



## THE STOURPORT HIGH SCHOOL & VITH FORM COLLEGE



# Librarian

## ..... INFORMATION FOR APPLICANTS

### APPLICATION CLOSING DETAILS

Closing Date: 5th May 2025  
Closing Time: 9am

# HEADTEACHER'S WELCOME

Welcome to The Stourport High School and Sixth Form College (SHS)!  
We're delighted you're interested in learning more about our school.



At SHS, we're more than a school; we're a community, a family where everyone belongs. We're dedicated to nurturing academic excellence alongside the character and well-being of each student. Our vision is to be a vibrant hub, fostering strong community bonds and providing opportunities for growth and shared experiences.

We are committed to inclusive excellence, celebrating diversity and providing a personalised and collaborative approach to education. We ensure each student is challenged and supported to reach their full potential. Our core values of kindness, determination, and respect underpin all that we do.

This is an exciting time for SHS as we grow in brilliance and solidify our vision by building strong foundations. As Headteacher, I am driven by a passion to ensure everyone feels empowered to be their best - students and staff alike. This allows them to thrive and have the greatest possible impact on future endeavours. We embrace change, navigate the evolving world of education, and work to secure the future of all our children, supporting them in overcoming any barriers they may face.

I encourage you to explore all that our school has to offer and engage with the challenges it presents, so that you can take pride in being part of our family and our important profession, and experience the joy of belonging.

Dr Lizzy Ford | Headteacher

## Our Values & Ethos

"Every child celebrates  
their own success  
& the success of others"



**A School at the Heart of its Community:** We're more than just classrooms and textbooks. We aim to be a vibrant hub, fostering strong bonds within our community and offering opportunities for growth and shared experiences.

**Nurturing Character and Well-being:** We believe in developing well-rounded individuals. We actively teach our core values, creating a supportive environment where every student feels valued and empowered.

**Inclusive Excellence for All:** We celebrate diversity and are committed to providing an education where everyone can thrive. Our approach is personalised and collaborative, ensuring each student is challenged and supported to reach their full potential.

**KINDNESS . DETERMINATION . RESPECT**



# CEO's Welcome



Dear Applicant

Thank you for your interest in joining a Severn Academies school.

The Stourport High School was a founding school in Severn Academies Educational Trust which now consists of a family of eight schools from across Wyre Forest. We are an outward facing trust, with strong local relationships and a commitment to growing the next generation of brilliant school leaders.

This is an exciting opportunity to join a Trust that is committed to harnessing talent and developing its people with a range of opportunities for further professional development.

The successful candidate will have a shared commitment to our values, working collaboratively to ensure their work underpins our priorities for school improvement and to forming positive working relationships with our community.

Enclosed are further details about the role and application process. We look forward to learning more about how you can contribute to 'growing brilliance' for our children and communities.

Matthew Carpenter | Acting Chief Executive

## About Our Trust

Our trust is a learning organisation with a culture of reflection and review that supports a shared learning from our experiences. This shapes our strategic direction; taking every opportunity to find the best ways to support and educate our children and young people.

In setting out to show what strong collaboration and shared practice can achieve for children and their families, we believe that working together we can achieve more than we could alone.

In collaboration we also appreciate the importance of our collective desire to uphold and promote our values.

Our strategic objectives guide everything we do, to ensure we provide the nurturing conditions for children to grow and develop into outstanding young people, who lead brilliant lives.



# JOB DESCRIPTION



## Introduction

Post: Librarian

Reporting to: Literacy Coordinator

Salary: NJC Scale 4

A school librarian's core purpose is to cultivate a vibrant learning environment, fostering a love of learning and empowering students with the critical skills necessary to flourish, far beyond the simple management of books.

The librarian will work closely with the Literacy Coordinator to ensure the library provides an inclusive and supportive environment for all students, academically, socially, and emotionally. This includes developing accessible resources and strategies to promote engagement.

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

## Key Responsibilities

- To embody the values, vision and ethos of Baxter College and the Severn Academies Educational Trust and assist the Headteacher in delivering policy which will ensure high quality and successful outcomes for Baxter College.
- Strong organisational and management skills.
- Excellent communication and interpersonal skills.
- Knowledge of children's and young adult literature.
- Proficiency in library management systems and technology.
- Ability to collaborate with teachers and staff.
- A passion for literacy and learning.
- Take responsibility for your own ongoing personal development and growth of expertise.
- Modelling and promoting the Trust's wellbeing principles.

## Specific Duties

Resource Management:

- Selecting, acquiring, and organising library materials (books, digital resources, etc.).
- Maintaining and updating collections to align with curriculum needs and student interests.
- Managing the library budget.
- Cataloging and classifying resources for easy access.

Educational Support:

- Collaborating with teachers to integrate library resources into classroom instruction.
- Teaching information literacy skills, including research and critical thinking.
- Promoting reading and literacy through programs and events.
- Providing research assistance to students and staff.

# JOB DESCRIPTION

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## Library Administration:

- Developing and implementing library policies and procedures.
- Managing library staff or volunteers.
- Overseeing library operations and ensuring a welcoming environment.
- Managing library technology and equipment.

## Creating a positive environment:

- Making the library a welcoming and engaging space.
- Promoting a love of reading.
- Ensuring the library is inclusive and accessible to all students.

## General Accountabilities:

- This job description is subject to the general conditions of service as set out in the most recent version of the related Pay and Conditions Document and should be carried out in accordance with the relevant professional standards.
- The post-holder must promote safe working practices, will act financially responsibly and consistently with external regulations and the Trust Code of Conduct and associated policies.
- Duties included in the job description are given as a guideline only and are not exhaustive. Other tasks and activities commensurate with the scale of the post may be required under the direction of the line manager/Head Teacher

## Safeguarding:

The safety and well-being of our children is central to our ethos and we expect all staff and volunteers to share this commitment. Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service, and comply with the Safeguarding Policy and child protection practices of our Trust.

## Equalities:

We have a strong commitment to achieving equality of opportunity in our schools and in the employment of people. The post will ensure that the trust meets its statutory obligations in relation to all aspects of equality legislation.

## GDPR:

Our GDPR privacy notices can be viewed on our website:  
<https://saet.co.uk/key-information/saet-policies/>



# PERSON SPECIFICATION



Attributes	Essential	Desirable
Education & Professional Qualifications	<ul style="list-style-type: none"> <li>• Good standard of education (specifically in Maths &amp; English)</li> </ul>	<ul style="list-style-type: none"> <li>• Library and information services qualification (LIS)</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience working in a library or educational setting</li> <li>• Experience in delivering information literacy instruction</li> <li>• Proficiency in using a library management system</li> </ul>	<ul style="list-style-type: none"> <li>• Experience managing budgets and resources</li> <li>• Experience in organising and promoting library events</li> <li>• A knowledge of curriculum literacy requirements</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Excellent knowledge of children's and young adult literature, including diverse and inclusive collections</li> <li>• Strong understanding of information literacy skills</li> <li>• A passion for reading</li> <li>• Managing and developing library collection services</li> <li>• Strong computer and technology skills</li> </ul>	<ul style="list-style-type: none"> <li>• An awareness of school-based education including child development</li> <li>• Evidence of working well as part of a team</li> <li>• Knowledge of strategies that help break down barriers to learning</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills</li> <li>• Strong organisational and time management skills</li> <li>• Ability to work independently and as part of a team</li> <li>• Ability to create a welcoming and inclusive library environment</li> <li>• Resilience and Resourcefulness</li> <li>• Commitment to own professional development</li> <li>• Dedication to implementing policies relating to the safeguarding, safety and welfare of children.</li> </ul>	

**Applicants must have the ability to support pupils through fluent and accurately spoken English.**

**NB. An enhanced DBS Disclosure is an essential requirement for this post.**

# APPLICATION PROCESS

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We are unable to sponsor visas or provide sponsorship for employment.  
Applicants must possess existing right-to-work documentation



1

## SECTION ONE: PERSONAL DETAILS

Please ensure that all details are completed including your date of birth and Teacher Reference Number.

2

## SECTION TWO: EDUCATION, TRAINING & QUALIFICATIONS

Please complete this section fully.

3

## SECTION THREE: EMPLOYMENT/WORK EXPERIENCE

Please ensure that this section is completed fully. If you have gaps in your employment history, please indicate the reasons for this.

4

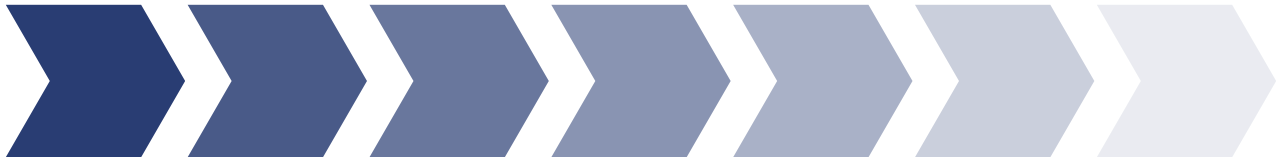
## SECTION FOUR: SUPPORTING STATEMENT

Please use this as an opportunity to show your suitability for this post, as outlined in the person specification.



# APPLICATION PROCESS

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## SECTION FIVE: REFERENCES

Please provide two referees, their contact details and relationship to you. A telephone number and email address often makes contacting referees easier. At least one reference must be from your current or most recent employer, and we will ask about your suitability to work with children. Open references or testimonials will not be considered.

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## SECTION SIX: DECLARATION

Please be aware that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as spent, must be declared.

Please be aware that by signing the application form you are declaring that you are not on the Children's Barred List, disqualified from work with children or subject to sanctions imposed by a regulatory body and that you either have no convictions, cautions or bind-overs or that you have attached details of these. You are also aware that you will be subject to a DBS Disclosure appropriate to the level of the post, should you be successful.

## IMPORTANT NOTICE

Please also be aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if you are appointed on the strength of this, with possible referral to the police.







**If you would like to know more  
about working with us please  
get in touch**



01299 872950



[shs.worcs.sch.uk](https://shs.worcs.sch.uk)



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**KINDNESS . DETERMINATION . RESPECT**

