



HALSTEAD ST ANDREW'S
SCHOOL

Librarian/Learning Resource Coordinator
(Part-time)

Start date: October/November 2024



Church Hill House

Librarian/Learning Resource Coordinator

The Role

The Librarian/Learning Resource Coordinator (LRC) will play a pivotal role at Halstead St Andrew's in providing the day-to-day management, development and promotion of the School's library at both sites and facilitate access to both staff and pupils contributing to the School's learning objectives.

As the School's provision expands there is an expectation for this role to encompass the management of the Senior School Library/Learning Resource Centre.

A key aspect of the role is promoting reader development initiatives, including fostering a love of reading across all age groups. The Librarian/LRC will train both pupils and staff in the effective use of resources to enhance learning outcomes.

In support of the school's Literacy Policy, the Librarian/LRC will help maintain resources, provide advice to colleagues and pupils, and establish a visible presence within the wider learning community to ensure appropriate

access to learning materials.

Additionally, the Librarian/LRC will ensure that all ICT and audio-visual equipment is fully functional, reporting any issues to the IT Support Team promptly.

The role involves making the provision at both sites attractive and accessible to all by organising displays, events, and providing guiding and promotional materials.

Supervising and assisting pupils to ensure they are working effectively within the Learning Resource Centre is another important duty, along with supporting the induction of new pupils to the Learning Resource Centre.

The Librarian/LRC is accountable to the Head of English and may be required to undertake additional tasks that align with the broader responsibilities of managing the Learning Resource Centre.

Person Specification

ESSENTIAL

Experience and qualifications

- Library experience
- Good literacy and numeracy skills evidenced by grade 'C' or 4 at GCSE (or equivalent) in English & Maths

Knowledge and Skills

- Good communication skills
- Sound awareness of personal impact on others
- Able to confidently and competently apply knowledge and skills acquired from training into a practical classroom context
- Good planning and organisational skills
- Ability to relate to, and communicate with, children in and out of the classroom
- Ability to take on routine tasks under the direction of the class teacher
- Utilise a variety of strategies to engage and support pupils in their learning

Personal Attributes

- High expectations of all children
- Flexible and adaptable to working with pupils from all year groups
- Communicate effectively, orally and in writing, with colleagues, parents, governors, external agencies and the wider community
- Developing and maintaining good relationships with colleagues
- Have a positive attitude, energy and commitment
- Ability to work as part of a team
- The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the Halstead St Andrew's Child Protection & Safeguarding Policy and the Staff Code of Conduct

DESIRABLE

- Experience in working in a Secondary school environment
- Good ICT skills
- Willing to become involved in extra-curricular activities



Woodham Rise



Working Conditions and Remuneration

The Learning Resource Coordinator will predominately be based at our Church Hill House site, but will be required to visit Woodham Rise.

The role is a part-time, term-time only. Monday to Friday 20 hours per week.

Salary will be competitive based upon qualifications and experience.

Benefits

A first-rate benefits package includes:

- A contributory staff pension scheme
- Death in service benefit
- Free school meals (term-time only)
- Fee remission for eligible children attending the school
- Free car parking

Application Process

Applications to be on the School Staff Application form together with a CV and covering letter.

www.hsaschool.co.uk

This must be completed in full and include the names, addresses and telephone numbers of TWO referees one of whom, if appropriate, should be your current employer.

Interviews may take place as applications that are selected are received.

Applications should be submitted electronically to hr@hsaschool.co.uk. **Closing date is 11 October 2024.**

We reserve the right to interview and appoint before the closing date.

Safeguarding

The 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.

As a provider of employment and education, we value the diversity of our staff and students. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.



About Halstead St Andrew's

Halstead St Andrew's is an independent all-through school located in Woking, Surrey. We are more than just a school – we are a community dedicated to empowering every child to become confident, compassionate and curious learners.

We are proud to be a family-oriented school, dedicated to creating a caring, secure, and nurturing environment where pupils thrive as happy and confident learners. Our values-driven and opportunity-rich ethos provides an inspiring educational experience that fosters the holistic development of every pupil while instilling a lifelong love of learning.

Halstead St Andrew's is set over two sites; our Nursery and Pre-Prep are based at our Woodham Rise site and is a stimulating and age-appropriate environment for our youngest pupils, which creates a happy and secure learning environment.

From Year 3, pupils move to Church Hill House. Here they enjoy continuing outstanding teaching and the facilities of our well-appointed site and extensive playing fields. They then, when we extend our offering in 2026, will have the opportunity to stay with us through to GCSE.

The success of Halstead St Andrew's School is built upon our values of endeavour, positivity, creativity, respect and kindness. These values form the foundation of everything that we do and enable pupils to reach their potential in all areas and it is our pledge to equip pupils with the skills necessary to navigate an ever-changing world.



HALSTEAD ST ANDREW'S SCHOOL

Pre-Prep
Woodham Rise
Woking
Surrey
GU21 4EE

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E: officewr@hsaschool.co.uk

Prep and Senior
Church Hill House, Wilson Way Horsell,
Woking
Surrey
GU21 4QW

T: 01483 760943
E: officechh@hsaschool.co.uk

“For parents wanting the personal touch,
this school delivers.”

Good Schools Guide



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