



Librarian (with Literacy Intervention Support) Application Pack



INSPIRE • EMPOWER • EXCEL

Contents

Page 2	Contents
Page 3	Welcome from the Principal
Page 5	Staff benefits
Page 7	Job description
Page 9	Person specification

Welcome from the Principal

Thank you for your interest in this post. Choosing the right school in which to work is a very important decision, and the aim of this application pack is to provide you with sufficient information to support your consideration of whether you would be happy and motivated working with us over the coming years, to shape the future of our school and inspire our students to make academic progress that is within the top 15% of all schools nationally.



Chipping Campden School is indeed a very special place – unlike any other. What makes our school so special is its culture and ethos; something that has been grown since the school's formation in c.1440, enabling students to feel empowered in their learning and inspired to excel. The school has a very special place in my heart, having served at the school between 2003 and 2011 as a Teacher of mathematics, Head of Year and latterly Assistant Headteacher. Without doubt, having the opportunity to return to the school as Principal in 2023 is the proudest moment of my career. Having taught and led in a variety of other schools across the country, when I drive to Chipping Campden School each day, I know that I am very privileged to be coming to such a special place, with so many amazing people.

When you take a walk around our school, it is impossible not to feel a palpable buzz of excitement. There are so many opportunities for students to flourish, whether that be representing our school on the sports field, performing on stage in our state-of-the-art Performing Arts Centre, leading one of our Student Parliament Ministries or completing the Duke of Edinburgh Gold Award; our offering of co-curricular and extra-curricular activities is enormous.

We are unashamedly ambitious for all our students, enabling them to develop high aspirations and chase goals that perhaps at first, may seem a little daunting. It is only when we relentlessly pursue these high aspirations and settle for nothing less than our very best, do we enable our students to leave our school being able to successfully compete with their global counterparts, in whatever they choose to do at the end of, what for most, will be a seven-year partnership with us. As staff at the school, I believe it is our job to provide the expertise and environment to enable our students to do just that, supporting and challenging along the way.

If you decide to apply, you will be an exceptional candidate with a desire to support the whole school literacy programme and the English faculty. You will be ably supported by staff across the school to provide an exceptional facility in

the Library and assist all students and staff with reading and literacy interventions.

To explore the vacancy in more detail prior to applying, a conversation can be arranged with Nicky Brookbanks-Parry the Director of Learning: English and Media, if you would like this to be arranged please contact the school by telephone on (01386) 840216 or email recruitment@campden.school. In addition to this, a wealth of information about our school can be found on our website.

If you would like to apply for these positions, please do so by completing both parts of our application form, which can be found on our website, by clicking [here](#). Part 1 of the form (pages 3 and 4) provides a space for you to write about the relevant skills and experience that make you a suitable candidate for this post. This section is restricted to two pages (min. font 11) and should outline how your skills set and experiences to date are suited to the requirements of the person specification. The deadline for applications is **10am on Monday 8th June 2026**.



I look forward to hearing from you.

A handwritten signature in black ink, appearing to read 'G. Burton'.

Gareth Burton
Principal

Staff benefits

Every school is unique and ours is no exception. One of our unique selling points is the relatively high average length of service of our staff, and relatively low rate of staff turnover. Neither of these are by chance and are the product of staff feeling trusted, empowered and recognised for leading the roles they do. We feel that a mark of the outstanding school we are is symbolised by the number of staff who choose to send their children to be educated with us.



Below is a list of just some of the 'pull factors' that contribute to making our school a great place to work:

- An allocation of three, paid staff wellbeing days, where employees are not required to be in school.
- Access to a beautiful property at below market rent situated a short distance from our school (subject to availability/waiting list)
- Commitment to staff wellbeing through a variety of internal practices, designed to recruit and retain the very best staff.
- Complimentary use of the school sports facilities, fitness suite and swimming pool (timetable in place).
- Comprehensive range of staff social events throughout the year.
- Cycle to Work scheme
- Freshly prepared and cooked food available on site

- Health and wellbeing support including access to our Employee Assistance Programme (EAP); that provides free, confidential, confidential counselling services and advice for employees, available 24 hours a day.



- Staff Wellbeing Group, who meet regularly to ensure that our staff wellbeing is prioritised.
- An iPad to use in school and at home, to enable seamless remote working, using cloud-based technology.
- Outstanding, tailored CPD
- Pension Scheme membership (Teachers Pensions or Local Government Pensions Scheme)
- Support in completing relevant external leadership development programmes.
- The school is located within the beautiful Cotswold town of Chipping Campden, with friendly businesses, including a wide range of restaurants and pubs.

Job description

Job Title:	Librarian (with Literacy Intervention Support)
Reporting to:	Director of Learning (English and Media)
Grade:	4 (points 7 – 10)
Contract:	Fixed-term, 38 weeks per year (during term time) plus one week
Pattern of Work:	27.5 hours between the hours of 10.30am – 4.30pm Monday - Friday

Job Purpose:

- To lead and manage the School Library
- To develop students' literacy skills and facilitate fortnightly reading lessons for Year 7 and Year 8 classes

Main Duties:

- To ensure that the School Library is managed in such a way as to integrate teachers' use with the planned delivery of the curriculum.
 - Liaising directly with teachers to make effective use of the School Library
 - Meeting with Managers to plan the policy and development of the School Library
 - Planning future spending with Director of Learning: Literacy by identifying areas for development.
- To provide assistance for students in developing the skills necessary to use the library efficiently as a research and learning resource.
 - Managing the School Library to ensure that appropriate resources are available for use within and can be borrowed from the School Library and that books and equipment are returned in a timely manner.
 - Ensuring the Library is a safe, stimulating and welcoming place to research and learn.
 - Supervising students within the School Library ensuring good behaviour at all times.
 - Training a team of School Librarians to develop student leadership of the School Library from all Key Stages, including Year 12 Enrichment.
 - Monitoring and reporting on the various uses of the School Library– including usage data and monitoring the use of the School Library workspace.
 - Providing appropriate data and assistance to English department and Director of Learning: Literacy.
 - Overseeing the use and deployment of the IT equipment based in the School Library, e.g. printing devices, workstations and equipment

lending and monitor the use of IT equipment within the School Library.

- Contribute to the Whole School Literacy programme by promoting reading for pleasure with all students within the school through competitions, book festivals and supporting links with the local literature festivals, author contacts and visits, etc.
- Create and regularly maintain a series of displays promoting whole-school reading.
- Deliver induction programme to new students of how to use the School Library
- Develop content for School Library and English Department e.g. newsletters, social media
- Assembling and updating a School Library Handbook, which gives guidance to Library users.
- Monitoring the condition of the School Library resources and disposing of worn out or out of date items by taking them off the database and following the school's policy guidelines on disposing of books, electrical equipment etc.
- Contribute to a budget plan with Line Manager.
- To lead the Reading Programme for Year 7 & Year 8
 - Providing incentives for reading for all students, including key groups (HPA), boys, FSM, Pupil Premium, low literacy skill students.
 - Assisting English teachers with supporting students in reading lessons
 - Administering usernames, passwords, reports and certificates
 - Updating students lists for the Reading Programme
 - Communicating with Pastoral Leaders to discuss participation and celebration for success
 - Meeting with English Department to access progress and to target underachievers
 - Liaising with external providers i.e. Sparx Reader
- To provide additional support where required in agreement with Line Manager
 - Attending English Department meetings where appropriate
 - Organising the School Library in preparation for following day
 - Planning and leading school reading events such as reading and writing clubs, alongside specific events such as World Book Day, National Poetry Day and Shakespeare's Birthday as well as events to promote diversity, equality and inclusion.

Other:

- To undertake such other reasonable associated duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of the job
- Arrange and promote relevant subject activities to promote pupils' enthusiasm and interest
- To undertake health and safety duties commensurate with the post and/or as detailed in the School's Health and Safety Policy

- The share the School's commitment to safeguarding and promoting the welfare of children and young people and ensure compliance with the school's Child Protection Policy at all times.

Person specification

Education and qualifications	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Good general education/GCSE Maths and English or equivalent, or proven competence.	E	A
First Aid qualification (or willingness to train)	D	A
CILIP Librarian qualification (or commitment to relevant training/CPD)	D	A
Professional knowledge and experience	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Demonstrate an understanding of the need to maintain sensitivity and confidentiality	E	I
Excellent working knowledge and practice in Microsoft Office packages	E	A/I
Good organisational skills, able to co-ordinate a variety of tasks/communications/meetings and organise own workload	E	A/I
Ability to work under pressure, remaining calm and flexible	E	A/I
The ability to build good professional relationships with parents/carers, students, staff and members of the public	E	A/I
Experience of working in a school environment	D	A
Experience of using Library administration packages	D	A
Traits and competencies	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Committed to and good understanding of Safeguarding and Child Protection practice and procedure	E	A/I
Able to carry out routine tasks without close supervision	E	I
Passion for reading and literacy	E	I/A
Able to identify, prioritise and deal with issues as they occur	E	A/R

A 'self-starter' with the ability to motivate self, prioritise effectively and meet deadlines	E	I/R
A confident communicator	E	I/R
Well presented	E	I
Genuine enthusiasm and the ability to work well within a wider staff team	E	A/I/R
Someone who is: <ul style="list-style-type: none"> • Willing to work outside of normal hours if required • Flexible and adaptable to changing circumstances • Enthusiastic, approachable and team spirited 	E	I



Chipping Campden School
Cidermill Lane
Chipping Campden
Gloucestershire
GL55 6HU

(01386) 840216

www.campden.school
office@campden.school

INSPIRE • EMPOWER • EXCEL