



HAMPSTEAD SCHOOL
Learning together Achieving together

SCHOOL LIBRARIAN

Job Application Pack

Term Time Only, plus 1 week | Permanent | Autumn Term 2025



Thank you for your interest in this exciting post at Hampstead School. More information about the school can be found on our website www.hampsteadschool.org.uk. The job profile and person specification are included in this document. We advertise our roles through TES but please take time to look at website to find out more about Hampstead School.



Dear applicant,

At Hampstead School, we are committed to promoting a diverse and inclusive community – a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, staff engagement forums, in-school facilities and services to support staff from different backgrounds. We are keen to explore part-time, job share or flexible working arrangements. Everyone is welcome – we are committed to inclusion across race, gender, age, religion, identity and experience.

The School is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced DBS check. Checks will be made with previous employers.

Message from the Head

I started as Head at Hampstead School in September 2020. Reopening the school in the midst of a global pandemic was a baptism of fire but staff, students and parents were incredibly supportive. This is a remarkable school and it is a privilege to work here.

The period since has been made easier by my existing knowledge of the school, having started my career here as a Newly Qualified Teacher. My original spell only lasted four years, a length of time that pales into insignificance when compared to the years of service some have given, but after leaving I retained a strong connection to the school. Hampstead School reflects – and has shaped – my educational values. It is a truly comprehensive school, seeking to serve its local community. It is non-selective in the truest sense; there are no ability bands, selection tests or restrictions based on gender or religion. If you live nearby, if it is your local school, there is nothing to stop you coming here. It is part of a strong local authority working to ensure high standards through co-operation rather than competition.



When Hampstead School gets it right then there are no caveats, no 'yes buts'. Success is not based on a selective admissions criteria or top-down interventions from an academy chain. Success is sustainable, ethically sound and based on an unwavering commitment to equality of access. I can honestly say that I would not have applied for any other headship.

I am very excited about developing the school further and working with colleagues with differing strengths, but who all share an unwavering passion for education, and a commitment to improving the life chances of all our students.

If you are one of these talented people, we would love to hear from you.

Matthew Sadler
Head



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The School and its Community

Hampstead School is a London Borough of Camden maintained comprehensive school with around 1300 students. The school, with an admission number of 210, is popular locally.

Founded in 1961 as a mixed comprehensive school, visitors often comment on the mutual respect which is evident between students and staff. This has been recognised; we are the first secondary school in London to be awarded the UNICEF “Rights Respecting School Award” at the highest level.

The diversity of our students is a strength of the school. Over 80% of students are of ethnic minority origin, with over 60 different languages spoken. Around half our students have English as an Additional Language, with a similar proportion eligible for the Pupil Premium.

Sections of the school have been rebuilt over the past few years as part of the Priority Schools Building Programme; our facilities are now world class.



Our Ethos

We expect staff and students to *Think Big, Work Hard and Be Kind*, principles underpinned by the value we place on ambition, critical thought, effort and compassion. This culture is fostered in an atmosphere where the quality of relationships is crucial; our motto, ‘*Learning Together, Achieving Together*’, is reflected in the interactions that take place between staff and students every day.

We are proud of what we achieve, never complacent and retain a genuine and positive determination to become exceptional in all areas. We relish our challenges, being fortunate in our committed and enthusiastic staff, all of whom work together for the benefit of our students. A sign of success is that, within a stable workforce, nearly all who leave do so for promotion. Consequently, this creates opportunities to appoint new colleagues with new ideas, enthusiasm, and moral purpose.



More about this role

The role of School Librarian is a dynamic and rewarding one, acting as a vital hub within Hampstead School's educational community. More than just managing books, the School Librarian is a curator of knowledge, a facilitator of learning, and a champion of literacy. This position involves developing and maintaining a diverse and engaging collection of resources, both print and digital, that support the curriculum and foster a love of reading. It also encompasses providing instruction on information literacy skills, helping students and staff navigate the vast landscape of information, and promoting critical thinking. The School Librarian is often the first point of contact for students seeking information or simply a quiet space to explore, making the Independent Learning Centre a welcoming and inclusive environment for all.

Individuals who excel in this role typically possess a genuine passion for education and a deep appreciation for the power of information and storytelling. They are organized, detail-oriented, and possess strong communication and interpersonal skills, enabling them to connect effectively with students of all ages, teachers, and parents. A good School Librarian is adaptable and resourceful, able to embrace new technologies and evolving educational practices. Patience, empathy, and a willingness to go the extra mile to help others discover information are also key attributes. Ultimately, someone who thrives in this position is a lifelong learner with a desire to create a positive and impactful learning environment.

The impact of our School Librarian is profound and far-reaching. A well-managed and inviting Independent Learning Centre provides students with equitable access to a wealth of resources that can ignite their curiosity, broaden their perspectives, and support their academic success. The School Librarian plays a crucial role in fostering reading habits, which are fundamental to learning across all subjects. They empower students to become independent learners and critical consumers of information, skills that are essential for navigating the complexities of the modern world. Furthermore, the Independent Learning Centre often serves as a safe and inclusive space where students can explore their interests, find solace, and develop a sense of belonging, contributing significantly to their overall well-being and development.

Safeguarding Children

The appointee has a responsibility for promoting and safeguarding the welfare of children and young persons they come into contact with. As such, they must adhere to and ensure compliance with the School's Safeguarding Policy and procedures at all times. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School, they must report any concerns to the Designated Safeguarding Lead (DSL) or Head.

Timeline of events for this post

Applications should be submitted no later than **9am on Thursday 5th June 2025**.

Interviews will be held on **Tuesday 17th June 2025**. Early application is advised. Applications will be assessed in order of receipt, and interviews may occur at any stage after applications are received.



Job Profile: School Librarian

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

Direct Reporting	Head of Information Systems, Data, & Communications (HoISDC)
Line management	Library, Information and Archive Services Assistant (Level 3 Apprenticeship)
Grade	PO1
Main Purpose	<ul style="list-style-type: none"> To oversee and facilitate the use of and maintenance to the library (ILC) space To manage the physical and digital resources of the ILC To curate the library collection to ensure titles are available for the full range of reading levels, age groups, and diverse interests To research & implement ideas and strategies for the development of the school library provision and its services, for both students and staff To keep up-to-date with teen and young adult literature trends To participate in local and national schemes, such as the Carnegie Shadowing & BookTrust Programmes. To supervise Sixth Form Independent Study and maintain an environment for learning at all times To supervise student use of the library during free association time on a rota To provide cover for Independent Learning lessons in the event of HoISDC or Head Teacher absence To utilise library management software (currently Oliver) to ensure that the library stock & other school assets, including student laptops, are catalogued effectively & to produce reports regarding usage (currently termly) To supervise & deliver after school enrichment activities in the ILC To deliver introductory lessons to the library to Year 7 & Year 12 students
Collaborating with others	<ul style="list-style-type: none"> To work with teaching staff & students to develop & promote reading for pleasure To contribute towards promoting student literacy & articulacy within the school To liaise with Teaching & Learning Leads to stock & curate Staff CPD library To liaise with Careers Lead to stock & curate Student Careers Library To liaise with Head of Departments (HoDs) & Head of Faculties (HoFs) to stock & curate Subject Specific Wider Reading collections & reading lists To liaise with Enrichment Co-ordinator to promote extra-curricular activities, reading clubs, author visits & book fairs to staff & students To attend Local Authority Librarian meetings & relevant CPD (e.g. National Literacy Trust, Renaissance Learning, Softlink, CILIP) To assist with the smooth running of the Media Resources Office when required To assist with the setting up & delivery of school events held in the ILC To liaise with pastoral staff in the implementation of the school's pastoral system
Reporting Duties	<ul style="list-style-type: none"> To produce appropriate reports regarding library usage (currently termly) To produce reports on overdue & missing titles To produce reports for, & support the delivery of, Key Stage 3 Independent Learning classes
Supervision Duties	<ul style="list-style-type: none"> To supervise Sixth Form Independent Study & maintain an environment for learning at all times To supervise student use of the library during free association time on a rota



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	<ul style="list-style-type: none">• To provide cover for Independent Learning sessions in the event of HoISDC or Head Teacher absence• To supervise & deliver after school enrichment activities in the ILC• To deliver introductory sessions to the library to Year 7 & Year 12 students• To support routine ICT enquiries from students & staff
Management Duties	<ul style="list-style-type: none">• To recruit, manage, & train an Apprentice Library Assistant, with support from the Local Authority & a suitable training provider• To recruit, train, develop & reward student librarians• To observe high professional standards• To ensure students adhere to the rules of the school & those specific to the ILC, with specific reference to the Behaviour for Learning policy
Resourcing Duties	<ul style="list-style-type: none">• To oversee & facilitate the use of & maintenance of the library (ILC) space• To manage the physical & digital resources of the ILC• To curate the library collection to ensure titles are available for the full range of reading levels, age groups, & diverse interests• To utilise the library management software (Oliver) to ensure library stock & other school assets (including student laptops) are catalogued effectively & to produce reports regarding usage (currently termly)• To process new stock, labelling, covering & adding to library catalogue (using accession numbers)• To ensure all books & other resources are returned & shelved correctly at the end of each day• To track & recall overdue resources• To repair damaged materials wherever possible• To sort, catalogue and, when unsuitable, sell or redirect donations• To work to minimise the loss of library resources• To conduct checks of all ILC assets on an appropriate timeframe (currently half-termly)• To ensure the stationery shop is fully stocked at all times• To ensure that the ILC is kept in order at all times• To update & maintain information contained within Accelerated Reader, Oliver & ePlatform software
Promoting the ILC	<ul style="list-style-type: none">• To lead by example & promote an optimal learning environment in the ILC• To research & implement ideas & strategies for the development of the school library provision & its services, for both students & staff• To keep up-to-date with teen & young adult literature trends• To participate in local & national schemes, such as the Carnegie Shadowing & BookTrust Programmes• To promote the use of reading sources, such as The Day newspaper & eBooks Platform by staff & students• To advertise after school reading clubs & recruit students to take part in them• To create & update daily, weekly, monthly, termly & annual library displays• To produce displays relevant to the National Curriculum & current events/issues
Additional duties	<ul style="list-style-type: none">• To ensure that all Data Protection regulations are adhered to, informing the Data Protection Lead of any related issues, particularly in relation to potential data breaches & poor working practices.• To uphold & further the School's equal opportunities policy & to carry out duties effectively & without discrimination.



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	<ul style="list-style-type: none">• To carry out any other reasonable duties within the scope of this function & grading as directed by the Head of Information Systems, Data & Communications, or other senior staff• To act at all times in accordance with School policies & to provide a professional role model for students, parents & other staff.• To participate in training & other learning activities & performance development as required.• To actively promote safeguarding, student wellbeing & associated procedures in line with KCSiE & school protocols.• To play a full proactive part in the life of the school community in implementing its vision, mission & ethos & support & expect staff & students to do likewise• To manage the available resources of space, staff, money & equipment efficiently in line with the Nolan Principles – Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership.• To act as a designated First Aider, following appropriate training, to ensure requirements of the school's First Aid Needs Assessment are satisfied
<p><i>The above duties are not exhaustive & the post-holder may be required to undertake tasks, roles & responsibilities reasonably assigned to them by Senior Management.</i></p> <p><i>The school will endeavour to make any necessary reasonable adjustments to the job & the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</i></p> <p><i>The post holder is required to make positive efforts to maintain their own personal safety & that of others by taking reasonable care, carrying out requirements of the law following recognised codes of practice. The post holder is also required to be aware of & comply with policies on health & safety.</i></p> <p><i>This job description may be amended at any time in consultation with the post holder, Governing Body and/or Senior Management as required.</i></p> <p><i>Trade union representation will be welcomed in any such discussions.</i></p>	

All candidates must have a strong working knowledge of safeguarding practices & be committed to safeguarding & promoting the welfare of children & young people



Person Specification: School Librarian

Criteria		Essential	Desirable
Values and disposition	The ability to <i>Think Big, Work Hard</i> and <i>Be Kind</i> – and foster this in others	•	
	A commitment to an ambitious, inclusive, comprehensive education	•	
	High expectations and a relentless focus on improvement	•	
	A positive, proactive, creative, solutions-focused approach to problems	•	
	A team player who recognises the importance of a collegiate ethos	•	
	Reflective, self-aware, and keen to listen and understand	•	
	A commitment to supporting students to read for pleasure and promoting the benefits of reading	•	
	Highly organised with a methodical approach and a high degree of accuracy	•	
	Excellent record of punctuality & attendance	•	
Experience	Evidence of effective team working	•	
	Experience of working with children and adolescents	•	
	Evidence of the creation of high quality display materials	•	
	Experience of using data to identify, track and monitor trends	•	
	Experience of working in a library environment	•	
	Evidence of establishing and maintaining a quiet work environment		•
	Experience of effectively line managing colleagues		•
Knowledge and skills	Knowledge of contemporary fiction suitable for a school library setting	•	
	A good working knowledge of Microsoft Applications including Teams, and using Excel and Word to mail merge information	•	
	Ability to engage with, analyse and act on data	•	
	Strong communication skills in verbal, written & presentational capacities	•	
	Ability to create high quality display materials	•	
	Ability to cope with interruptions while concentrating on diverse tasks	•	
	Knowledge of safeguarding protocols and KCSiE		•
Equality, Diversity and Inclusion	Awareness of the equality, diversity and inclusion agenda	•	
	A commitment to supporting this agenda	•	
Qualifications	A good level of formal education including GCSE or equivalent Maths and English (Level 2).	•	
	A degree in Information, Library and Archive Studies (or equivalent), or CILIP Professional Accreditation	•	
	Enhanced DBS check associated with ability to promote safeguarding of children (essential on appointment so a check will be conducted)		•
	First Aid at Work (essential on appointment so training will be provided)		•



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What Ofsted say about Hampstead School

Hampstead School welcomed Ofsted inspectors in April 2023. Hampstead School continues to be an 'Ofsted good' school, and we are very proud of the many positives highlighted in their report.

Curriculum

'Leaders have thought carefully about the design of the curriculum. They have made sure that this curriculum is ambitious and broad.'

SEND

'Pupils with SEND access the same ambitious curriculum as their peers, and they achieve well.'

Personal Development

'Leaders have thought carefully about the provision for pupils' wider development including for students in the sixth form.'

Relationships

'Staff feel valued and are proud to work in the school.'

Behaviour

'Leaders have high expectations of pupils' behaviour.'

Reading

'Leaders have made reading a priority.'





Transport

Our location, minutes from Cricklewood Station and only a short distance from Brondesbury, Kilburn and West Hampstead, means the Thameslink, London Overground and Jubilee Line offer staff the benefit of Inner-London weighting, but the flexibility of where they choose to live.

We recommend that candidates invited for interview travel to the school via public transport. If a candidate is invited for interview and requires parking for reasons such as mobility issues, we advise that the HR team are alerted about this requirement when interview attendance is confirmed.

Car parking at Hampstead School is limited. To ensure fairness, we operate a permit application process that allows contracted staff to apply for a parking space based on need. Outside of allocated permit spaces, there are some “first come, first served” spaces.

What can Hampstead School offer you?

Our employee package includes personalised training, a comprehensive package for ECTs starting a career in teaching, placement on leadership programmes for middle leaders, financial and professional support for MA degree programmes and National Professional Qualifications, and engagement in the wider programmes offered by Camden Learning.

We are keen to ensure a positive life-work balance. Staff are granted time-off for a range of personal days as well as access to a free 24-hour employee assistance package and annual flu jabs. We were the first school in London to achieve the Optimus Wellbeing Award for Schools and a staff working group continues to drive this important work forward.

Benefits include, but are not limited to:

- 15% PPA time for all teaching staff
- In-house professional development programme
- TOIL days in recognition of twilight CPD
- Bespoke leadership development pathways
- Staff only access to the school gym between 6:30 – 8:00 & 15:00 – 18:00
- Employee Assistance Programme
- Cycle to work scheme
- Eye test vouchers
- Annual flu jab
- Discretionary annual wellbeing allocation designed to aid employees with their mental health (e.g. to attend important personal events like nativity plays, social or sporting events, etc).