



# LIBRARIAN JOB DESCRIPTION

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## ABOUT CATS College Canterbury

CATS College Canterbury is a coeducational independent boarding school catering mainly for international students aged 14+. The College specialises in preparing students for pre-university exams, including I/GCSEs, A Levels, the International Baccalaureate (DP) and the University Foundation Programme (UFP). The College was awarded 'Excellent' in all nine areas in the latest ISI inspection (March 2016). There are approximately 400 students on roll, class size average is nine across all programmes, and students take part in an extensive range of extra-curricular activities including leadership awards and national/international competitions. The College is part of the CEG group.

## OVERVIEW OF THE JOB

The purpose of the role is to manage the College library, helping learners, supporting the College curriculum and ensuring that it has the right resources to support teaching and learning effectively. This role will play an important part in encouraging reading for pleasure throughout the College.

## REPORTS TO

You will be directly responsible to the Deputy Head Academic.

## MAIN RESPONSIBILITIES OF THE JOB

- Support the educational aims and objectives of the school, and monitor the effectiveness of the library's contribution to learning and teaching
- Provide help to enable learners to identify, locate and access the information they need through workshops and one to one help
- Manage budget for and promote a wide range of resources in a variety of formats, traditional and electronic, and where appropriate, the equipment to access them
- Liaise closely with the English Department to promote the development of reading and literacy skills for information and recreation and take a lead in creating a whole-school environment which encourages reading for pleasure
- Manage the personal study area to ensure an environment for both curriculum-based and independent learning
- Liaise with Heads of Department to ensure that the curriculum is appropriately supported by library resources
- Manage the Library Management System
- Manage the issuing and returning of library stock

## PERSON SPECIFICATION

### The job requires that you are:

- Efficient and organised
- A skilled communicator and a relationship builder - able to work effectively with colleagues and students
- Genuinely interested in literature and reading
- IT literate
- Good at prioritising your time
- A quick learner
- Proactive, flexible, trustworthy, dependable and reliable
- Fluent at English – an essay-writing subject at degree level or equivalent experience
- Internationally aware and culturally sensitive
- A good team player, but also able to work autonomously
- Willing to play a part in the wider life of the College community
- Able to relate to students at all levels.

## About CEG

Cambridge Education Group (CEG). CEG is a leading provider of pre-university academic courses and English language courses in the UK. We provide programmes including A Level, IB and University Foundation, as well as English Language Study, to a growing number of international students seeking to win places at UK universities.

We operate a number of different educational brands: CATS Colleges in Cambridge, Canterbury and London; CATS Academy in Boston; CSVPA; ONCAMPUS programmes at universities in the UK, USA and Europe; Stafford House International English language schools in the UK, USA and Canada; Stafford House Summer study holidays and CEG Digital, benefiting from being part of a global team focused on online teaching and learning.

## And finally

CEG is committed to safeguarding and promoting the welfare of children and young people and expects everyone connected with the College/s to share this commitment.