8am to 10pm each weekday. Opening hours on Saturdays are from 8.00am to 4.30pm and on Sundays from 1.00pm until 10.00pm.

This vacancy is temporary initially, though there may be the possibility of permanent work at the end of the initial contract.

## **Job Description**

### **Key Duties and Responsibilities:**

**Line Manager:**           Head Librarian

### **Key Duties and Responsibilities:**

#### **Support for Staff and Students**

- Supervising pupils using the Library for independent study and maintaining a welcoming, supportive atmosphere conducive to positive learning experiences.
- Promoting reading and the enjoyment of reading in all its forms.
- To provide guidance and assistance to pupils and staff on information retrieval and reading materials.

The following duties are ones which all staff are required to perform:

- Observe health and safety procedures and work safely at all times;
- Be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role;
- Conduct yourself with professionalism, tact and diplomacy as a representative of Dauntsey's, in line with school policies and procedures.

#### **Safeguarding Responsibilities**

- As this post is in a school the successful person will engage in regulated activity relevant to children.
- Dauntsey's is committed to safeguarding and promoting the welfare of children. The school has a range of policies and procedures for child protection and security. All staff are expected to familiarise themselves with and follow all these policies and procedures as part of their professional responsibilities. This includes participating in training and other

activities that ensure the School stays compliant with relevant legislation, regulations and good practice.

- Our Safeguarding and Child Protection Policy, and the Recruitment, Selection and Disclosure Policy and Procedure (including our Policy on the recruitment of ex-offenders) can be found on the recruitment pages of our website, <https://www.dauntseys.org/about/vacancies> . Please read this information as part of your application to the role.

**The post holder may reasonably be required to perform duties other than those given in the job description for the post, including work with a different department or team. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of the responsibility entailed.**

## **Training**

Full training for the role will be given to support the successful candidate(s).

## **Person Specification**

### **Experience**

- Ability to work independently
- Familiarity or experience of working with young people aged 11-18
- Experience in working in a school or other library desirable but not essential.

### **Personal attributes**

- Energy and enthusiasm
- Interest in books
- Good organisational and time management skills
- Flexibility; ability to take on new challenges

### **Skills and Knowledge**

- Confidence using IT software
- Strong communication skills

## **Terms and conditions**

### **Hours of work**

Currently there are positions to be filled to cover the following hours during term time:

Thursday 09:00 - 13:00

Saturday 13:00 – 16:30

There may be flexibility about how these hours are covered and we are therefore keen to encourage applications for some or all of these hours. Please indicate on your application form what your preference is. The successful candidate/candidates, if willing, will be offered cover work for additional hours as and when required by the library

**Holiday**

This is a term time only position, so you will not be required to work during the school holidays.

**Salary**

Salary for the full hours of the role will be £3,275 per annum.

**Application Process**

If, having read the above information, you would like to be considered, please apply by completing the application form before the closing date of 9am on Tuesday 30<sup>th</sup> August and e-mailing it, together with a letter of application, to [recruitment@dauntseys.org](mailto:recruitment@dauntseys.org)

Please be aware that candidates may be invited to interview before the closing date, so you are encouraged to apply as soon as you are able. The vacancy may close early if an appointment is made following an interview.

All future correspondence will be by email. Please add dauntseys.wilts.sch.uk and dauntseys.org to your safe sender list to avoid emails going through to your junk email so that you are aware should you be invited to interview.

Thank you for your interest in the position.