

Head of Reading/Librarian



ARNOLD
HOUSE
SCHOOL

APPLICATION PACK

THE ROLE	Head of Reading/Librarian
START DATE	January 2025
REPORTING TO	Director of Teaching and Learning
PACKAGE	0.6 FTE - Competitive salary and pension



Dear Applicant

Thank you for your interest in the role of Head of Reading/Librarian at Arnold House.

The School was founded in 1905 in St John's Wood. It is an independent preparatory school for boys from 3 to 13, and a member of IAPS (the Independent Association of Preparatory Schools). Our Pre-Prep is based in Marlborough Place a short walk away from the Prep School. There are approximately 370 boys on roll across 10 year groups. Each year group is split into two forms.

A thriving school, Arnold House aims to provide an education of breadth and

excellence and to serve the boys' best interests across the ability range. We aim to do so in a supportive, purposeful and stimulating environment, to provide a foundation for the boys' development within a generous Christian ethos, to help them mature into well-rounded individuals by developing their enjoyment of music, the arts and sport, and to promote good citizenship through the virtues of courtesy and industry. The cultural identity of the school is diverse and enriched with an array of backgrounds being represented throughout.

The School values a supportive family ethos and operates in a relaxed, though

structured manner, ensuring that all boys are cherished and achievements recognised and rewarded. Academically sights are set high with the object being for each boy to develop his talents.

As a registered charitable trust, Arnold House is overseen and supported by an experienced Governing Body.

Arnold House underwent an Educational Quality Inspection in November 2022, in which it was reported that both the quality of pupils' academic and other achievements and the quality of pupils' personal development is excellent.

Reports can be downloaded from: www.arnoldhouse.co.uk/isi-inspection-reports

THE ROLE

The main purpose of the role will be to inspire all boys in the school, from Pre-Prep to Year 8, to love reading and to develop a regular 'reading habit'.

To achieve this, you will ensure that the Libraries are stocked with a variety of reading material to cater for a wide range of age groups, interests, reading ability and maturity. Stock will need to be reviewed from time to time, developed and kept up to date as new works are published.

Collaborating with the Head of English and the Head of the Pre-Prep you will advise on the development of a whole-school reading strategy.

To ignite boys' interest in books and reading, you will also lead a programme of events throughout the year, such as author events, World Book Day, competitions, etc.

A considerable part of the role will involve supporting individual boys with their reading, helping them to choose appropriate reading material, discussing what they have read and what they might like to try next, hearing individuals read. You will also liaise with parents about boys' reading via a reading log that goes home, by writing reading reports and by contributing to parents' evenings.

You will also manage TAs and reading volunteers, providing training in how to listen to boys read and support boys with their next steps.

You will be based in the Library at Loudoun Road, although will also

work closely with the team in the Pre-Prep at Marlborough Place and have responsibility for maintaining and developing the Library there and will occasionally be required to work from our third site in Edgware.

A detailed job description can be found on the next page..

Arnold House offers excellent benefits including a competitive salary, access to our contributory pension scheme, free lunches during term time and access to the cycle to work scheme.

Staff are encouraged to reflect on and develop their practice.

Holidays reflect school holidays.

Arnold House is committed to promoting and protecting the mental and physical wellbeing of all our staff.



JOB DESCRIPTION

The Head of Reading/Librarian is responsible to the Headmaster via the Director of Teaching and Learning. They will work closely with the Head of English and the Head of Pre-Prep

Arnold House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Head of Reading/Librarian is responsible for the following:

Promoting the development of reading across the school and create a whole-school environment which results in a love of reading for all boys.

- Manage, develop and promote reading resources appropriate for a range of interests and reading abilities
- Lead a programme of events and activities aimed at raising the profiles of reading e.g., World Book Day, author events and competitions.
- Create and update display boards, providing an attractive environment which encourages an enjoyment of reading.
- Support boys to choose reading material that might engage them and discuss their feedback on books, authors and reading in order to help redirect their focus.
- Take timetabled whole-class reading lessons
- Hear individuals read
- Maintain contact with parents about a boy's reading via a reading log and email
- Write termly reports about each boy's library lessons and individual progress with reading
- Report to parents at parent evenings
- Appoint and lead a group of pupil librarians to help in the Library
- Ensure that parents are aware of the standard of the provision and its outcomes.
- Stay up to date with research and developments in reading and literacy for boys aged 3-13, including provisions in other schools.

Promoting and overseeing a whole school reading strategy.

- Advise and work with the Head of English and Head of Pre-Prep in developing a whole school reading strategy
- Support intervention programmes

relating to reader development, including managing TAs and reading volunteers providing training in how to listen to boys read one-to-one

Ensure that both Libraries provide appropriate resources for a range of interests, ability and maturity

- Monitor stock usage within the libraries.
- Generate usage statistics of books and other items, and use this data to inform decisions.
- Select, acquire, maintain, and withdraw library stock, ensuring a balance between subject and ability levels and show an active engagement in diversity and equality issues in line with the school's curriculum.
- Keep abreast of new material being published which may be of interest
- Ensure a balance of reading material between fiction and non-fiction
- Manage and maintain the library database.
- Plan the library budget, monitor the budget spend, and evaluate the use of the budget to ensure

that resources are being used efficiently and effectively.

- Ensure the libraries operates in a secure, safe and tidy manner - the resources and materials are maintained in an orderly state for easy retrieval.
- Be available for some lesson cover should the need arise.

Training and Development

- Review regularly your methods of working and professional knowledge, keeping up to date with best practice
- Participate in arrangements for your professional development.

Safeguarding

- Attend meetings of the safeguarding team
- Maintain up-to-date advanced safeguarding training
- Promote and safeguard the welfare of children and young people

Flexibility

- You may be occasionally required to undertake other reasonable duties.



PERSON SPECIFICATION

QUALIFICATIONS & EXPERIENCE	ESSENTIAL	DESIRABLE
Educated to A-level or degree level	✓	
Professional Librarian qualification		✓
Experience of creating a whole-school reading strategy	✓	
Experience of managing whole-class activities, including behaviour management	✓	
SKILLS & PERSONAL COMPETENCIES	ESSENTIAL	DESIRABLE
Excellent interpersonal skills and the ability to build relationships with boys, parents and staff	✓	
Love of reading and ability to inspire others about the benefits of reading and make the Library somewhere boys want to be	✓	
Knowledge of available reading materials, and experience of keeping up to date with new works being published	✓	
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	✓	
Willingness and enthusiasm for contributing to the wider life of the School	✓	

HOW TO APPLY

DEADLINE FOR APPLICATIONS: Monday 7th October 9am

START DATE: January 2025

Please read our Recruitment, Selection and Disclosure Policy & Procedure, download and complete an application form, and send a covering letter to recruitment@arnoldhouse.co.uk explaining why you feel you are suitable for the role.

In the case of any queries, please contact: Frances Peel Yates, HR Manager on 020 7266 6998.

Arnold House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The role will include regulated activity and is exempt from the Rehabilitation of Offenders Act 1974.

Arnold House will conduct online searches for shortlisted candidates. This check will be undertaken based on the requirements set out in Keeping Children Safe in Education 2024. The check will help us to ensure safe and robust checks on the suitability of individuals to work within our School.

