



**MOSAIC**  
LEARNING TRUST

Raising Aspirations,  
Empowering Futures

## Candidate Information Pack School Librarian (with Literacy Support)

Closing Date: Monday 2<sup>nd</sup> March at 9.00 a.m.  
Interviews to be held: WC 2<sup>nd</sup> March 2025



Golborne Community  
Primary School



**SOUTHLANDS**  
HIGH SCHOOL  
Endeavour for Excellence



Standish Community  
High School

be<sup>+</sup> Outstanding!



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### **Chief Executive Officer: Neil Moore**

It is with great pleasure that I introduce you to the Mosaic Learning Trust and I hope this information will enable you to decide on your suitability to join our journey and become part of our growing team. As a Trust, we are determined to challenge our students inside and outside the classroom to strive for individual excellence and to achieve the highest academic standards. Our Trust is committed to supporting every student so they can develop to their full academic potential whilst experiencing a wide and exciting range of opportunities to equip them with the skillset for a successful future as rounded, mature and confident members of modern society.

I am very proud of the Trust, its students, staff and Trustees. Education at Mosaic provides much more than exam excellence. It aims to develop and nurture our children to take their place as caring and confident young people in the outside world. Our staff have opportunities to engage in high quality Continuous Professional Development and all staff have access to our supportive, well-being packages. We would like to invest in the long-term career of an exceptional candidate and would welcome visits from prospective applicants.

#### **Who we are:**

The Mosaic Learning Trust was established in 2017. The ambition for all in the Trust is to serve the educational interests of students in becoming successful learners, confident individuals and responsible citizens, irrespective of background or ability. We have set our Trust on achieving:

- Ambitious expectations with successful outcomes so that no child is left behind in achieving all they can
- Academies committed to excellent teaching and learning with highly performing personnel
- Well led academies across all levels working within well-established staffing structures
- Self-evaluation built around accountability, development and improvement. Each academy will have data astute and responsive management systems
- Academies that offer engaging, relevant and well-considered curricula
- Excellent Trust governance that will ensure we are a Trust that is financially viable and forward thinking
- Academies that provide safe and positive learning environments

At **Standish Community High School**, we are committed to the highest levels of academic achievement, personal growth and lifelong fulfilment. Our motto 'Be Outstanding' captures our determination and belief that all of our students deserve the very best education and opportunities that enable them to flourish and grow in confidence and develop the skills and expertise, to become happy and well-rounded, successful individuals.

**Southlands High School** believes in being a strong and loyal community in which every student and every member of staff is supported to achieve their very best and reach their fullest potential. Through high quality teaching, strong pastoral systems and a focus on personal development, we seek to prepare each and every student for the bright and optimistic future ahead of them.

At **Golborne Community Primary School**, our constant aim is to facilitate children's learning in a warm, encouraging and respectful community existing in a quality and stimulating environment. Our ethos relies heavily on the concept of independent learning and self-discipline. We hope to develop in all children the desire to learn and the ability to apply their full knowledge. At the same time, we want to help each child find the self-esteem and confidence that are so necessary to live a full and happy life.

## What are the Benefits of Working for the Mosaic Learning Trust?

At the Mosaic Learning Trust, we understand that investing in our staff is the best investment for our students and offer a wide range of strategies to help our teachers and support staff to be highly effective in their roles. The Trust offers: -

### Salary

We offer competitive salaries for teaching staff in line with the School Teachers Pay and Conditions Document. We also offer competitive salaries to school support staff on an incremental salary scheme, paid according to agreed pay grades using national spinal column points. Support staff receive an increment on 1<sup>st</sup> April each year, or when they have completed six months of service if appointed between October 1<sup>st</sup> and March 31<sup>st</sup>, until they reach the top of the band within their pay scale.

### Pension

The Trust offers access to a substantial contributory pension scheme in line with the Teachers Pensions and Local Authorities.

### Generous Holidays

Full year support staff have a statutory right to 28 days paid holiday a year including bank holidays, the Trusts' minimum entitlement for support staff is 35 days (including bank holidays) increasing to 40 days (including bank holidays) after 5 years' continuous local government service.

### Wellbeing

We are committed to supporting the physical and mental wellbeing of our staff. We offer occupational health services, Schools Advisory Service (SAS) – wellbeing services, an employee assistance program, free flu vaccinations, eye care, discounted local gym memberships and we are a part of the cycle to work scheme.

### Trust 'Inset Days'

The Trust offer additional Inset Days to give staff non-contact time for additional training, CPD, preparations, department time, leadership time etc.

### Learning and Development

Learning and Development is essential to the success of the Trust and will help us meet our objectives and address the challenges we face over the coming years. This is an on-going process and one which should therefore be continuous throughout the year. There are many opportunities in the course of day-to-day work for learning and development to take place and service-specific training is provided appropriate to the needs of the job.

We also have an e-learning portal, through the National College which provides employees with access to a range of online courses and resources at a time that suits them, designed to help them enhance their professional development and refresh their learning, with new courses being added regularly.



February 2026

Dear Applicant,

**School Librarian (with Literacy Support) – Permanent Contract**

Many thanks for your interest in the above position. Please find enclosed the following documents:

- ❖ Job Description
- ❖ Person Specification
- ❖ Application Process

Standish Community High School is advertising for a permanent School Librarian (with Literacy Support) to commence employment as soon as possible.

The successful candidate will have a passion for reading, excellent organisational skills, and the ability to inspire students across all year groups.

The postholder will play a key role in promoting reading, supporting literacy, and ensuring that the library remains a vibrant, engaging and inclusive space for all students. Applications are welcomed from individuals who bring energy, commitment, and a determination to make a positive impact on students' reading, learning and overall school experience.

The working hours will be 37 hours per week, term time plus 2 weeks, 8.30 a.m. until 4.30 p.m. Monday to Thursday and 8.30 a.m. to 4.00 p.m. on Fridays.

This full-time role will be based at Standish Community High School, however as we are part of Mosaic Learning Trust, there may be occasions when you will be required to work at other schools within the Trust.

We encourage applicants to apply through [TES](#). Applicants can also apply through [Teacher Vacancies](#) and [MyNewTerm](#) or by filling in the school's application form found on the [School Website](#). Completed application forms can be forwarded by email to: [recruitment@standishchs.wigan.sch.uk](mailto:recruitment@standishchs.wigan.sch.uk) applications will not be considered.

Applications will be considered as soon as they are received, and the closing date will be Monday 2<sup>nd</sup> March 2026 at 9.00 a.m. Interviews are scheduled to take place week commencing 2<sup>nd</sup> March 2026.

Any offer of employment is subject to a satisfactory enhanced criminal record check with barred list check through the Disclosure and Barring Service (DBS), medical clearance, references, and verification of qualifications satisfactory to the Trust.

Yours faithfully,



Miss R Atherton  
**Trust H.R. Manager**



# Standish Community High School

February 2026

Dear Applicant,

Welcome to Standish Community High School.

Thank you for considering an application to the permanent position of School Librarian (with Literacy Support) at Standish Community High School. I am happy to recommend Standish Community High School to you as a high performing, vibrant, caring and forward-thinking school – where the academic achievement and personal development of each student go hand in hand.

As a school we are committed to the highest levels of academic achievement, personal growth and lifelong fulfilment. Over the five years, our students make considerable strides towards adulthood - for them to achieve this all our students follow 'The Standish Way' and are encouraged to become Successful Learners, Confident Individuals and Responsible Citizens.

Our school has a strong sense of community, purpose and belonging. We value our students and recognise that success looks and feels different for each student. However, what is consistent is our team of passionate, enthusiastic, caring and committed staff who work relentlessly in pursuit of excellence for the students and community we serve.

At Standish Community High School, we have a strong commitment and belief in developing staff at all levels. We seek to recruit and retain colleagues whose drivers match our school ethos and are committed to their own personal development. Successful candidates will receive a high-quality induction, appraisal, continuous development programs and opportunities to contribute to whole school projects.

I hope you find this application pack helpful in making your decision to apply for this exciting career opportunity. I would like to thank you for your application, investment of time and - whatever the outcome – I wish you well in the future.

If you have any questions for us, do get in touch, we are always here to help.

Yours faithfully,

Mrs L Barker  
**Headteacher**

## JOB DESCRIPTION

INTRODUCTION	
<b>Post Title:</b>	<b>School Librarian (with Literacy Support)</b>
<b>Status:</b>	Full time, permanent
<b>Job Overview:</b>	<ul style="list-style-type: none"> <li>To promote and support the development of reading in accordance with the three aspects of the school's reading strategy:                             <ul style="list-style-type: none"> <li>Building a reading culture.</li> <li>Specific reading intervention.</li> <li>Supporting the work of whole-school disciplinary reading.</li> </ul> </li> <li>To manage an economical, efficient, effective, engaging and vibrant school library (known in school as the LRC).</li> </ul>
<b>Responsible To:</b>	Assistant Headteacher – Teaching and Learning
<b>Responsible For:</b>	N/A
<b>Liaising with:</b>	Headteacher, Senior Leadership Team, Reading Intervention Lead, Teachers and support staff, students, outside agencies and parents/carers.
<b>Working time:</b>	37 hours per week, Term Time + 2 weeks 8.00 a.m. to 4.00 p.m. Monday to Thursday 8.00 a.m. to 3.30 p.m. on Fridays
<b>Salary /Grade:</b>	Grade 5, SCP 8 (£26,824.00) – SCP 14 (£29,540.00) Actual salary £23,768.27 – £26,174.87 per annum dependent on current point and continuous service
<b>Disclosure Level:</b>	Enhanced
<b>Conditions of Employment:</b>	No holidays are permitted during the 190-day teaching year.
Job Outline	
<ul style="list-style-type: none"> <li>Plan, prepare and deliver specific reading interventions to small groups and individual students – including phonics and fluency.</li> <li>Monitor and provide feedback to students on their reading progress, participation and achievement.</li> <li>Assist in maintaining and analysing records of students' progress in reading.</li> <li>Monitor and track students' reading patterns, using data from school programmes such as Sparx Reader etc.</li> <li>Support the whole school drive to improve literacy.</li> <li>Work with individual students in assisting them to select books that match their level of literacy and areas of interest and listening to them read.</li> <li>Engage and support the role of parents/carers in developing students' literacy.</li> <li>Support to plan, promote and deliver activities that champion reading such as World Book Day and visiting writers or speakers.</li> <li>Supervise study in the library throughout the school day, including lunchtimes and after-school (including running the Homework Club) and encourage positive study habits.</li> <li>Maintain the library and its resources, creating a purposeful and engaging learning environment.</li> <li>Be responsible for managing the library resources and stock control – including the management of iPads/Netbooks/Interactive TV etc.</li> <li>Use a computer-based library administration software package to catalogue and issue all new and existing Library resources, working in a positive way to minimise the incidents of late returns and loss.</li> <li>Teach library, information-retrieval and revision skills as part of an induction programme for students.</li> <li>Develop links with other school libraries, the LA library service and other relevant commercial companies.</li> <li>Raise the profile of the library in the school – including contributing to the school bulletin.</li> </ul>	
Behaviour	
<ul style="list-style-type: none"> <li>Promote good student behaviour through 'The Standish Way' – dealing promptly with conflict and incidents in line with established school policies.</li> </ul>	



<ul style="list-style-type: none"> <li>• Build and maintain successful relationships with students, treating them consistently with respect.</li> <li>• Support the general good running of the school by contributing to whole-school duties in line with the role.</li> </ul>
<b>Inclusion</b>
<ul style="list-style-type: none"> <li>• Support students with their well-being and report any problems as appropriate.</li> <li>• Respect students' social, cultural, linguistic, religious and ethnic backgrounds and ensure all students have equal access to opportunities to learn and develop.</li> <li>• Promote and support the inclusion of all students, including those with specific needs.</li> <li>• Act as a key worker for specific students as appropriate.</li> </ul>
<b>Other Administrative/Support Duties</b>
<ul style="list-style-type: none"> <li>• Support the sale and distribution of student resources such as revision guides, pencil cases, calculators etc.</li> <li>• Maintain and record stock levels using school programmes such as Scopy.</li> <li>• Receive visitors and promote the library by giving brief tours of the facilities if required.</li> <li>• During fire evacuations, be responsible for accounting for staff and students in the role of fire marshal and follow procedures explained in the Fire Safety and Evacuation Procedures Policy.</li> </ul>
<b>Contribution to School Values and Ethos</b>
<ul style="list-style-type: none"> <li>• Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to 'be outstanding'.</li> <li>• Promote actively the school's corporate policies.</li> <li>• Demonstrate a commitment to ensuring equal opportunities for all.</li> <li>• Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions. This will include undertaking relevant Health and Safety training.</li> <li>• Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• Take part in the school's staff development programme by participating in arrangements for further training and professional development.</li> <li>• Follow agreed policies for school communication when working with internal and external individuals/bodies.</li> <li>• Appreciate and support the role of other professionals.</li> <li>• Attend and participate in relevant meetings as may be reasonably directed.</li> </ul>
<b>SIGNATURES</b>
<p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.</p> <p>Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from the Headteacher / SLT link to undertake work of a similar level that is not specified in this job description.</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> <p>Signed .....</p> <p>(School Librarian)</p> <p>Dated .....</p> <p>(School Librarian)</p> </div> <div style="text-align: center;"> <p>Signed .....</p> <p>(Headteacher)</p> <p>Dated .....</p> <p>(Headteacher)</p> </div> </div>
<b>SAFEGUARDING OF CHILDREN AND YOUNG PEOPLE</b>
<p>This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>

## Person Specification School Librarian (with Literacy Support)

Aspect	Essential/ Desirable	Application, Interview or Reference?
<b>Experience</b>		
Experience of working with young people aged 11 – 16 years in a voluntary or professional capacity	E	A, I
Experience and understanding of working within a library setting – or similar	D	A, I
<b>Qualifications</b>		
2 x GCSEs in English and maths or equivalent level of qualification	E	A, I
Willingness to undertake further relevant training	E	I
NVQ Level 2 or equivalent qualification or a comparable level of experience	E	A, I
NVQ Level 3 or equivalent qualification or a comparable level of experience	D	A, I
<b>Knowledge and Understanding – Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post</b>		
Knowledge and experience of reading interventions such as synthetic phonics or reading fluency	D	A, I
Experience or knowledge of library systems for stock management	D	A, I
Understanding of how to use relevant library equipment/resources	D	A, I
Basic understanding of child development and learning processes	D	A, I
Basic knowledge of how to use ICT	E	A, I
Understanding of relevant policies, codes of practice and awareness of relevant legislation	D	A, I
Knowledge of basic Health and Safety	D	A, I
<b>Personal Skills, Abilities and Competencies – Applicants should be able to provide evidence that they have the necessary skills and abilities required</b>		
Good spoken and written communications skills with both students and adults	E	A, I
Ability to supervise young people and deal positively with behaviour issues	E	A, I
Ability to work under supervision, as a team and to work on own initiative	E	A, I
A commitment to equality and the fair treatment of all staff and students	E	I
<b>Personal Qualities</b>		
A passion for reading	E	A, I, R
Excellent attendance and punctuality	E	A, R
Good organisational skills	E	A, I, R
A personal and friendly nature	E	A, I, R
Tact and a sense of humour	E	A, I
<b>Legal Issues</b>		
Legally entitled to work in the UK	E	A, R
Enhanced Disclosure & Barring Service Certificate	E	A, R



## Arranging a visit:

Candidates wishing to visit the school or arrange a telephone discussion can contact Charlotte Davies, who will arrange a suitable time: 01257 478733.

## Application process:

To apply, please use the TES, MyNewTerm, Teaching Vacancies or School application form.

Advertising date: 13<sup>th</sup> February 2026  
Closing date: 2<sup>nd</sup> March 2026  
Short listing: 2<sup>nd</sup> – 3<sup>rd</sup> March 2026  
Interview date: WC 2<sup>nd</sup> March 2026

In line with Safer Recruitment guidelines, we will be taking up references in advance of the interviews and taking them into account throughout the interview process.

Standish Community High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and adhere to the school's child protection policies and procedures ([link to policies](#)). Enhanced checks through the Disclosure and Barring Service (DBS) will be required for this post.

The post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulation and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations and is also subject to medical clearance.

More information about the school can be found on the [School Website](#)

When completing your application, please ensure that all sections are completed, gaps in employment history are accounted for and details of awarding bodies are included. You should refer to the job description and person specification to guide your application. Your supporting statement should be no more than 2000 words. Please note that late applications will not be considered.

