



LET
EDUCATION
TRUST
AMBITIOUS | INCLUSIVE | RESILIENT



THE HOLLINS

LIBRARY SUPERVISOR

RECRUITMENT PACK



WELCOME FROM THE CEO

Dear Applicant,

Thank you for showing an interest in the post of Library Supervisor at The Hollins. The LET Education Trust is a cross-phase multi-academy trust based in Lancashire with both primary and secondary schools as members.

We believe that every child deserves the best education and we create opportunities and experiences for all of them to reach their potential. Building 'cultural capital' is vital for our pupils and this occurs from reception up to year 11 through trips, activities, projects, events and residential, both at home and abroad. We are ambitious for our pupils, meaning we are always striving for excellence and supporting career aspirations through a culture of constant improvement.

Each of our schools is different and this is something we value and celebrate. The uniqueness of each school is supported by strong central services and a school-centred and approachable central team. Most colleagues work in one school but some work across a range of schools where their skills and abilities are needed.

Collaboration is key for LET schools and at the forefront of this is staff development. Joint INSET days with keynote speakers, middle and senior leader training and subject links occur across and between schools and phases. To ensure consistency of approach and sharing of good practice we have termly meetings for our safeguarding leads and our SENCOs, sharing this information is proving invaluable. School to school liaison around transition is vitally important in ensuring our pupils arrive at secondary school with the necessary skills and helps to ensure a smooth start to year 7.

We play a part in Initial Teacher Training as part of our remit through the Embrace SCITT. We have successfully trained primary and secondary teachers over the last 10 years with a large number employed locally and within the LET Education Trust.

I will be retiring from the post of CEO at the end of August, after four and a half years and my successor, Jeniffer Sing, currently Director of Education at All Saints Multi-Academy Trust in Liverpool, will be taking up the post.

If you have the highest standards of professional endeavour, integrity and ethics and would like to be part of our growing MAT, I look forward to receiving your application. You can find out more about our Trust at www.let-edu.org and more about The Hollins at www.thehollins.com

I wish you all the very best with your application.



Steve Campbell
CEO
LET Education Trust

WELCOME FROM THE HEADTEACHER

Dear Applicant,

Thank you for your interest in Library Supervisor at The Hollins. We are seeking an enthusiastic and passionate reader to enthuse and inspire our pupils and develop further the popularity of the school library.

We are a fully comprehensive school serving a diverse community across Accrington and beyond. Many of our pupils face significant challenges, yet we are proud of the progress they make, thanks to the dedication of our skilled and caring staff. We are committed to supporting all learners, especially those who are vulnerable or have additional needs, and we offer a wide range of opportunities both in and out of the classroom. Professional development is a key priority for us, and all staff are encouraged to keep growing, whatever their level of experience.

This position has arisen following the retirement of the current postholder. The Library Supervisor will work closely with all teaching staff, but, in particular the English department, supporting the weekly Key Stage 3 'Library Lesson', the focus of which is to improve reading, literacy levels and promote reading for pleasure.

Working as part of a multi-academy trust supports collaboration with other professionals and helps us enhance our practice. As part of the inclusive LET Education Trust, we are committed to investing in the future of our young people.

Please don't hesitate to get in touch if you'd like to drop by for a tour or just have an informal conversation.

We look forward to receiving your completed application form together with a letter of application.

Yours faithfully,
Mrs H Dougan
Acting Headteacher

The library is a well-stocked, large, open and welcoming space with flexible seating at the heart of the school. There are also a class set of fixed computers and a bank of laptops. The facilities can also be booked by teachers for classes when it is not scheduled for a KS3 Library lesson.

Whether maintaining library stock, loans or purchasing new texts, you will be part of a strong and mutually supportive team. There is further opportunity for professional development and networking within and beyond the Trust. There is also an active librarians' networks and knowledge base within Lancashire.

As Library Supervisor, you will support a range of interventions from diagnostics, testing and delivery taking place in the library alongside a team of talented and trained teaching assistants. This includes phonics, comprehensions, spelling, strategies to improve chronological reading ages, listening to readers and promoting reading for pleasure, whilst exposing pupils to new and challenging reading texts.

You will also deliver sessions of 'Lexonic', a literacy intervention programme.

The library is open at break times and after school for pupils to access, often supported by a team of pupil librarians.

There are many opportunities for curriculum enrichment with theatre trips and visiting authors. We would welcome the successful candidate to set up a reading club, book swap or similar.



TERMS OF CONTRACT

- Job Title: Library Supervisor
- Location: The Hollins, Hollins Lane, Accrington, Lancashire, BB5 2QY
- Term time only, 37 hours per week
- Grade: Grade 6 (SCP11-19)
- FTE Annual Salary £28,142 to £32,061
- Pro-rata annual salary: £23,795 to £27,109
- Contract type: Permanent
- Start date: 1 September 2026

HOW TO APPLY

Applications should be submitted using the forms available on our website with a supporting letter of no more than two pages of A4. The supporting letter should be clear, concise, accurately written and presented in an organised way, it should show how your experience to date has prepared you for this role. Your letter and completed application form should be returned no later than the specified closing date and returned to recruitment@thehollins.com

- **Closing date:** Monday 8 June 2026, 12noon
- **Interview date:** To be confirmed



SAFEGUARDING AT THE HOLLINS

The Hollins, part of the LET Education Trust, is steadfast in its commitment to safeguarding and promoting the welfare of children and young people; we expect all staff and volunteers to share this unwavering dedication.

In accordance with Keeping Children Safe in Education (KCSIE), this position is subject to a robust vetting process:

- **DBS Disclosure:** As this role involves "regulated activity," the successful candidate will be required to obtain an Enhanced Disclosure from the Disclosure and Barring Service (DBS).
- **Rehabilitation of Offenders:** This post is not exempt from the Rehabilitation of Offenders Act 1974. However, certain "protected" convictions and cautions are "filtered" and do not need to be disclosed.
- **Self-Disclosure:** Shortlisted candidates will be required to complete a criminal records self-disclosure form before the interview.
- **Online Vetting:** In line with statutory guidance, the Trust will conduct online searches for all shortlisted candidates to identify any incidents or issues that may affect their suitability to work with children.
- **Right to Work:** To comply with the Immigration, Asylum and Nationality Act 2006, all shortlisted candidates will be asked to provide evidence of their legal right to work in the UK on the day of the interview.
- **Language Proficiency:** This role is identified as a public-facing position under Part 7 of the Immigration Act 2016. Therefore, the ability to fulfil all spoken aspects of the role with confidence and fluency in English is an essential requirement.

All appointments are subject to satisfactory references and medical clearances.

SUPPORT FOR OUR STAFF

Looking after our mental health

We have staff who are trained mental health first aiders who are ready, willing and able to support staff. You can also have a look at the wellbeing charter which you can find on the LET Education Trust's website vacancy page.

Quality staff professional development

We value staff development above all else and this engenders a sense of confidence and motivation for staff. We treat our staff like the professionals they are by engaging in the Disciplined Inquiry approach to appraisal and development, which gives staff the responsibility to consider their own individual needs in order to continue to develop and improve.

Measure and respond to staff voice

Our questionnaires allow staff the opportunity to let us know how they are coping with the demands of work, along with how they are coping generally. However, leadership doors are always open for continual conversations around this.

Quality behaviour systems in place

Our behaviour system is designed to support both pupils and staff to ensure consistency and support at all times. Our school believes that the certainty of a sanction and subsequent restorative conversations are extremely important for the smooth running of the school.

Driving down unnecessary workload

We strive to ensure that we support the DfE workload reduction with suggestions like ensuring that our calendar reflects generous department and CPD opportunities, not submitting regular lesson plans, no expectations that all staff will mark in a specified manner, and only collecting data that is purposeful and used multiple times.

LIBRARY SUPERVISOR JOB DESCRIPTION

Job Purpose

The appointment requires you to carry out duties of a Library Supervisor in accordance with the academy's stated policies and practices and under the current conditions of employment. This job description will form part of the basis for appraisal purposes.

Duties & responsibilities: With guidance, but with some autonomy, operate the school library/learning resources centre. Support at library lessons, literacy/reading programmes and interventions. Support relevant extra-curricular activities/events (e.g. Spelling Bee competition).

Accountabilities/responsibilities - appropriate for this post:

- Responsibility for running the school library/learning resource centre.
- Responsibility for technical systems, administrative tasks and development and promotion of the school library/learning resource centre services.
- Responsibility for providing and delivering an information service for pupils.
- Contribute to the management of library technology including ICT, cataloguing and developing systems.
- Administration of online learning systems, e.g., Bedrock
- Selection of library stock and organising stock management work.
- Deliver support and intervention to improve reading where necessary.
- Promoting reading for pleasure.
- Responsibility for the pupil librarians.
- Creating reading displays through the school and in the library.
- Support whole school reading events such as World Book Day.
- Keep up-to-date with Young Adult fiction.
- Support the school's reward and behaviour systems.

Support for Teachers/school

- To assist in providing an atmosphere in which effective learning can take place.
- To monitor and record pupil progress and development needs.
- To produce relevant classroom resources.
- To undertake administrative tasks including the maintenance of records.
- To assist in pupil supervision and assist in the management of pupil behaviour.
- To provide short term cover for classes to which the Library Supervisor is normally assigned, when the class teacher is unexpectedly delayed and library lessons are scheduled.
- To provide information to the class teacher about pupil progress.
- To liaise with the school's nominated person in respect of pupil absence.
- To assist with the arrangements for out of school learning activities, e.g., Lancashire Book of the Year
- Administer routine tests.
- To support the use of ICT in learning activities.
- Support teachers with reading displays.
- To attend staff training as appropriate.
- Pupil break time library supervision.
- Undertake any other reasonable duties as may be required by the Headteacher in light of developing circumstances.

Equal Opportunities: We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Safeguarding Commitment: This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Note: Duties may be modified or interchanged by the Headteacher to meet evolving requirements, consistent with the grade of the post.

LIBRARY SUPERVISOR PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • NVQ level 2 or equivalent • Qualifications in English and maths to at least GCSE A*-C, or equivalent level 2 literacy/numeracy • Recent and relevant participation in professional development 	<ul style="list-style-type: none"> • A levels or Level 3 NVQ equivalent • Other relevant qualifications specific to this post • First aid or a willingness to become a first aider
Experience & professional knowledge	<ul style="list-style-type: none"> • Experience of working in a Library/Learning resource centre • Experience of working with young people • Experience of maintaining stock levels and stock management • Experience of working as part of a team • Experience of using IT Office 365/emails 	<ul style="list-style-type: none"> • Experience of working within a 11-16 school/classroom setting • Experience of using Information Management Systems and computerised systems in a workshop/administrative environment
Knowledge, skills & abilities	<ul style="list-style-type: none"> • A love of reading • Ability to relate well to children • Good communication skills • Excellent time management skills • Good organisational skills • Ability to work successfully as a team member establishing effective relationships with flexible working practices • Ability to work under pressure in a constantly changing and demanding environment 	<ul style="list-style-type: none"> • Knowledge of classroom roles and responsibilities • Ability to supervise and assist pupils
Personal characteristics	<ul style="list-style-type: none"> • A passion for literacy • Highly organised and dedicated • High level of professional standards and expectations of self and others • High level of personal motivation and the ability to inspire, lead and motive others • Strong communication, interpersonal and independent initiative • Ability to both follow direction and work under own initiative • Be willing to learn and update skills, knowledge and training 	
Other	<ul style="list-style-type: none"> • Commitment to ensure that all children in your care are safe from harm/knowledge of safeguarding issues • Commitment to attend training and development related to the post • Commitment to health and safety • Commitment to attendance at work • Commitment to equality and diversity 	<ul style="list-style-type: none"> • Car user

THANK YOU

