Job Description

Head Librarian

General

Winchester College is a boys’ boarding school of 700 pupils. It was founded in 1382, and is one of the world's oldest and most prestigious schools. The school’s examination results are excellent. We offer a distinctive and rigorous curriculum, which is complemented by a very wide range of sport, music, art, drama and other co-curricular activities. The school has ambitious plans to build on its considerable existing strengths and further develop its position as a world-class learning community where a life-long love of learning is fostered.

The Libraries

Winchester's libraries, archive and collections preserve the history of the school, and provide a unique learning resource. We have three main libraries for the pupils to use in addition each boarding house has its own small library.

Moberly Library, which has a stock of around 30,000 items, is the main school library and occupies a beautifully beamed 14th century building which formerly housed the school brewery. In addition, the library subscribes to numerous online databases, as well as a generous list of periodicals and their digital archives.

The library is extensively used for reading, teaching and research throughout the day and is currently open to pupils and staff 8.30am – 6.00pm Monday to Friday, 8.30am – 1.00pm on Saturday and 2.00pm – 6.00pm on Sunday.

Moberly Library is supplemented by the separate libraries in the Science and Art departments. The Science Library focuses mainly on Physics, Chemistry, Biology, Medicine and Engineering and is the home of the school’s Natural History Society book collection. The Art School Library covers all aspects of fine and decorative art, architecture and also offers a variety of film and photography equipment for the boys to borrow.Whilst these libraries come under the aegis of the Head Librarian, their day-to-day operation is devolved to the Science and Art departments.

Applicants will be interested to note that the school also has a substantial library containing some 10,000 rare books and manuscripts (the Fellows’ Library). It was established at the beginning of the 15th century, and is one of a small number of ancient libraries to have survived with part of its medieval collection in situ. The library, managed separately by the Fellows’ Librarian, has a particularly strong collection in Biblical scholarship, English literature, cartography, and the history of science. The successful candidate for the post of Head Librarian will often work in collaboration with the Fellows’ Librarian: for example there are regular exhibitions of rare books and manuscripts in Moberly Library.

The Role

The Head Librarian will be an enthusiastic champion of the role of the library at the heart the school. He/she will be responsible for developing strategies that encourage academic departments to ensure that this vibrant, dynamic resource is embedded in teaching and learning, and that it is used as a driver for independent learning, research, wider reading and reading for pleasure.
The Head Librarian is responsible to the Deputy Head (Academic).

Responsibilities

- Review the Library Catalogue (Heritage), compare costs and functionality of the three main school systems available and recommend the way forward
- Maintain and update of the Catalogue system as above
- Manage the Library budget, including the preparation of yearly budget proposals
- Develop the library digital innovations and resources and promote the digital services on offer
- Liaise with the IT department regarding the provision and maintenance of IT in the library
- Promote the library as a recreational resource and ensure the stock is suitable for the various years in content & form; foster pupil involvement
- Purchase new stock, including specific syllabus requirements (liaising with Head of Departments)
- Keep periodicals/journals under review; purchase & advertise subscription databases and other online resources
- Monitor and evaluate the effectiveness of the service provided by the library and its impact on teaching and learning
- Management of library staff including recruitment, training and undertaking staff appraisals
- Develop and deliver an information literacy & reference & citation programme for the sixth form
- Maintain & update records of library operational procedures & the departmental handbook
- Represent the library/report to meetings of Heads of Departments, and actively pursue areas of library/teaching subject overlap
- Attend Rugby Group Librarian meetings and host meetings when required
- Maintain all aspects of Health and Safety standards in the library paying particular attention to manual handling, working at heights, and display screen equipment work.

Person Specification

The successful candidate will:

- Hold an Honours degree
- Be a qualified professional in Librarianship or Information Studies

In addition he/she will:

- Have at least two years’ post-qualification library experience in an academic / legal library or information service
- Ideally have experience of working with academically gifted students
- Be a confident communicator and show evidence of excellent customer service
- Demonstrate a high level of IT literacy and an excellent understanding of how digital technology can be used in a library setting

Terms of Service

Start date

The College is looking to make an appointment to start as soon as possible.

Salary

The full time equivalent salary for this role will be circa £45,000 (gross) per annum giving an actual salary of circa £35,000 (gross) per annum.

Hours of Work

This is a full time post, 37.5 hours per week, during term time with the addition of 4 weeks during the school holidays to allow for meetings, open days, extra commitments etc.

Holidays
The College leave year runs from 1 September to 31 August. This position will be entitled to the statutory holiday requirements. These are presently 28 days. Any Public Bank Holiday occurring during term time is deemed to be a normal working day. All holiday must be taken outside of school term times.

**Probation and Notice Periods**

The first four months of employment will be a probationary period. During this time, conduct and performance will be reviewed. The College may extend the probationary period if it is deemed to be required. During the probationary period the notice required to terminate employment will be one week (by either the employee or employer). The notice will increase upon the successful completion of the probationary period.

**Pension and Life Cover**

After three months' employment, employees will be auto-enrolled into the College’s pension scheme according to legislative thresholds. Those who are not eligible for auto-enrolment may still elect to join the College’s pension scheme. Initially, when joining the College’s pension scheme, employees will become a member of the College’s Group Personal Pension Plan (GPP). For this Plan, known as Tier 1, currently the employee contributes 5% and the employer 3%.

After nine months’ membership of the Tier 1 plan employees may opt to join Tier 2, which is also a Group Personal Pension Plan but contribution rates are 5% from the employee and 9% from the College. Employees in Tier 1 automatically qualify for a Life Cover of 2 times salary. On entry to Tier 2 Life Cover changes to 4 times salary.

**Enhanced Disclosure and other Pre-employment checks**

Winchester College is committed to safeguarding the welfare of children at the school. Therefore, this appointment will be subject to a successful Enhanced Disclosure and Barring check. This will provide details of convictions, reprimands, warnings, cautions and bind overs as per the DBS filtering guidance. A policy on the recruitment of ex-offenders, and information about DBS filtering, is available upon request from the HR Department if required. The college may approach previous employers to seek relevant experience or qualifications, in addition to obtaining references provided by the candidate.

**Data Protection Statement**

Winchester College collects and processes relevant personal data as part of its everyday operations and is obliged to process it in accordance with the Data Protection Act 2018. The school is the Data Controller of this data under the Act and is registered with the Information Commissioner’s Office; its registration number is Z5751669.

Any queries about this policy or how personal data is processed by the school should be referred to the Data Protection Liaison Officer.