



**HIGHFIELDS
SCHOOL**

Boundary Way, Penn,
Wolverhampton WV4 4NT

Tel: 01902 556530

Email: enquiries@hswv.co.uk

NOR 1769

SIXTH FORM 369

SCHOOL LIBRARIAN

Required as soon as possible

NJC Grade 5 (estimated actual salary £25,824 - £28,985)

37 hours per week (part time applications will be considered)

Term Time Only

We wish to appoint an enthusiastic individual to support the provision and management of resources within our School Library and Learning Resource Centres (LRCs). The successful individual will assist teaching staff in implementing literacy programmes and developing a climate to promote and support reading for pleasure across the school.

This is an exciting opportunity to join a vibrant, warm and welcoming school community. Our staff are well motivated and work with colleagues within and beyond the school and trust to ensure continuous professional development and develop best practice.

Highfields is a proud member of Lykos Multi Academy Trust, an active learning community committed to providing high quality and inclusive education for all.

Our team offers:

- Experienced and supportive staff
- A creative and collaborative working environment
- Opportunities for personal development
- Generous holiday entitlement
- Membership of the Local Government Pension Scheme through West Midland Pension Fund
- Access to the Cycle to Work Scheme

As a school we offer:

- A vibrant and exciting comprehensive school which is culturally and ethnically diverse
- Excellent examination results
- Outstanding student progress
- Well behaved students who are eager to learn
- Supportive parents who want the best for their children
- A large Sixth Form
- Modern and stimulating teaching facilities
- Excellent CPD opportunities at all levels

How to Apply

Please complete the application form available from our website (<https://hswv.co.uk/vacancies>) and return to recruitment@hswv.co.uk.

We strongly encourage prospective applicants to visit the school before applying. To arrange a visit, or to discuss this vacancy further, please contact Ms N Hannon – Assistant Headteacher, Head of Communications Learning School: nhannon@hswv.co.uk

Closing date: Monday 23rd March 2026 at 9am

Interviews: w/c Monday 23rd March 2026

Highfields School is committed to safeguarding and promoting the welfare of children and young people

This post is subject to satisfactory pre-employment checks including an Enhanced DBS Check and 2 very good references. For full details, please see our Recruitment Privacy Notice available from our Trust website:

<https://www.lykos.org.uk/our-trust>



HIGHFIELDS SCHOOL

Job Description

Post Title:	School Librarian
Purpose:	<p>To support students' learning and their development into effective, independent learners and readers by:</p> <ul style="list-style-type: none">• Providing expertise in resource and information provision and management.• Supporting Learning Schools and their departments in resourcing at each Key Stage.• Providing expertise in resource and stock planning to support the use of Accelerated Reader.• Supporting the English department in the administration and analysis of Accelerated Reader to promote reading across Key Stage 3 (KS3).• Supporting teachers in the implementation of literacy programmes.• Work in partnership with teachers to enable students to access literature and become independent lifelong learners.• Developing a climate to promote and support reading for pleasure across the school.• Providing training and support to KS3 students to access all library facilities effectively.• Establishing community and school links through author events and library community events.• Managing all LRCs across the school.
Reporting to:	Head of Communications Learning School
Responsible for:	N/A
Liaising with:	Heads of Learning School, Heads of Department, Teachers, Heads of School, SENCO, Lead Practitioners
Working Time:	37 hours per week, Term Time Only
Salary/Grade:	Grade 5
Disclosure level:	Enhanced

Resource and Information Provision and Management

- Organise and maintain physical resources within the LRCs.
- Organise and catalogue KS3 resources using the Accelerated Reader ZPD profiling system.
- Catalogue and label resources within the LRCs.
- Organise and manage department stock – stationery and media resources.
- Issue/renew/return books and other resources within the LRCs.
- Maintain a positive learning environment in the LRCs.
- Operate a daily booking system for the LRCs and specific equipment and resources.

- Produce overdue notices and operate the overdue process.
- Maintain appropriate signage to aid students and staff in locating resources.
- Organise the sale of resources such as books and stationery items.
- Lead 'Young Librarians' and KS3 Library Monitors.
- Lead Carnegie Reading group.
- Lead library induction sessions.

Key Stage Resources

- Liaise with Heads of Department on the provision of information and resources through the LRCs.
- Liaise with Heads of Department of KS5 to provide resource materials for A Level students.
- To identify new texts for study and liaise with Heads of Department to purchase stock and update library resources.
- Provide Heads of Department with regular updates on information and resources.
- Organise the purchase and requisition of Key Stage resources for the LRCs.
- Provide LRC support for Key Stage activities and events.
- Liaise with the SENDCO and the Literacy Coordinator to identify resources and interventions to support weaker students.

Literacy

- Liaise with the Literacy Coordinator in ensuring a high profile for Literacy across the LRCs.
- Liaise with the Literacy Coordinator and attend CPD to support with the delivery of reading interventions.
- Deliver literacy interventions.
- Provide book boxes and information packs for use in lessons.
- Contribute to Literacy events and programmes by organising the use of LRCs and LRC resources.

Accelerated Reader and Star Reader Support

- Liaise with the Head of Department and Accelerated Reader Site Administrator to support and oversee the implementation of the school's Accelerated Reader programme.
- To support in the use of STAR reading benchmark assessments and the Accelerated Reader programme.
- Liaise with the Head of Department to track, monitor and disseminate student data to staff.
- Organise and catalogue KS3 resources using ZPD readability range.
- Coordinate student recognition activities.
- Coordinate with Renaissance Learning to ensure the smooth running of the programme.
- Encourage and support students' love of reading.

Climate for Reading and Independent Learning

- Ensure that books and reading have a high profile across the LRCs.
- Encourage students to read and talk to them about books.
- Create appropriate displays and maintain a welcoming environment in the LRCs.
- Maintain a calm atmosphere in the LRCs and ensure students behave appropriately.
- Promote reading through key events rewards and incentive schemes.
- Manage spaces, resources and equipment to support independent learning.
- Promote LRC based extra-curricular activities.
- Promote the development of reading and literacy skills for information, recreation and reading for pleasure by compiling book lists, arranging author/poet visits and celebrating literary events.

Staff Development

- Contribute positively to effective working relations within the school.
- To undertake Performance Management Review.
- Take part in the school's staff development programme by participating in training and professional development activities.

Quality Assurance

- To implement and adhere to school quality procedures.
- To contribute to the process of monitoring and evaluation in line with school procedures including performance criteria.
- To contribute to the review of procedures and protocols.
- Ensure all procedures and materials used are GDPR compliant.

Communications

- To communicate effectively with students and staff as appropriate
- Where appropriate, to communicate and co-operate with persons or bodies outside the school
- To follow agreed policies for communications in the school.

Marketing and Liaison

- Take contribute to the organisation of marketing and liaison activities such as Open Morning.
- Promote reading opportunities through book fayres and author events .

Management of Resources

- Ensure appropriate resources are in place for the efficient and effective daily operation of administrative support.

Other Specific Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and safety policy and undertake risk assessments 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.

This 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.

Signed: Date:
Headteacher

Signed: Date:
Member of staff



HIGHFIELDS SCHOOL

SCHOOL LIBRARIAN PERSON SPECIFICATION

QUALIFICATIONS	ESSENTIAL	DESIRABLE
Grade 4 GCSE English and Maths (or equivalent).	✓	
NVQ or other equivalent qualification in a relevant discipline (or working towards).		✓
Chartered member of CILIP (Chartered Institute of Library and Information Professionals) or working towards.		✓

EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of working in a library.		✓
Experience of working in an educational setting.		✓
Experience of working with children.		✓
Experience of using Office 365 and management information systems (e.g. Bromcom).	✓	

SKILLS / KNOWLEDGE	ESSENTIAL	DESIRABLE
Knowledge of contemporary children's literature and links to the National Curriculum.		✓
ICT literate, with knowledge and understanding of relevant software for library management.		✓
Knowledge of Accelerated Reader and Star Reader.		✓
Time management skills, with an ability to plan, prioritise, implement and monitor tasks within set time scales.	✓	
Attention to detail and high standards of accuracy.	✓	
Excellent communication skills.	✓	
Working knowledge of school procedures.		✓
Ability to use own initiative appropriately.	✓	

OTHER	ESSENTIAL	DESIRABLE
Has a commitment to Safeguarding and promoting the welfare of children.	✓	
Personal presence and high expectations.	✓	
Positive outlook and strong work ethic.	✓	
Flexibility in working hours when necessary.	✓	
Sense of humour.	✓	