



Position: School Librarian

Salary/Hours: Term Time plus 10 days - 37 hours per week 8am-4pm including a 30 minute unpaid break
Single Status 8 Point 20-22
(£30,084-£32,067) actual salary
(£26,959.89-£28,736.96)

Closing Date: Friday, 17 October 2025

Interview Date: WB 20 October 2025



Dear Candidate,

Thank you for your interest in joining us at Bexhill Academy. We are a school that is proud to be part of our local community and we work hard to serve our local families. We are a happy and supportive team and we ensure that the well-being of all staff members is a priority.

Bexhill Academy is part of the Attwood Academies Trust. We are a larger than average secondary school with approximately 1500 students currently on roll. Bexhill is a beautiful seaside town and is best known for the De La Warr Pavilion and being the home to the first British motor race.

We have recently been judged as 'Good' in all areas by Ofsted (June 2025). The school has undergone significant improvement in the last few years and is now in an excellent position to take this improvement to the next level. We have a team of hardworking, dedicated, caring, passionate and talented staff that are committed to Bexhill Academy being the best school it can possibly be. As a staff body we are aligned into providing the very best education and school experience for each and every one of our students. We have high standards throughout and ensure that there is clarity and purpose in everything that we do.

We offer a number of excellent staff benefits for our employees including a comprehensive Employee Assistance Programme (EAP) and a healthcare scheme. We have a partnership with the Mulberry schools trust, which is a high performing Multi Academy Trust of schools that are based in London. This offers our staff excellent CPD opportunities and offers our students numerous exciting opportunities.

If you are an individual that will be committed to ensuring the best education and school experience for all students then we would love to hear from you.

We look forward to meeting you.



Dr Craig Neal
Headteacher

Job Advert

We are seeking a passionate and dynamic **School Librarian** to lead our library and reading provision. This is an exciting opportunity to inspire a love of reading, support literacy development, and ensure that our library is the heart of our school community.

The Librarian will take an active role in promoting reading for pleasure and academic success, managing resources, and supporting literacy interventions. This includes leading on our **Reading Plus platform** by monitoring student engagement, tracking progress, and coordinating rewards. You will also work directly with small groups of students to deliver **targeted reading interventions** and help close literacy gaps.

The successful candidate will receive **full training and ongoing support**, making this an excellent opportunity for someone looking to combine a love of reading with a role that makes a real difference in young people's lives.

Our school is unique, exciting and innovative – our philosophy is inclusive and founded on respect. If you feel this fits with your own value set and you have a track record of leading change, raising standards and you strive for excellence, then this might be just the role for you.

Pre-Application enquiries are encouraged. Please contact recruitment@bexhillacademy.org for more information.

Please see our website www.bexhillacademy.org under 'about us' and then 'recruitment' for more details and to access the application form.

Please note that we do not accept CVs or approaches from agencies. Completed Bexhill Academy application forms should be sent to recruitment@bexhillacademy.org

Bexhill Academy is committed to safeguarding and promoting the welfare of children and young children, therefore all positions are subject to an Enhanced Disclosure and Barring Service check (DBS).

Job Description

Teaching and Supporting at Bexhill Academy

Teachers and support staff at Bexhill Academy make the education of their pupils their first concern. They seek to achieve the highest possible standards in work and conduct, act with integrity and have strong subject knowledge. Through endeavour, they keep their knowledge and skills as current as possible, remaining at the forefront of pedagogy and educational research.

Post: School Librarian

Accountable to: Assistant Headteacher

Principal Accountabilities:

- Manage, develop and promote the school library as a vibrant and welcoming space.
- Champion reading for pleasure across the school through events, displays and whole-school initiatives.
- Support the use of **Reading Plus**, monitoring student progress, engagement and rewards.
- Deliver small-group **reading interventions** to support students with lower reading ages, boosting confidence and progress.
- Work closely with teachers to provide resources that enhance teaching and learning.
- Organise and run reading events such as World Book Day, book fairs, and author visits.
- Supervise students using the library, ensuring a positive and inclusive learning environment.
- Manage the library budget and maintain up-to-date, engaging stock.

About You

We are looking for someone who:

- Has a genuine passion for reading and learning.
- Is enthusiastic, organised and creative in promoting literacy.
- Enjoys working with young people and supporting their development.
- Is confident using ICT and willing to learn new systems (training provided).

- Can work independently and as part of a wider school team.

Why Join Us?

- The chance to play a key role in developing a reading culture across the school.
- Full training provided, including delivering interventions and using Reading Plus.
- A supportive staff team and professional development opportunities.
- The opportunity to make a real difference to students' lives through reading.

Staffing:

Staff Development: Recruitment / Deployment of Staff:

- To take part in the academy's staff development programme
- To work as a member of a designated team and to contribute positively to the team ethos.

Quality Assurance:

To contribute to the quality assurance procedures and policies of the academy.

Management Information:

- To maintain appropriate records and to provide relevant accurate and up-to-date information as appropriate for teaching colleagues/parents and carers and external agencies.
- To be responsible for developing and maintaining personal development records

Communications:

- To communicate effectively with colleagues, the parents of students as appropriate
- Where appropriate, to communicate and cooperate with persons or bodies outside of the school
- To follow agreed policies for communications in the academy

Management of Resources:

- To contribute to the process of the ordering department supplies through the appropriate channel.

Other Specific Duties:

- To play a full part in the life of the academy, to support its distinctive aim and to encourage staff and students to follow this example
- To continue personal development as agreed
- To comply with the academy’s health and safety policy and undertake risk assessment as appropriate

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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.

The job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

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

The successful applicant will be subject to an Enhanced DBS check.

Person Specification

Criteria	Essential	Desirable
Education	<ul style="list-style-type: none"> ● English Grade 4/C at GCSE level / equivalent 	<ul style="list-style-type: none"> ● A degree in Library and Information Science, Information Management, or a related field



Experience	<ul style="list-style-type: none">● Literacy promotion and reader development● Planning and delivering workshops, events, and outreach programs● Supporting diverse user needs, including accessibility	<ul style="list-style-type: none">● Working with children● GDPR and privacy regulations● Copyright law and licensing for digital and print materials
Knowledge	<ul style="list-style-type: none">● Literacy promotion and reader development● Planning and delivering workshops, events, and outreach programs● Supporting diverse user needs, including accessibility	
Skills & Abilities	<ul style="list-style-type: none">● Strong organisational and cataloguing skills● Excellent communication and interpersonal abilities● Proficiency in library management systems and digital databases● Research and information retrieval expertise● Event planning and outreach capabilities● Is confident using ICT and willing to learn new systems (training provided).	
Personal Qualities	<ul style="list-style-type: none">● Has a genuine passion for reading and learning.● Is enthusiastic, organised and creative in promoting literacy.● Enjoys working with young people and supporting their development.● Can work independently and as part of a wider school team.● Passion for books, learning, and community engagement● Patience and empathy when working with diverse users● Attention to detail and a methodical approach● Adaptability and willingness to embrace new technologies● Team player with a collaborative mindset	

Our School

Creating the Best Opportunities for All

At Bexhill Academy, we strive to create equal opportunities for all our students, ensuring that they have access to the best resources and support to thrive academically and personally. Our inclusive approach celebrates diversity, fostering an environment where students from all backgrounds can learn from one another and develop essential life skills such as empathy, tolerance, and respect. We provide a variety of academic pathways and personalized support systems, tailoring our educational approach to meet the unique needs and aspirations of each student. By nurturing their individual strengths and talents, we equip our students with the skills and knowledge needed to succeed in an ever-changing world.

It's important for us to recognise that the little things matter. Smart uniform, manners, kindness, and punctuality are something we promote within our academy as we feel this embeds a deep sense of pride and self-respect within our students.

In conclusion, Bexhill Academy is dedicated to providing an exceptional educational experience that combines academic excellence, personal growth, and a supportive community. We foster a culture of aspiration, challenge our students to reach their full potential, and create equal opportunities for all. Join us at Bexhill Academy, where we believe in the power of education to transform lives and shape a brighter future.

Wellbeing

We understand that well-being is paramount to academic success. Our school offers a comprehensive well-being program for staff and students that focuses on building resilience, promoting a healthy lifestyle, and equipping us all with the tools to manage stress and navigate challenges. Through a range of extra-curricular activities, student leadership opportunities, and community service initiatives, we actively encourage personal growth, self-discovery, and the development of essential life skills. Our dedicated well-being team provides guidance and support, ensuring that staff and students have access to the resources they need to flourish both inside and outside of the academy.