



School Librarian

**Villiers High School
June 2025**

About Us



Villiers is a highly successful 11-19 co-educational school; our pupils come from diverse backgrounds, and they work, play and flourish together developing respect and understanding of a variety of cultures. We have grown considerably in size and popularity in recent years; a reflection of our high standards and fantastic achievements. Our pupils leave with qualifications that will set them up for the world of work and further education. Our 150 teaching and support staff do an excellent job of educating nearly 1500 pupils each year and although this makes us larger than the England average, we are smaller than many local High schools. This makes us the right size to offer a full range of academic and vocational subjects taught by specialist teachers whilst retaining a small 'family' style supportive environment in which we get to know every child. We are rightly proud of our personalised approach to pupils' learning needs. It is a regular event that 100% of our Sixth Form students achieve a place on a course at a university of their choice. We are particularly proud of our enrichment programme; we have expanded the range and diversity of our clubs and trips over recent years and are delighted to be able to give our pupils once in a lifetime opportunities to travel and learn.

Our History

Southall County School first opened in 1907. It was one of the first secondary schools to be built by Middlesex County Council to cater for the expansion of education envisioned by the 1902 Education Act and remains the longest established school in the borough. Southall then was a small country town surrounded by farms and market gardens; The Great Western Railway, the Gas Works and the Monstead's Margarine were the only signs of industry. The school grew under the leadership of the first two Headteachers – Samuel Pollit and Charles Vernon, who guided the school through the two World Wars and the depression, to emerge into the sixties when it was amalgamated with the Technical School in Beaconsfield Road, to become Southall Grammar Technical School.

The current Headteacher, Christopher Richards, was appointed as Deputy Headteacher in April 2017 and latterly as Senior Deputy Headteacher. In May 2019, the school achieved its Outstanding status in every category for the first time in its history.

Benefits

- Highly competitive salary
- Subsidised School meals
- Subsidised coffee shop on site
- Local authority pension scheme with up to 13% employer contributions
- Additional 3 wellbeing days (1 day per term for all staff)
- Access to Ealing Borough Services employee discounts including cycle to work, Ealing Credit Union and reimbursement on eye tests for screen users



WE HAVE ACHIEVED



Our Vision:

A world-class inclusive school at the beating heart of its community.

Our Values:

Honesty, Empathy, Aspiration, Respect, Tenacity

Other:

We are pleased to inform stakeholders that work to complete our new £25m building is likely to start in 2025 with completion expected by Autumn 2026. This new Eco building will transform teaching, learning and support staff spaces.

Location:

We are 0.5 miles (Southall station) from the new Elizabeth line and located centrally for all Bus routes including the Superloop (SL8) as the school is 0.2 miles from the Uxbridge Road.

Our weekly blog, '**Family Bulletin**', can be seen [here](#)



Librarian
35 hours/week, Term Time Only
Permanent



Overview of role

Villiers High School is looking to appoint a professional, self-motivated, and organised person to join the school.

The Librarian is responsible for the strategic and operational management of the library as a resource for students to develop their engagement with reading.

The main job purpose is to lead the delivery of literacy support for students, based primarily in the school library. The role focuses on providing targeted literacy interventions, promoting a reading culture, and supporting the school's strategic literacy goals in collaboration with literacy lead.

Salary: **Grade 5-6**

We are offering an exciting opportunity for the right person with a positive can-do attitude. **The successful candidate will need to:**

- * Be resilient, flexible and demonstrate an ability to work in a busy environment.
- * Be well organised.
- * Be punctual and have honest communication skills.

In return you will receive:

- * The support of committed, dedicated and friendly colleagues.
- * A school which is reflective and striving for continual improvement.

Job Description

Key Responsibilities

Management & Resources

1. Be responsible for the management of the Library, including internal fitting and stocking and ensuring the purchase, cataloguing, tagging and organisation of all resources
2. Review policies and procedures to ensure that the Library meets service specifications
3. Provide regular reports on the needs and performance of the Library, maintain a record in order to monitor its effectiveness and write an annual Library Improvement Plan
4. Manage the Library's staff and student helpers to ensure it is operating efficiently
5. Manage and maintain the library management system, keeping accurate and current records of all learning resources
6. Provide reports on the needs and performance of the library and monitor its effectiveness

Library-Based Literacy Support

1. Manage independent learning groups, focusing on improving reading, writing, and vocabulary skills.
2. Develop and maintain a welcoming and inclusive library environment that promotes reading and literacy development.
3. Organize and manage resources, including books and digital materials, to support literacy improvement.
4. Host literacy-focused activities such as reading clubs, workshops, or themed events for students.
5. Monitor and record student progress in literacy interventions, providing updates to relevant staff and parents as required.

Collaboration and School-Wide Support

1. Work with teachers and the literacy team to identify students requiring additional support.
2. Support classroom-based literacy initiatives by providing resources and guidance on embedding literacy in lessons.
3. Collaborate with staff on whole-school literacy initiatives when needed, ensuring this remains achievable within the library's operational framework.

Accountability and Reporting

1. Report on the impact of interventions and library-based initiatives to the [Line Manager].
2. Maintain accurate records of library usage and the effectiveness of interventions.
3. Ensure the effective and consistent use of library resources to meet literacy goals, includes managing the budget.
4. Contribute to the evaluation and improvement of the school's literacy and library services by providing feedback and suggestions to the line manager.
5. Participate in Continuous Professional Learning (CPL), including directed and self-directed training, to remain up to date with best practices and relevant developments.
6. Ensure all activities and responsibilities align with school policies and procedures, including safeguarding, GDPR, and Health and Safety regulations.
7. Promote equality and diversity in line with the Equality Act and uphold inclusive practices in all areas of work.
8. Support the school's ethos and values by maintaining a professional and respectful attitude toward colleagues, students, and the wider school community.
9. Take responsibility for personal health and safety, ensuring that any identified risks or hazards within the library environment are reported promptly.
10. Actively contribute to staff meetings, training sessions, and school-wide initiatives to support team collaboration and shared goals.
11. Maintain confidentiality and professionalism at all times, especially when handling sensitive student or staff information.

Note: In addition, other duties at no higher level of responsibility may be interchanged with/added to this list as required. Whilst every effort has been made to explain the main duties and responsibilities of the post, individual tasks undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time in consultation with the postholder.

Person Specification

Criteria	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> - GCSEs (or equivalent) in English and Maths (Grade C/Level 4 or above). - Relevant qualification in education, library management, or literacy support (or willingness to gain one). 	<ul style="list-style-type: none"> - Relevant degree or advanced training in literacy, education, or library management - Qualified teacher status 	<ul style="list-style-type: none"> - Application form - Certificates
Experience	<ul style="list-style-type: none"> - Experience working with students in an educational or library setting. - Experience delivering group or one-to-one literacy interventions. 	<ul style="list-style-type: none"> - Experience in organizing literacy-focused events or initiatives. - Familiarity with assessment tools for measuring literacy progress. 	<ul style="list-style-type: none"> - Application form - References
Skills and Attributes	<ul style="list-style-type: none"> - Strong understanding of literacy challenges faced by students. - Excellent organizational skills for managing library resources and literacy sessions. - Effective communication skills to engage students, staff, and parents. - Ability to monitor, evaluate, and report on progress in a clear and concise manner. 		<ul style="list-style-type: none"> - Interview - Assessment
Commitment	<ul style="list-style-type: none"> - Willingness to gain specific expertise in literacy for students through training and professional development. - Commitment to safeguarding and promoting the welfare of children. 		<ul style="list-style-type: none"> - Application form - References

Recruitment Schedule and Other Information

ACTIVITY	DATE
Salary	Grade 5-6
Closing Date for Application	Monday 16 th June 2025, 9am
Interview	TBC
Offer	Asap
Start date	Asap or Sep 2025

How to Apply

Bring your true self, expertise, and passion to Villiers where we are continuing to strive to build a school where authentic inclusion and belonging is at its heart. Every one of our staff and students' identities, backgrounds and diverse experiences makes us who we are – so embrace yours by applying today. We acknowledge our need to address the current underrepresentation of staff from LGBTQ+ communities those with disabilities and minority backgrounds.

To apply, please complete the “Support Staff application form”, addressing the details included in the job description and person specification.

We will also need supporting statements detailing why you are a good fit for Villiers High School and this role.

Queries & Support

Thank you for your interest in Villiers High School and if you have any queries, or require support in submitting your application, or need any adjustments due to a disability or neurodiverse condition please contact please contact a member of HR Team on HR@villiers.ealing.sch.uk or +44 (0)20 8813 8001.