

**Senior School Librarian  
(Maternity Cover)**

**May 2026 - April 2027**



## Information about the post for candidates

### **Our vision:**

Girls Enjoying Success

### **Our mission:**

We foster fearless learners through inspiring education, exceptional co-curricular opportunities and meaningful partnerships, creating bespoke outcomes for every child: “Each of us is intended to have a character all our own, to be what no other can exactly be and do what no other can exactly do.” (William Ellery Channing)



Our Unitarian ethos encourages our pupils to be intellectually curious, open-minded and respectful. We build on the power of an all-girls education to develop kind, confident, articulate young women who are ready for life's challenges.

Girls at Channing enjoy academic success from a tailored educational programme that encourages confidence, independent thinking and provides girls with life skills to take on the next stage of their education as thoughtful, responsive, socially aware adults, prepared for the challenges of the world today.

This emphasis on bespoke outcomes is at the heart of our five new strategic objectives, which you can find here: [Channing 2035](#).

Founded in 1885 by Unitarian sisters Emily and Matilda Sharpe and the Reverend Robert Spears, Channing School, named after notable American Unitarian William Ellery Channing, is well known as a successful, happy community. Remaining true to our Unitarian foundation, the School is an inclusive community that values the individual skills, spiritual beliefs, achievements and contribution of all members of the school community. Our success was endorsed by [our latest ISI inspection in November 2025](#).

### **Academic achievement**

Academic results are excellent. Virtually all our sixth formers go on to University or other higher education institutions, some after a gap year. However, we believe that examination success is not solely the end goal of a pupil's journey through school, rather that it should be an enriching academic and extra-curricular experience that allows girls to develop skills, confidence, creativity and character, instilling in pupils a lifelong love of learning and a firm belief that anything is possible. Experienced, dedicated teachers offer a supportive, encouraging and challenging learning environment that allows pupils to achieve success beyond that which they might have thought possible.

### **Community spirit**

The Headmistress and members of staff know every girl personally and as an individual. We have a strong family tradition and an enthusiastic and supportive parents' association. The atmosphere is calm, focussed and purposeful. We set high standards emphasising concern and respect for the needs of others. A major feature of the school is the huge diversity of the extra curricular activities on offer to pupils and it is expected that all staff will contribute to this side of the life of the school.



### **Exceptional setting**

The school is in an attractive part of Highgate, with convenient transport links by road and underground. Visitors are often surprised at how light, green and open our site is. We have preserved the character of the older buildings, but completely refurbished and redesigned them to provide bright and spacious teaching rooms. An ambitious building programme, completed in 2017, provided us with excellent dining facilities, a Music Department, a new Sixth Form Centre, Sports Hall with fitness suite and a state-of-the-art Performing Arts Centre. We are currently developing a STEM building complete with DT facilities which is due for completion in Summer 2026.

### **Departmental information:**

The Senior School Library is central to school life and located at the heart of the main building. The library's aims are to foster literacy, independent learning and a love of reading in all pupils, as well as to support teaching and learning across and beyond the curriculum.

The library is open from 8.00 a.m. to 5.30 p.m. Monday - Thursday and from 8.00 a.m. to 4.00 p.m. on Fridays. It consists of four large rooms that have been joined together to form an open-plan space; three rooms are study areas and one has armchairs for reading for pleasure. There is also a smaller side room for private study and meetings. The library has around 8,000 hard-copy books (fiction and non-fiction) and 3,318 ebooks and audiobooks (mainly fiction), alongside a number of online resources, including subscriptions to JStor, Britannica School, PressReader, The Day and Massolit.

The library is staffed by a full-time librarian and a part-time library assistant.

Pupils in Years 7 and 10 have a course of 4-5 weekly library lessons, in which they are taught how to use the library and are given time to read and browse the collection. The library also delivers library inductions and research skills sessions tailored to specific subjects and Project Qualifications in Years 10 and 12.

The library is also used during lesson time by pupils in Years 7-11 who have dropped subjects and pupils who have been excused from PE.

### **The Position**

The Librarian will lead and manage the library for the Senior School (pupils aged 11-18 years old). Key responsibilities include management of library resources and facilities, information literacy instruction, management of 'private study' (pupils in Years 7-11 with study periods in the library during lessons), supporting reading for pleasure and evaluating and reporting on the library service. The Librarian will also be in sole charge of the library on the 2.5 days when the Library Assistant is not in. Overall the Librarian will help provide a high standard of service to meet the needs of all pupils and staff.

### **Department:**

Library

### **Reports to:**

Bursar and Deputy Head (Academic)

### **Hours of work:**

Full-time, 5 days a week, 8.00 - 5.30 (Mon-Thurs) and 8.00-4.00 (Fri), includes a 30-minute lunch break (there is some flexibility to reduce these hours slightly subject to discussion at interview). This is not a

term time only appointment and the post holder will be required to work in school at times during the holidays to carry out library management tasks.

## **Main tasks and responsibilities:**

### **Strategy**

- Implement and review library policies to ensure they reflect the educational aims and objectives of the Senior School
- Support the school's planning and provision of media and information literacy instruction
- Evaluate library services and performance, e.g. through user surveys and statistics on stock and usage, and use this to inform annual reports and development of the library service
- Attend Head of Department meetings where necessary to raise relevant information and ideas and to stay informed of academic developments

### **Management of library resources and facilities**

- Ensure that the school library impacts positively on teaching and learning across and beyond the curriculum
- Liaise with Heads of Department, the SENCO and EAL Coordinator on curriculum delivery and library stock
- Select, acquire, organise and maintain library resources and facilities (physical and virtual) in efficient and cost-effective ways
- Arrange the effective retrieval by systematic cataloguing and classification of all library resources and disseminate information on those resources to staff and pupils
- Manage circulation, including the issuing and returning of books and sanctions for overdue loans
- Manage subscriptions to resources like ePlatform, JStor, Massolit, The Week Junior and The Day
- Carry out stocktakes where necessary to ensure accurate records on the library management system and monitoring of lost items
- Provide resources in a range of formats to support students with SEND
- Support the school's pastoral policy by providing resources for students to learn more about their personal needs and concerns in a secure environment
- Complete an annual risk assessment of the Library and highlight health and safety issues for library users
- Work with the Bursar on any plans for the maintenance or redevelopment of the library
- Manage record keeping for all library staff in the shared Google Drive
- Work with the school's IT department to maintain and develop library systems and IT infrastructure

### **People management**

- Manage pupil behaviour in the library in accordance with the school's behaviour policies to ensure an effective study environment for all users
- Oversee the use of the library space by pupils in Years 7-11 who have study periods in the library during lesson time, including registering them on Schoolbase, the school's student management system
- Manage, train and support the Library Assistant, including completing appraisals
- Work with the Junior School Librarian to share resources and ideas and support transition

- Organise, support and train the pupil librarian volunteers, Year 8 reading ambassadors and Y12 library leaders

## **Teaching**

- Deliver Year 7 library lessons, including basic training in library and information literacy skills
- Deliver staff library inductions
- Deliver research skills training for EPQ and A-Level coursework students
- Provide guidance to pupils and staff on information retrieval and reading materials when requested

## **Reading for pleasure**

- Work with the Reading Coordinator to create a whole-school environment that encourages reading for pleasure
- Organise book clubs, reading challenges, author visits and other initiatives to promote reading for pleasure
- Provide recommendations when requested
- Prepare recommended reading lists for each year group
- Monitor reading in Year 7, including reading levels and attitudes to reading
- Analyse trends in children's and young adult's publishing so that stock is up-to-date and appealing

## **Marketing and promotion**

- Promote library services and initiatives using appropriate channels, including form tutors, assemblies, displays, school social media, digital signage etc
- Manage the library website, including providing up-to-date information on all resources, facilities and services

## **Development of service**

- Write and review the annual Library development plan and accompanying budget
- Evaluate the effectiveness of the library service, including an annual report to the Headmistress and Bursar on usage
- Analyse educational initiatives and trends in library and information services so that the school library is based on the most up-to-date information and methods
- Maximise use of professional organisations and local and national support networks
- Progress and develop in the role through participation in any training, coaching and support offered in conjunction with the role
- Attend training sessions as and when required to ensure compliance with Health and Safety, Child Protection, School Policies or other training programmes as directed
- Help promote and safeguard the welfare of pupils at the school

Please note that this job description is not exhaustive and the employee may be expected to undertake additional duties if required, as directed by your line manager.

## Person Specification

### Knowledge and Experience

Previous experience of working in a library	Essential
Competent user of office software (the school uses G-Suite for Education)	Essential
Experience of working in an educational environment	Essential
Experience of working with adolescents	Desirable
Understanding of the importance of promoting and safeguarding the welfare of children and young people	Essential
Experience of line-managing staff	Desirable
Familiarity with the library management system Accessit	Desirable
Basic knowledge of cataloguing and the Dewey Decimal Classification system	Desirable

### Skills

Excellent organisational and administrative skills	Essential
Good interpersonal skills	Essential
Ability to communicate effectively with students, colleagues and external personnel both verbally and in writing	Essential
The confidence and ability to work independently	Essential
Willingness to learn how to use new software and IT systems	Essential
Ability to remain calm, patient and polite	Essential
The ability to think ahead and draw up schedules and plans and follow up as necessary	Essential
Willingness to confront problems and present solutions	Essential
Able to multitask and work under pressure of time deadlines	Essential

### Qualifications

Educated to degree level	Essential
Library qualification	Desirable
CILIP Chartership	Desirable

## Attributes and approach

Sensitive to the needs of others. Cares about others.	Essential
A professional and approachable manner, with good spoken and written English	Essential
An appreciation of the need for discretion and confidentiality	Essential
High personal work standards and attention to detail	Essential
Enthusiasm for books and reading	Essential
Creative approach to promoting books and reading	Essential
A good sense of humour and positive outlook	Essential
Common sense, initiative and self motivation	Essential

## Salary & Benefits

- Competitive salary **£39,000-£41,000**, dependent on qualifications and experience
- The School will enrol you from the first day of your employment in a non-contributory pension scheme with the School contributing the equivalent of 10% of your salary on a monthly basis
- A free lunch is provided every day in the Staff Coffee Room
- Use of School sports facilities when available
- Annual Flu Vaccination
- Employee Assistance Programme provided by Education Support
- Training and development opportunities available

## Applications

Applications are to be made via **TES.com in the first instance**. A CV will not be accepted in place of the completed application form.

Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. If you are unable to submit your application via TES please contact the HR department at [recruitment@channing.co.uk](mailto:recruitment@channing.co.uk).

Please note that once you submit an application via TES the system will automatically retain your details for a period of six months.

**Deadline for applications: 11 March 2026**

**Interviews: Weeks commencing 16 or 23 March 2026 (TBC).**

*Channing School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff which adheres to the recommendations of the Department for Education (DfE) in "Safeguarding Children and Safer Recruitment in Education" and the school's Child Protection Policy. A copy of this procedure is available on request.*

*Subject to statutory provisions, no applicant will be treated less favourably than another on the grounds of*

*a protected characteristic. Ability to perform the job will be the primary consideration.*

*In line with our Safer Recruitment Policy, all shortlisted candidates will be subject to online searches including social media and third party Safehire.*

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