

Librarian

(Maternity Cover)

Harris Academy Sutton

Welcome to Harris Academy Sutton and thank you for your interest in the above role. We are a highly inclusive, successful Academy with exemplary behaviour and high levels of academic achievement. Having opened in 2018, we are housed in a £40million state-of-the-art Passivhaus building and looking for a committed, passionate individual to join our thriving staff team with responsibility for our library and promoting a lifelong love of reading with our children.

Thank you again for your interest and I wish you all the very best with your application.

Mick Berry
Head of Academy

APPLICANT PACK

Librarian (Maternity Cover)

Harris Academy Sutton

START DATE: January 2026

WORKING TIMES: 37.5 Hours/week, term time (Part-time hours could be negotiated)

PAY: FTE £34,998 - £37,134 Grade 6, Scale Point 17-21
Actual pay pro-rata £29,425.24 - £31,221.12

Loyalty Bonus + Teacher Pension Scheme + Harris Wellbeing Cash Plan + Additional Harris Benefits

Join our success:

- Judged 'Outstanding' in all categories by Ofsted (Feb 2023), more information here: <https://www.harrissutton.org.uk/469/ofsted>
- Progress 8 scores of +1.10 & +0.91 in our first two sets of GCSE results (2023 and 2024)
- Attainment 8 scores of 60.6, 59.9, 58.2.
- High achieving sixth form with multiple Russell Group Alumni (including University of Cambridge, Durham University and London School of Economics)
- Hugely oversubscribed in both Year 7 and Year 12, the 'Comprehensive of Choice' in a borough with several grammar schools

Deadline: **Thursday 11th December 2025**

Interviews: **Monday 15th December 2025**



ROLE OVERVIEW

We are looking for a dynamic and engaging person to organise, manage and supervise our library. You will be actively engaged from the start in supporting our children to enjoy their reading and be able to deliver library lessons to our Year 7 students.

This role is suitable for experienced librarians or educational staff looking for a change. Equally you may be a different role but have an infectious love of reading that can inspire our children. The Academy is committed to equality and diversity and welcome applications from practitioners regardless of background' it may be that you have just the qualities we are looking for to add to our thriving team!

You will have full access to the Joint Professional Development support offered in house here at Harris Sutton; but there is also a great deal of collaborative working and sharing of good ideas and what works within secondary across the Harris Federation. The successful candidate will be joining a friendly and outward looking group where professional development and progression opportunities are second to none.

Staff wellbeing and workload is high on the priority list at Harris Sutton, we have a number of initiatives to aid with this including a full 2-week October half term and half days at the end of each term.

Reporting to: Assistant Principal

Responsible for: Leadership of the library

Liaising with: Teaching and Associate Staff, families and external agencies.



INTRODUCTION TO HARRIS ACADEMY SUTTON

Our staff

We believe that a happy and settled staff body helps drive the very best performance from our students. We are committed to a high-quality professional development programme and can draw on expertise from across the Harris Federation. As a HASU member of staff at any level you will receive the training and support that you need to carry out your role effectively and develop at a pace that suits you.

We are committed to ensuring that our staff have the right level of balance between work and home life. Our policies and procedures are aimed at allowing our teaching staff to spend as much time as possible planning and delivering lessons. We work in an award-winning building with excellent facilities.



- "Teachers work together to plan for **excellence**."
- "Teachers are **highly skilled** in selecting strategies and adaptations to ensure that **all pupils**, including those with SEND, fully access and excel in learning the curriculum."
- "Teachers **know about pupils' needs** and how best to help them learn."
- Staff at the school "...receive **excellent professional development**."
- "**Leaders value their staff**."
- "Staff are **thoroughly trained in safeguarding**... When leaders are concerned that pupils may be at risk of harm, they react with **rigorous and relentless tenacity** to ensure that pupils are protected"

Our students

We run a broad and diverse curriculum to a fully comprehensive intake of students.

Our focus on the core value of Integrity means that our behaviour is excellent, with staff supported by a strong and highly visible Academy Leadership Group. Detentions are run centrally, allowing teaching staff to do what they do best: plan and teach amazing lessons. Attendance and engagement with learning is high, and centrally planned tutor time resources ensure that our tutors can engage with students whilst delivering high-quality experiences.



- "[Pupils] are **respectful** to one another."
- "Pupils throughout the school are **highly motivated**, polite and courteous."
- "Pupils **understand and respect the rules**. This means that little reinforcement of these is necessary."
- "Pupils readily **hold leaders to account**. Leaders respect and act on pupils' ideas."

Our location

We are located in Sutton, with good public transport and road links. Central London (Clapham, Victoria) is 25 minutes away. Belmont station is just an 8-minute walk and Sutton station a 12-minute walk. We are on the Surrey border so journeys do not take long in fact journeys from Kent only take just over 30 minutes by car. We have safe and secure onsite parking with electric charging points.

Other benefits of working for us

- Regular dialogue about workload and how to manage it effectively
- Protected time for examiners
- Internal promotion and progression opportunities
- Staff CPD breakfasts
- Harris subject networks
- Clear communication and manageable deadlines
- High-quality staff induction programme
- Regular recognition and celebration of staff excellence
- Free on-site parking
- Exemplary student behaviour
- All SLT teach
- Fully centralised behaviour system including rapid and effective support with any student behavioural issues



JOB DESCRIPTION

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Purpose:

- Management, organisation and supervision of the Learning Resources Centre;
- To maintain a professional, stimulating and tidy learning environment at all times, foregrounding student achievements;
- To contribute to Academy events to encourage reading beyond curriculum time;
- To provide advice to staff, students and the community regarding use, provision, development of Library resources;
- To organise and publicise an annual book week, liaising with authors, publishers etc;
- Organise regular events to promote a culture of reading for pleasure within the Academy, including regular visits from authors
- Encouraging the effective use of the Library across the curriculum at Key Stage 3/4 and 16+;
- Providing guidance to groups and individuals using the library; including an 'Introduction to the Library' lesson with all Y7s.
- Liaison with other information agencies including other resource areas, as well as Librarians managers across the Federation in order to provide an excellent service;
- Development and implementation of study and information skills linked into the curriculum; including assisting teachers with guidance on 'research' tasks
- To keep appropriate and effective records using academy ICT systems, that will enable efficient management of resources across the academy;
- Disseminating information on resources and access to staff and students;
- To supervise pupils in the Library before school, after school, and at lunch time and break time
- Offer support to other staff for appropriate projects or events
- Promote the House system by embedding an ongoing House Reading competition
- To use and maintain a library management system and manage a regular stock-take of resources
- To facilitate small groups of pupils requiring literacy interventions such as paired reading
- To ensure the effective use of specific resources and ensure the choice of literature meets curricular and leisure needs

Other Duties

- Under the direction of the Academy Leadership Group, undertake such other tasks that may be required to further the efficient running of the Academy, commensurate with the level of the post holder;
- To participate in academy trips/visits as appropriate;
- To be responsible for own professional development, identifying training needs and requesting courses as appropriate.

Academy Ethos

- To engage actively in the performance review process, addressing appraisal targets set by the line manager each autumn term.
- To promote equal opportunities and celebrate diversity in all aspects of the academy.
- To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To promote actively the Academy's corporate policies.
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.
- To adhere to the Academy's Dress Code.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Following consultation with you this Job description may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

PERSON SPECIFICATION

Attributes	Description	How will these be assessed
Qualifications, Knowledge and Experience	English and Mathematics GCSE or equivalent	Application
	Experience of working in a school, educational establishment and/or library	Application
	Experience/knowledge of managing a library service	Application/Interview
	Experience of a range of reading schemes	Application/Interview
	Some experience of knowledge of National Curriculum for English	Application/Interview
Skills and Abilities	Personal organisation and time management skills	Interview
	Effective oral and written communication skills	Interview
	Ability to work within a team	Interview
	Ability to analyse issues and identify solutions	Interview
	Ability to always maintain professional standards	Interview
Personal Qualities	A great passion for reading and literature	Application/Interview
	Enthusiasm for and commitment to the achievement of the Academy's overall vision for success at all levels.	Application/Interview
	Commitment to contributing to Academy life as a whole and willingness to be involved with clubs and community projects.	Application/Interview
	A positive approach to hard work.	Application/Interview
	A positive role model for students	Application, Interview
	Flexible, adaptable, results orientated and able to prioritise, resilient under pressure.	Application, Interview
	Awareness of and commitment to equal opportunities and valuing diversity.	Application, Interview
	Creativity and enthusiasm to promote a positive school image to the local and national community.	Application, Interview

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that Academy policies are reflected in all aspect of his/her work, in particular those relating to:

- 1) Safeguarding children
- 2) Equal Opportunities
- 3) Health and Safety
- 4) General Data Protection Regulations (2018) and Data Protection Act (2018)

HOW TO APPLY

Apply online through the Harris Academy Sutton website (www.harrissutton.org.uk) or the Harris Federation careers website (www.harriscareers.org.uk).

For a confidential discussion about this post with the Head of Academy, more information or to arrange a visit, please contact the careers team on 0203 962 4500 or info@harrissutton.org.uk. Thank you for your interest in our school. We look forward to receiving your application.

Before You Start Your Application

Please remember to check your junk mail folders for our email communications and add us to your safe senders list to ensure all future email communication is received. This is important to ensure you are kept up to date on the status of your application and to avoid delays in the recruitment process.

To submit an application, you'll need to have ready:

- Personal information about you
- Details of your education and employment history
- Details of any qualifications and training gained
- A CV and/or supporting statement to upload

Help and Support

For our Help and Support completing your application, visit www.harriscareers.org.uk

Safeguarding Notice

The Harris Federation and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our Policy Statement on the Recruitment of Ex-Offenders.