



Mossbourne
Federation

Academy Librarian

Job Description



POSITION	Librarian
SALARY	Support staff pay scale spine point 22 to 32 (£32,022 to £41,503 FTE)
START DATE	01/09/2026
HOURS	37.5 per week
FULL TIME EQUIVALENT	40 weeks
CONTRACT TYPE	Permanent
RESPONSIBLE TO	SLT in charge of Literacy
LOCATION	Mossbourne Victoria Park Academy
KEY WORKING RELATIONSHIPS	English Department

Background

Mossbourne is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Mossbourne is built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning. The Federation's calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically.

The Mossbourne Federation consist of seven academies: Mossbourne Community Academy (MCA), Mossbourne Fobbing Academy (MFA), secondary and sixth form, Mossbourne Victoria Park Academy (MVPA), Mossbourne Port Side Academy (MPSA) secondary, Mossbourne Parkside Academy (MPA), Mossbourne Riverside Academy (MRA), Mossbourne Herd Lane Academy (MHLA) primary.

The Mossbourne Federation is actively seeking to increase the proportion of our workforce who come from diverse backgrounds. We particularly welcome applications from people of Black, Asian, and other minority ethnic descent. Injustice, discrimination, and intolerance go against the core tenets of the Mossbourne ethos. We actively reject discrimination in our academies through continuous review of our working policies & practices across the federation, including at board level. We are committed to developing & supporting inclusivity, diversity & anti-racism in every facet of what we do.

Mossbourne Victoria Park Academy (MVPA)

At Mossbourne Victoria Park Academy (MVPA), we continue to build on the Federation's ethos of exceptional education for all our students. With children at the heart of everything we do, MVPA continues to raise expectations and achievement in Hackney and its neighbouring boroughs, with the belief that all students can fulfil their true potential. Our students' progress at GCSE puts us in the top 10 schools nationally, and we believe there is more to do. Our staff deliver excellent lessons, and our students enjoy a vibrant enrichment programme and have access to debate, speech-making, and presentation training through our oratory specialism. Our excellent teaching staff work in a rewarding environment where everyone pulls together for the same thing - the best possible deal for our students.

If you want to be part of the team that is improving the life chances of our students, then read on.



Job Summary

We are seeking an enthusiastic, organised, and passionate Librarian to lead and develop our vibrant library provision and promote a culture of love-of-reading amongst all students and the wider school community.

The successful candidate will manage the day-to-day operation of the library, oversee physical and digital resources, and create an engaging learning environment that supports both academic achievement and reading for pleasure. They will lead targeted reading interventions, support students with lower reading ages, and encourage reluctant readers through creative and inclusive literacy initiatives.

The role includes organising exciting events such as World Book Day activities, book fairs, competitions, and author visits, while also promoting use of the online library catalogue and digital reading platforms including Wheelers e-Platform.

The successful candidate will work closely with staff and students to support literacy development, independent learning, and student wellbeing. They will also supervise and support students during break, lunch, and after school, advising students on appropriate reading materials suited to their interests and abilities.

Applicants should have experience working within a library or in an educational setting, experience using library databases and catalogue systems, and a strong working knowledge of Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. Strong organisational, communication and interpersonal skills are essential, along with a genuine passion for literacy, student development, and reading engagement.

This is an exciting opportunity for a motivated individual to make a significant contribution to literacy, reading culture, and student achievement within a supportive school environment.

Key Responsibilities & Accountabilities

Library Management

- Oversee the day-to-day running of the library.
- Maintain an organised, welcoming, safe and inclusive learning space.
- Manage stock including cataloguing, classification, and shelving.
- Monitor borrowing trends and ensure resources meet student needs.
- Administer and promote the online library catalogue (e.g., Accessit Library Management System) to support independent student use.
- Manage the library budget and procurement of physical and digital resources.

Reading for Pleasure (KS3 Focus)

- Develop and lead KS3-focused reading for pleasure initiatives.
- Organise and promote events such as:
 - World Book Day
 - Book fairs and reading competitions
 - Author visits and literary events
- Create engaging displays and themed promotions.
- Promote inclusive, diverse, and accessible reading materials.
- Encourage reading engagement and enjoyment across KS3 students, including reluctant readers.



Reading Intervention & Literacy Support

- Plan and deliver targeted reading interventions for students with lower reading ages.
- Work with small groups (e.g., KS3, nurture groups) to:
 - Improve fluency, comprehension, and vocabulary
 - Build confidence and engagement with reading
- Support structured programmes such as:
 - Peer mentoring (e.g., Sixth Form supporting KS3 students)
 - Guided reading and one-to-one support
- Assess reading levels and monitor student progress.
- Identify and re-engage reluctant readers.
- Provide personalised reading recommendations based on ability and interest.
- Collaborate with SEND and EAL teams to support targeted learners.
- Maintain accurate intervention records and contribute to literacy tracking.

Curriculum Support

- Support students with research and independent learning skills.
- Collaborate with teaching staff to provide curriculum-linked resources.
- Deliver library inductions and literacy-focused sessions.
- Support students in selecting appropriate reading materials.

Digital Library & Online Resources

- Promote and support use of the online library catalogue for searching, reserving, and reviewing books.
- Manage and promote digital reading platforms, including Wheelers ePlatform for eBooks and audiobooks.
- Encourage use of electronic and audio media to support:
 - Reluctant readers
 - EAL students
 - Students with additional learning needs
- Support access to digital resources both in school and remotely.
- Promote safe and effective digital literacy.

Student Development & Leadership

- Train and manage student librarians / reading ambassadors.
- Develop leadership opportunities within the library.
- Support mentoring programmes and reading journals.
- Encourage student voice in shaping library provision.

Student Supervision & Engagement

- Provide a safe, structured, and welcoming environment for students during break, lunch, and after school.
- Supervise and support students using the library during unstructured times.
- Encourage positive behaviour, independent study, and reading habits.
- Offer guidance and support to students accessing the library for study or reading.
- Support and advise students on suitable books to read, based on their interests, reading ability, and development needs.



Administration & Compliance

- Maintain accurate library records, usage data, and reports.
- Monitor overdue resources and communicate with parents/carers.
- Ensure compliance with school policies, including safeguarding.
- Support and provide examination resources and assistance when required.



Person Specification				
E Essential or D Desirable	Requirements	Assessment Criteria		
		App Form	Task	Interview
Experience				
E	Experience working in a library or educational setting.	x		x
E	Experience supporting reading development and/or literacy interventions.	x		x
E	Experience working with students across a range of abilities and needs.	x		x
E	Experience using library databases and catalogue systems.	x		x
Knowledge & Skills				
E	Strong organisational and administrative skills.	x	x	x
E	Strong working knowledge of Microsoft Word, Microsoft Excel, and Microsoft PowerPoint.	x	x	x
E	Ability to promote reading for pleasure and student engagement.	x		x
E	Ability to support students in selecting suitable reading materials.	x		x
E	Good communication and interpersonal skills.	x		x
E	Ability to work independently and as part of a team.	x		x
E	Ability to create a positive and inclusive learning environment.	x		x
Personal Qualities				
E	Passion for reading and literacy development.		x	x
E	Patient, approachable, and supportive manner.			x
E	Enthusiastic and proactive.			x
E	Ability to motivate and engage young people			x
Qualifications & Additional Experience				
D	Library qualification or relevant degree.	x		
D	Experience delivering targeted reading intervention programmes.	x		x
D	Experience organising literacy events, book fairs, or author visits.	x	x	x
D	Experience managing student leadership groups such as reading ambassadors or student librarians.	x		x
D	Experience using digital reading platforms such as Wheelers ePlatform.	x		x
D	Understanding of reading age assessment tools and literacy tracking.	x		



	Experience supporting SEND and EAL students.	x		x
	Experience working within a secondary school setting.	x		x
	Knowledge of current literacy initiatives and reading strategies.	x		x
Safeguarding				
E	Act in accordance with professional codes, including maintaining strictest confidentiality when dealing with sensitive information	x		x
Applicable to all staff				
E	Undertake training as required to fulfil the requirements of the role	X	X	X
E	Support Mossbourne through your actions & attitude, adjusting performance and practice in accordance with Federation initiatives and directives.	X	X	X
E	Recognise your role as part of the success of Mossbourne.	X	X	X
E	Play an active role in the safeguarding of all students and adults.	X	X	X

Mossbourne Federation reserves the right to modify this job description to ensure the needs of the Federation & students are met.

***The document is not a comprehensive list; it simply outlines the expectations of this role.
This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.***