



Valentines High School

A career with passion,
heart and soul

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School Librarian Candidate Information Pack



“Staff find leaders approachable and considerate. They said that leaders take care of their wellbeing and take effective steps to reduce their workload.”

OFSTED 2021





In Harmony – Achieving Excellence

We are looking for a well-organised and enthusiastic School Librarian to manage and develop our secondary school library.

Valentines High School is a highly successful mixed comprehensive enjoying Teaching School and Leading-Edge Status. In October 2021, Ofsted judged our school to be 'Outstanding in all categories'. Public examination results are excellent. Valentines is known for its high standards of pupil behaviour and orderly learning environment. The school is centrally located in the London Borough of Redbridge, with very good transport links to central and outer London.

The School Librarian will lead the development and management of the school library as a dynamic, student-centred learning hub. The successful candidate will foster a love of reading, support independent learning, and maintain a welcoming a resource-rich environment for students and staff.

Join us and contribute to shaping the future through the power of language.

The school provides a supportive environment along with excellent professional development opportunities.

Closing date: 2nd June 2025, 9 :00am

Job Description

Job title: School Librarian

Grade: LBR5, Starting salary £26,881.22 per annum

Reports to: Head of English

Supervisory Responsibilities: N/A

Job Purpose

The Librarian will collaborate with teaching staff to integrate library resources into the curriculum and ensure the library remains an inclusive, engaging, and supportive space that enhances learning for all students. This role is essential in promoting a culture of reading, fostering digital and information literacy, and supporting students' academic and personal growth.

Library Management & Operations

- Oversee the daily operation of the school library, ensuring its effective functioning as a welcoming and resourceful space for students and staff.
- Manage library collections, including books, digital resources, and multimedia, ensuring they are current, diverse, and aligned with educational needs and student interests.
- Organise library space, ensuring it is well-ordered, accessible, and conducive to learning and research.
- To organise the testing of and data analysis of reading tests and organise Peer Tuition for those in Year 7 who are reading well below their chronological age.

Student Engagement & Support

- Foster a love for reading and literacy by organizing engaging programs, book clubs, author visits, and reading events.
- Provide personalised guidance to students in selecting reading materials that support their academic and personal interests.
- Assist students in developing strong research, critical thinking, and information literacy skills, including evaluating sources, synthesizing information, and citing properly.
- Provide one-to-one or group instruction on using the library's resources effectively, including databases, catalogue systems, and digital tools.
- To provide a space before and after school for students to complete and seek support with their home learning.

Curriculum Collaboration & Support

- Collaborate with teachers to design and implement library-based learning experiences that integrate seamlessly with the school curriculum.

Collection Development

- Continuously assess and update the library's collection to ensure it meets the diverse educational, informational, and recreational needs of students.
- Incorporate both print and digital resources, ensuring the collection is diverse, inclusive, and supports a wide range of learning styles and needs.
- Maintain an ongoing evaluation of materials for relevance, currency, and appropriateness for student needs.

Professional Development & Advocacy

- Stay updated on emerging trends in library science, technology, and educational best practices to continuously improve library services.
- Advocate for the library's role in supporting student learning and the school's educational goals, serving as an active member of the school community.
- Participate in professional development opportunities, including conferences, workshops, and webinars, to maintain and develop professional expertise.

Responsibilities

Staffing

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.

The school librarian is expected to be an active and engaged member of the school community, contributing to school-wide initiatives, activities and events.

This job description will be reviewed on an annual basis and, following consultation with the post holder, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Quality Assurance

- To help to implement school quality procedures and to adhere to those.
- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Management information

- To maintain appropriate records and to provide relevant accurate and up-to date information for MIS, registers, etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

Communications and Liaison

- To communicate effectively with the parents of students 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.

Management of Resources

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.

Person Specification

Assessment Criteria	Essential	Desirable	Evidence Interview (I) Application (A) Reference (R)
Experience & Qualifications			
GCSE Grade C/4 or above in English and Maths.	*		A
Experience working with students of diverse backgrounds and abilities.	*		A / I
Knowledge of copyright laws and fair use in educational settings.	*		A / I
Proven experience as a school librarian or in a similar educational role	*		A / I / R
Familiarity with library management software, digital databases, and educational technologies	*		A
Experience in designing and delivering library-based instruction, including research and digital literacy skills	*		A / I / R
Experience of working in more than one school		*	A / I / R
Knowledge and Understanding			
Strong commitment to fostering a student-centred learning environment.	*		A / I
Knowledge of current trends in literature, digital literacy, and technology integration in education.	*		A / I
Ability to collaborate effectively with teachers, students, and staff to integrate library resources into the curriculum.	*		A / I
Excellent communication, interpersonal, and organisational skills.	*		A / I
Creativity in developing innovative programs and activities to engage students in reading and learning.	*		A / I / R
Ability to manage library operations efficiently while creating an inviting and inclusive space for all students.	*		A / I

Valentines High school Library

The library is a vital part of the school's educational experience, serving as one of its key learning hubs. While teachers facilitate face-to-face group learning in classrooms, the library supports this by providing a space for independent study. Students can visit the library to prepare for upcoming lessons, complete homework, work on projects, revise for exams, or simply enjoy reading our wide selection of books and magazines. Learning takes place not only through printed materials but also through digital resources such as computers and iPads.

The library runs Accelerated Reader, by which pupils take star reading tests. They are then able to borrow books of their reading level, and take book quizzes. We also encourage pupils to read for pleasure and learn through fun – that is, through lunchtime clubs, i.e. Origami, Manga, Calligraphy and Book Club.

We pride ourselves in the library that we provide a quiet, safe environment for the pupils, so that many regard it as a haven from the hustle and bustle of school life.

Our library is one of the best-stocked school libraries in the borough. We have books that relate very closely to what the pupils study in class, but we also have more general educational books that seek to stretch their knowledge-horizons. We have a good reference section and, because the school has a number of pupils for whom English is a second-language, we also have an impressive range of bilingual dictionaries and story books.

Good students are good readers, and we try to encourage them to become bookworms by keeping up with the latest trends in teen fiction and by entering them into reading competitions like the Redbridge Schools' Book Quiz.

The library at our school plays a central role in fostering a love for reading and supporting the academic development of all students.

We are committed to continuing the development of English at the school

Valentines High School Values & Ethos

- To play a full part in the life of the school community, to support its distinctive mission and ethos and where applicable encourage and ensure staff and students to follow this example.
- Support the school in meeting its legal requirements for collective worship.
- Promote actively the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.



“Teachers take part in high-quality training opportunities. These aid them to strengthen their subject expertise and ensure that they are highly skilled in teaching the planned curriculum.”

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