



St Albans High School
for Girls

APPLICANT INFORMATION PACK



Research and Information Services Specialist

Preferred start date

January 2021

(a later start date can be considered)

Closing date for applications:
9am

Monday 23 November 2020

Interviews to be held remotely:
Thursday 26 November 2020



Welcome to STAHS!

We are very proud of our delightfully warm, vibrant and ambitious community in the heart of Hertfordshire. We believe we offer the best of both worlds for our pupils and staff – the relaxed, unpretentiousness of a home counties city school with the excitement and opportunity of London right on our doorstep.

St Albans High School (we call it STAHS) is a thriving independent day school for girls aged 4 to 18. We are selective at all points of intake, and we are consistently ranked amongst the top 30 independent schools in the UK.

Our Prep School is home to 350 girls from Reception to Year 6 and is based in the leafy village of Wheathampstead just five miles from St Albans. With 18 acres of field and woodland, every child has the opportunity to get muddy in the outdoors, to play, to develop her passion for learning and to have fun.

Our Senior School includes 770 girls from Year 7 through Year 13 and is situated centrally in the historic city of St Albans, only 25 minutes by train from Kings Cross/London St Pancras.

We pride ourselves on providing our pupils with unrivalled opportunities and experiences. Please do see the [Head's Welcome](#) on the STAHS website to find out why STAHS is such a special place.

Mrs Amber Waite BSc Rutgers MSc Oxon
The Head



The School

STAHS opened in a converted hospital on Holywell Hill, St Albans in 1889, one of many similar schools which were being established for the education of girls towards the end of the nineteenth century. The School transferred to its current site on Townsend Avenue in the heart of the city in 1908, with the Prep School subsequently moving to the village of Wheathampstead in 2003. STAHS maintains close links with the diocese of St Albans through the Bishop and the Dean, the latter being an ex officio governor of the School. We are affiliated to the Church of England, and we welcome girls and staff of all faiths or none.

The school roll is very healthy, with most year groups at or near capacity. We are always developing our facilities to ensure that we provide a modern and accessible working environment for our entire community. Our newest building project, completed in early 2020, includes a state-of-the-art Sixth Form Centre and workspace, a modern Dining Hall, a new library and a number of new classrooms, small group workspaces and breakout areas for collaborative study.

We regularly review our academic offer and have most recently introduced Computing GCSE and A Level and Psychology A Level to further enhance our already impressive choice of courses. Our co-curricular offer is equally impressive, with a wide variety of academic, sporting, musical, artistic and creative activities for pupils to enjoy.

Our relatively small size offers our pupils a real sense of community that celebrates individual talents, backgrounds and experience within a caring, warm and nurturing environment. Our pupils and staff are proud of their school and of each other, and this culture of mutual respect and support forms the very core of our identity.

As a member of staff, whether in a teaching or support role, you will be encouraged to develop your skills and experience through our extensive professional development programme. You will also be a member of a friendly and welcoming school community, and benefit from employment at a school that prioritises staff welfare.

An insight into our community



The Department

The Library Department supports the learning, teaching and daily routines of the whole school community. The Department provides a variety of functions including access to literature and information and a peaceful study environment. It is set over two sites: the main Library for years 7-11 and the Sixth Form Library in the new Sixth Form Centre.

The Role

The Research and Information Services Specialist will report to the Head Librarian and will be mainly based in the Sixth Form Library.

The new post holder will be a central figure supporting the STAHS Sixth Form programme. This is a student-facing position; working alongside the Sixth Form team to support pupils who are undertaking the Extended Project Qualification (EPQ), those applying for higher education, particularly for Oxbridge, and our Scholars (the 'De Beauvoir Fellows').

A significant part of the role will be in supporting our pupils as they work to complete the STAHS Diploma. The new post holder will also support our Head Librarian by ensuring the Sixth Form Library is a well-resourced, dynamic learning environment which allows students to interact with information resources in a mature and considered way.

The Research and Information Services Specialist will ideally have experience of working in a secondary school setting, and demonstrable skills in research, particularly in using electronic sources and specialist libraries of academic journals (e.g., JSTOR, Web of Science, Google Scholar, etc) to support students in finding and understanding current research. Using their knowledge and experience to enhance students' studies, providing academic and administrative support to help them to get the most from their STAHS education.

This is a permanent position, offered on a full-time basis (part-time working will be considered), 39 hours per week, term time plus 2 weeks. The working hours will be 8.30am – 5.00pm Monday – Thursday and 8.30am – 4.00pm on Friday with a 30 minute unpaid lunch break.

The preferred start date for this position is January 2021, a later start date of February or April 2021 can be considered, for the right applicant.

Responsibilities

The key responsibilities for this post are detailed below;

Key Responsibilities

- Support Sixth Form students in their academic and super-curricular pursuits, including the EPQ, the Higher Education and Oxbridge programmes, the De Beauvoir Fellowship programme and the STAHS Diploma.
- Provision of support for Sixth Form pupils in study skills, research techniques, and presentation skills.
- Day-to-day smooth running of the Sixth Form Library including issuing books, shelving, weeding and repairing stock, maintaining and reviewing periodical and subject indexes, providing sources and information to students and staff on request.
- Deputise for the Head Librarian in their absence.
- Contribute to the safeguarding and promotion of welfare and personal care of students.

Sixth Form Programme Support

- Assist the EPQ Co-ordinator to deliver the taught skills element of the EPQ course, particularly on research and study skills, referencing and citations, decision making, academic writing and presentation skills.
- Host referencing clinics, particularly for those taking the EPQ, and help students locate sources (Inter Library Loans) and compile accurate citations.
- Assist the Head of Sixth Form and Head of Higher Education and the Sixth Form students with preparation for the relevant application process for higher education.
- Assist the Oxbridge Co-ordinator by leading initiatives such as colloquia, reading groups and conversational sessions with potential Oxbridge candidates.
- Ensure all students have access to high quality resources to support their higher education application and interview preparation.
- Assist the Assistant Head Academic Development with the De Beauvoir Fellowship Programme, the bespoke programme for our Sixth Form Scholars, particularly providing support for students with their research projects.
- Assist the Head of Sixth Form in delivering the STAHS Diploma, such as through the delivery of effectively learning habits sessions to support the Skills for Life pillar and providing resources to enable student activism and leadership through the Service and Leadership pillars.
- Assist with administration of the STAHS Diploma.
- Collaborate with staff and lead tutorials on research skills and information retrieval to support coursework, e.g. English and History.

(Continued...)

Responsibilities (continued...)

Sixth Form Library

- Introduce Sixth Form students to library resources, including an overview for all students and, in collaboration with Heads of Department, provide instruction on how to use offline and online resources within a specific subject.
- Communicate with Heads of Department to ensure that up-to-date, inspiring and appropriate resources are acquired throughout the academic year.
- Select and purchase library resources in all appropriate formats, in consultation with the various Heads of Department and teaching staff.
- Promote the Sixth Form Library by sharing its resources with staff and students by, for example, circulating current awareness bulletins for new issues of journals, publicising new book acquisitions.
- Develop, in consultation with teaching staff, the provision of information services using appropriate technology to support the curriculum and individual information needs.
- Provide support and assistance for pupils in finding, retrieving and interpreting research from academic journals.
- Ensure that book stocks and all library resources are carefully monitored.
- Catalogue, classify and process new resources for both the Senior School Library (Oakdene) and the Sixth Form Library.
- Liaise with the Head Librarian, and support in areas such as the annual stocktake, library moves, technological developments, supervision of pupil librarians, and library events in both libraries. Assist in the running of the Senior School Library (Oakdene) where appropriate.
- Assist staff leading promotional events with students in Year 10 and 11, such as the Inspiring Choices Day for Year 10 and Taster Days for Year 11, to promote the Sixth Form Library and the associated opportunities.
- Assist staff leading promotional events for younger year groups, such as the Open Days, school tours and Snapshots, to promote Oakdene and the Sixth Form Library.

In addition to the above, the post holder will carry out any other professional duties as reasonably required by the Head Librarian, Bursar or Head.

Person Specification

The successful candidate will be required to fulfil all of the duties, as outlined in the job description. In addition to this, the candidate should possess the following competencies which are essential to this position:

Qualifications & Experience

- The successful candidate will have EITHER post-graduate or other professional qualification in librarianship, information services or information science (chartered member of CILIP is desirable, but not essential) OR post-graduate qualification in teaching, such as a PGCE.
- Post-graduate or other professional qualification in education, research or otherwise that has given you significant research experience is essential.

Skills & Knowledge

- Experience teaching is desirable, but not essential.
- Experience preparing students for higher education is desirable, but not essential.
- Experience supporting academically ambitious students in a secondary school setting would be advantageous.
- Experience of working in a library within an educational setting is desirable, but not essential.
- Knowledge of how libraries support curriculum delivery and raising standards for pupils.
- Excellent communication skills, both written and verbal.
- Highly organised and efficient.
- Strong administrative skills and attention to detail.
- Ability to multi-task in a calm manner during busy periods.
- Excellent IT skills.
- Resourceful in approach.
- A team player, willing to be flexible and adaptable.

Personal Qualities

- Passionate about reading and all that it can offer.
- Ability to motivate young people to engage with reading.
- Helpful and positive nature.
- Proactive and flexible.
- Ability to build effective working relationships.

Philosophy and Ethos

- A commitment to safeguarding and promoting the welfare of children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children.
- A commitment to the ethos and strategic direction of the school.
- Strong support for the School's mission and values.
- Be a good role model.

The Package

Salary

- Competitive, subject to qualifications and experience (pro-rata for part-time)

Based on 39 hours per week, 38 weeks per year
(Term time plus 2 weeks)

Pension

- Generous Pension Scheme

Benefits

- Tuition fee remission for children of the employee*
- Continued Professional Development Opportunities (CPD)
- Free daily hot lunches and beverages supplied during term time
- Free use of sports facilities, including gym*
- Death in service benefit
- Annual flu immunisation

* *Conditions apply*



Application Process

How to Apply

STAHS 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.

STAHS recruits staff that understand and share our commitment to safeguarding and the provision of a happy, nurturing and supportive environment for all members of our community. We act to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equalities Act 2010.

To apply for this position, please download and fully complete the application form on the Vacancies page of our website;

www.stahs.org.uk/vacancies

You may also wish to include a covering letter. Please note CVs alone will not be accepted.

The school is currently restricting visitors to the school site during the COVID-19 pandemic and therefore we request that you email your completed application form to our Human Resources Department at; recruitment@stahs.org.uk If for any reason you are unable to email your application and wish to deliver or post a hard copy of your application to us please contact our HR team to make arrangements to do this in the first instance, in order that we can ensure your application reaches us safely.

Prior to applying please read the Application Form Guidance notes contained within this Information Pack. Details of our Recruitment Process are below. All questions regarding the STAHS Application and Recruitment Process must be directed to the School's Human Resources Department on recruitment@stahs.org.uk.

Closing date: 9am Monday 23 November 2020

Interviews will be held remotely via Zoom: Thursday 26 November 2020





Application Form Guidance

Applications will only be accepted from candidates completing the STAHS Application Form in full. CVs will not be accepted in substitution for completed Application Forms. Application Forms can be completed electronically or in hardcopy. If completed in hardcopy, they should be emailed or posted to the school for the attention of the Human Resources Department.

As jobs within the School involve substantial opportunity for access to children, it is important that you provide true and accurate information on the Application Form. Upfront disclosure of a criminal record may not debar you from appointment as we will consider the nature of the offence, how long ago and at what age it was committed, as well as any other relevant factors.

Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head or the Bursar. If you would like to discuss this beforehand, please telephone in confidence to the Head or the Bursar for advice. Please disclose any unspent convictions, cautions, reprimands or warnings.

Note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the post. Additionally, successful applicants should be aware that they are required to notify the School immediately if there are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration.

The Childcare (Disqualification) Regulations 2009 apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare.

STAHS takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect their suitability to work with children must notify the School immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings they may receive.

Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Head of Bursar for more details.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

STAHS has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.

Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. Where you have no previous employment history, we may request character references which may include references from your school or university.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police and/or DBS.

Recruitment Process

Invitation to Interview

Applicants will be short-listed according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail.

All formal interviews will have a panel of at least two people chaired by a member of Senior Staff, one of which will hold accredited Safer Recruitment training status. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Head or Bursar as to whether or not an interviewer should therefore withdraw from the panel.

Should the Head or Bursar have a conflict of interest, the non-conflicted party shall decide whether the conflicted party should withdraw from the panel.

The interview will be conducted remotely (due to COVID-19 pandemic) and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc).

Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by you from the awarding body.

All candidates invited to interview must also bring with them:

- A passport, current driving licence including a photograph or a full birth certificate;
- A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
- Where appropriate any documentation evidencing a change of name;
- Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. If you do not have the required documentation please contact our Human Resources Department on recruitment@stahs.org.uk and a full list of valid ID will be provided.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references (if these have not already been received);
2. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK;
3. Satisfactory completion of Prevent training, Child Protection training and KCSIE questions before joining the school;
4. A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS;
5. For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State;
6. For a candidate who has lived or worked outside the UK a check using the NCTL Teacher Services System that a candidate is not subject to any teacher sanction or restriction;
7. Verification of professional qualifications;
8. Verification of successful completion of a statutory induction period (for teaching posts - applies to those who obtained QTS after 7 May 1999) where relevant;
9. Where the successful candidate has worked or been resident overseas within the last five years, such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered;
10. Satisfactory medical fitness;
11. Receipt of a signed Staff Suitability Declaration form showing that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009; and
12. If you are undertaking a leadership role, evidence that you have not been prohibited from participating in the management of independent schools.

It is the School's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the School in strictest confidence. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, layout of the School.

STAHS is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

References

We will seek the references referred to above for shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.

If you do not wish us to take up references in advance of the interview, please notify us at the time of submitting your application.

All referees will be asked if the candidate is suitable to work with children.

The School will compare any information provided by the referee with that provided by the candidate on the application form.

Any inconsistencies will be discussed with the candidate.

Criminal Records Policy

The School will refer to the Department for Education document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks.

The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request.

Feedback

Due to the volume of applications received, we are unable to provide feedback on an individual basis except for candidates who have been interviewed.

Retention and Security of Records

The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of DBS certificates will not be retained for longer than 6 months.

St Albans High School for Girls, Townsend Avenue, St Albans,
Hertfordshire AL1 3SJ

www.stahs.org.uk/working-with-us

