



St Augustine's Catholic College

Together we're stronger

Candidate Information Pack Librarian

From May 2026





Welcome from the Head Teacher

Thank you for your interest in this exciting opportunity to join St Augustine's Catholic College. As a Catholic Lasallian College, we are part of a global network of educational institutions inspired by St. John Baptist De La Salle, the patron saint of teachers. His mission was to provide the highest-quality education to those most in need, always honouring the dignity of each child as a 'son or daughter of a great King.' We strive to live by this vision every day, fostering a welcoming environment where all students and staff feel valued and included.

We are seeking a passionate and aspiring colleague to join our dedicated staff team and make a meaningful contribution to our community. At St Augustine's, we are committed to sustainable growth and improvement in a constantly evolving world. Our recent OFSTED inspection highlighted this commitment: "The desire to provide educational opportunities which make individuals the best that they can be drives all that the school does." For us, this means not only achieving academic excellence but also nurturing well-rounded individuals who are ready to make a positive impact on society.

In recent years, our journey of continuous improvement has led to a complete revision of our curriculum, the introduction of an incremental coaching programme for all teachers, and the development of a behaviour system that ensures students can learn in a disruption-free environment. Central to our mission is our focus on inclusion, which seeks to ensure that every learner can access the curriculum and the opportunities they deserve and are entitled to. St Augustine's is consistently a high-performing school, with academic achievements well above national averages, reflecting both the quality of our education and the dedication of our students.

Our recent OFSTED report also noted, "Staff feel proud to work at the school. Early career teachers receive appropriate guidance and feel well supported." If you join us, you will be entering a supportive and challenging environment where you can grow professionally while sharing your talents with our vibrant community.

We look forward to learning more about what you can bring to our team and how we can support you on your journey to reaching your full potential.

Aidan Dowle
Head Teacher

If you have any further questions, or would like to arrange a visit, please do not hesitate to contact HR on 01225 362007 or by email at hr@st-augustines.wilts.sch.uk.





Our Values and Purpose

Our Values

Taught by Jesus Christ, faith, hope and love inspire everything we do. We aim for the highest standards of learning, and look for the development of wisdom. In this way, the gifts possessed by every individual can be valued.

Our Purpose

St Augustine's exists to provide a Catholic education in order to develop independent citizens of the future.

"Develop" because those who come to St Augustine's are individuals, each with their own quirks and characteristics. We do not aim to produce clones.

"...Independent ..." because self-respect, self motivation and courage are required if one is truly to live one's life according to the teachings of Jesus Christ.

"...Catholic..." because we believe that the Catholic faith provides the best guidance for living a fulfilled adult life, for members of the Catholic church as well as for non-members.

"...Citizens ..." because education is a gift whose fruit is to be re-invested in society: we are called to serve others in whatever way we can. Liberty and Equity cannot be absolute values, but Fraternity can.

"...of the future..." because, if we get it right, our leavers will be applying the lessons learned at St Augustine's for decades to come; in that time they will use the skills they have acquired to learn, unlearn and relearn the things they will need to know to face the challenges that the future brings.



Safeguarding Statement

We recognise that the welfare of the child is paramount and take seriously our responsibility to safeguard and promote the welfare of the students in our care. The college believes that all children and young people have the right to grow up in a safe and caring environment, which includes the right to protection from all types of abuse.

The students in our care have the right to expect adults in positions of responsibility to do everything possible to foster these rights. They have the right to be safeguarded from harm or exploitation whatever their: • race, religion, first language or ethnicity • gender or sexuality • age • health or disability • political or immigration status

Governors and staff in this college understand the importance of working in partnership with children, their parents/carers and other agencies in order to promote children's welfare.

Purpose

The purposes of the policies which are linked to this statement are to:

- afford protection for the pupils at St Augustine's
- enable staff and volunteers to safeguard and promote the welfare of children
- promote a culture which makes this school a safer place to learn

Scope

All policies apply to the Headteacher, all staff (including supply and peripatetic staff), volunteers, governors or anyone working on behalf of St Augustine's

We will endeavour to safeguard children and young people by:

- valuing them, listening to and respecting them
- involving them in decisions which affect them
- making sure all staff and volunteers are aware of and committed to the safeguarding policy and child

protection procedures

- sharing information about concerns with agencies who need to know, and involving children and their

parents/carers appropriately

- recruiting staff and volunteers safely, ensuring all necessary checks are made
- adopting a code of conduct for all staff and volunteers
- providing effective management through induction, support and training
- ensuring staff and volunteers understand about 'whistle blowing' and dealing appropriately with allegations/concerns about staff or volunteers, in accordance with Government guidance





About the role

St Augustine's Catholic College is seeking to appoint a Librarian to join the school from 1 May 2026. This is an exciting opportunity to play a central role in promoting reading, literacy and independent learning across St Augustine's Catholic College. The Librarian is responsible for the day-to-day management, development and promotion of the school library, ensuring it is a welcoming, well-organised and purposeful space that supports teaching and learning. Working closely with the Head of English and wider staff, the postholder will champion reading for pleasure, support curriculum delivery, and help students develop the research, information and study skills they need to thrive.

In addition to traditional library responsibilities, this role includes a significant and rewarding focus on literacy and reading intervention. The Librarian will deliver targeted support for students who are behind age-related expectations in reading, including small-group and one-to-one interventions. This may include phonics-based support, fluency practice, guided reading and structured reading programmes, delivered in line with evidence-based and DfE-approved approaches. The postholder will work collaboratively with the Head of English, SENCo and literacy leads to identify students, track progress, and ensure interventions are well planned, consistent and impactful.

The successful candidate will be passionate about reading and committed to improving outcomes for the school's weakest and most reluctant readers. They will contribute to a whole-school culture where reading is prioritised, inclusive and accessible to all, particularly students with additional needs or barriers to literacy. This is a varied and influential role for someone who enjoys working directly with young people, values collaboration, and wants to make a tangible difference to students' confidence, skills and enjoyment of reading.





Job Description

St Augustine's Catholic College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires a satisfactory enhanced DBS disclosure.

Job Title: Librarian

Reports to: Head of English

Pay Grade: NJC Grade G, 12-14 £15.07 to £16.08 per hour
Actual salary £15,414 to 16,447

Hours: 22.5 hours over 5 days per week, term-time only

Job Purpose:

To lead, develop and promote a dynamic school library that places a love of reading and literature at the heart of the College. The Librarian will inspire students to read widely and deeply, champion reading for pleasure, and support teaching and learning across the curriculum. Through the thoughtful management of resources, spaces and systems, the role will ensure the library is a welcoming, inclusive and purposeful environment that enables all students to develop independence in their learning, curiosity and strong research and information literacy skills.

Main Duties / Responsibilities

Planning and Development

- Organising and managing the Library, ensuring its effective use by classes, groups and individuals
- Creating and implementing procedures for the Library which incorporate the educational aims and objectives of the college, and comply with data protection, copyright, health and safety legislation and the college's Behaviour for Learning policy.
- Taking responsibility for and managing the Library budget, including the preparation of budget bids and estimates.
- Contributing to development by liaising with all departments through attendance at departmental and whole college meetings where appropriate, in addition to liaison with individual members of the teaching and learning support staff.
- Selecting, acquiring, organising and promoting library resources to support teaching and learning throughout the college.
- Ensuring equality of access for all students and staff to high quality learning resources that promote diversity and reflect the needs and backgrounds of all students.
- Monitoring and evaluating the effectiveness of the service provided by the Library and its impact on teaching and learning.
- Supervising students using the Library for independent study and maintaining a welcoming, supportive atmosphere conducive to positive learning experiences.
- Promoting reading events throughout the year that support the national literacy programme.
- To undertake writing, typing, photocopying and other clerical work required in the course of the library management.
- To co-ordinate visits of book representatives.
- To operate a system of security within the Library and ensure that all books are compatible with agreed systems.
- To undertake such other duties which the Head Teacher might reasonably request of you.



cont'd

Reading intervention and support for weakest readers

- Deliver targeted reading interventions for identified students, including those who are behind age-related expectations or who struggle with reading fluency, decoding or comprehension.
- Support the implementation of evidence-based and DfE-validated phonics and reading programmes, working under the direction of the Head of English, SENCo and/or literacy lead.
- Deliver small-group and 1:1 reading support sessions, including phonics-based intervention, fluency practice and guided reading, in line with agreed programmes.
- Contribute to the identification, tracking and monitoring of students requiring reading intervention, maintaining clear records of attendance, progress and impact.
- Support whole-school approaches to reading, including structured reading time, group reading, and reading for meaning and fluency.
- Work collaboratively with teaching staff, SEND and inclusion teams to ensure reading interventions are well targeted, consistent and joined-up with classroom practice.
- Support students with additional needs (including SEND and disadvantaged pupils) to access reading interventions and develop confidence as readers.
- Contribute to evaluating the impact of reading interventions and support continuous improvement of provision.
- Promote a culture where reading is prioritised, inclusive and accessible, particularly for reluctant and struggling readers.

Support for staff and students

- Supporting and advising staff and students in the selection and use of information resources to support their curricular and leisure needs.
- Promoting reading and the enjoyment of reading in all its forms.
- Planning and delivering a programme to support the development and teaching of information literacy and learning skills in partnership with teaching staff, and reinforcing these skills where appropriate.
- Promoting and publicising the services provided by the Library to the whole college community.
- Exploiting every opportunity for own professional development, sharing INSET opportunities with colleagues and other librarians, as well as maintaining a comprehensive awareness of current developments in information and library management, education and children's literature.
- Developing and maintaining links with other libraries and relevant organisations including commercial suppliers.
- Supporting staff in the delivery of reading and literacy strategies, including the effective use of intervention resources.
- Reinforcing reading skills through structured support and intervention for students who require additional help.
- Promoting reading confidence and positive reading identities, particularly for reluctant or vulnerable readers.

General

- The postholder has a responsibility to safeguard and promote the welfare of children and young people.
- Any safeguarding concerns must be reported immediately to the DSL or Deputy DSL in line with school procedures.

This Job Description is current at the date shown but in consultation with you may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.



Person Specification

	Essential Requirements	Desirable Requirements	How identified
Qualifications /Training	<ul style="list-style-type: none"> • Good general education, including GCSEs (or equivalent) in English and Maths • Commitment to safeguarding and promoting the welfare of children and young people 	<ul style="list-style-type: none"> • Qualification in librarianship, information management, education or a related field • Safeguarding training relevant to working in a school environment • Knowledge of, or willingness to be trained in, DfE-approved phonics or reading intervention programmes. 	Application form / interview
Experience	<ul style="list-style-type: none"> • Experience of working with children or young people in an educational or similar setting • Experience of managing resources or information systems • Experience of supervising students or young people in a structured environment 	<ul style="list-style-type: none"> • Experience of working in a school library or educational library • Experience of supporting teaching and learning • Experience of managing a budget or ordering resources 	Application form / interview
Knowledge and skills	<ul style="list-style-type: none"> • Knowledge of effective library management and organisation • Ability to promote reading for pleasure and independent learning • Good ICT skills, including use of library management systems and digital resources • Understanding of data protection, copyright, health and safety requirements • Ability to support information literacy and research skills • Strong organisational skills with the ability to prioritise workload • Understanding of the importance of reading fluency and phonics in supporting student outcomes. • Ability to deliver structured reading or phonics-based interventions with fidelity to agreed programmes. • Ability to work with small groups and individual students to support literacy development. 	<ul style="list-style-type: none"> • Knowledge of children's and young people's literature • Awareness of current developments in education, literacy and library services • Experience of working collaboratively with teaching staff • Understanding of reading difficulties, including barriers faced by weaker readers and students with SEND 	Application form / interview
Personal Qualities	<ul style="list-style-type: none"> • Enthusiastic and proactive approach to promoting reading and learning • Excellent communication and interpersonal skills • Ability to build positive relationships with students and staff • Calm, patient and supportive manner • Ability to work independently and as part of a team • Flexible and adaptable approach to work 	<ul style="list-style-type: none"> • Creative approach to developing and promoting library services • Commitment to continuous professional development 	Application form / interview



A Career at St Augustine's

St Augustine's Catholic College is seeking to appoint outstanding individuals. Staff are our most valued asset and we aim to support them both in their current roles and to develop them for future careers. Working alongside the teaching staff, we have a skilled support staff team who perform vital roles within the College. Continuous professional development plays an important role in ensuring that the quality of teaching is very high within the College. There are many opportunities for development, with staff working collaboratively with neighbouring secondary schools within the area.

Professional Development

We are an SSAT leading edge College and use the TEEP model as a framework for Teaching and Learning, and development of outstanding practise.

At St Augustine's, we tailor CPD to an individual's aspirations and make sure that lesson observations are developmental and thoroughly supportive. We run pop up hotspots led by staff, to coach and mentor one another, encouraging a culture of collaboration.

All support staff meet annually with their line manager to discuss their career aspirations and how the College could help support those. There is a well-developed induction programme to ensure that new staff settle in well and any additional needs are discussed. Training courses on a wide range of topics are available and the College is always open to consider appropriate professional qualifications. Staff are encouraged to join supportive peer groups which may be comprised of local or national colleagues working in a similar role and the College works hard to foster links with other local schools to share ideas and support each other. Support staff are considered integral to the successful running of the school and are expected to take part in whole school training and team building events where appropriate.

Cyclescheme

St Augustine's Catholic College is a registered employer of the Cyclescheme which is the UK's most popular Cycle to Work benefit, providing staff members with the opportunity to purchase a bike of their choice, tax free. Staff can save 25-39% of the cost of a new bike and accessories whilst also spreading the cost. Payments are deducted via payroll over a term of 12 months.

Staff Wellbeing

A Staff wellbeing group has been set up, giving opportunities for staff to suggest strategies that would possibly impact wellbeing, alongside regular wellbeing audits. We pride ourselves on being a family-centred College, with policies such as Shared Parental Leave and Flexible Working to reflect this.

We understand the importance of a healthy work/life balance so we make sure that there is minimal report writing and data capture is measured and timely – we report progress two or three times a year (depending on year group). We also have a marking and feedback policy that considers a teacher's workload and is tailored to each individual department.

Pension Scheme Contributions

The Local Government Pension Scheme (LGPS) is available to all support staff and is a Defined Benefit pension scheme based on your salary and how long you have paid in. It offers a secure income for life which increases every year in line with inflation. The College pays in a large percentage to ensure that your fund is sufficient at the time you retire.

Benefits are:

- You will receive tax relief on the contributions you pay (calculated as a % of your annual pay)
- You have the option to increase your own contributions
- There is a 50/50 option where you can pay half of your normal contribution in return for half your normal pension when times are financially tough
- Your family receives immediate life cover and there is a pension for your spouse or partner and eligible children in the event of your death in service
- If you become seriously ill you can take your pension straight away



Pension Scheme Contributions (cont'd) The Teachers' Pension scheme is available to all teaching staff and is a Defined Benefit pension scheme based on your salary and how long you have paid in. It offers a secure income for life which increases every year in line with inflation. The College pays in a large percentage (currently 23.68%) to ensure that your fund is sufficient at the time you retire. Benefits are:

- You will receive tax relief on the contributions you pay (calculated as a % of your annual pay)
- You have the option to increase your own contributions
- Your family receives immediate life cover and there is a pension for your spouse or partner and eligible children in the event of your death in service
- If you become seriously ill you can take your pension straight away
- Your pension is normally payable from your normal pension age but you can choose to retire or flexibly retire any time after 55 which will increase or decrease your pension.

Support The school calendar and training is planned in advance across the whole year so people know what is happening and when. We have a highly effective and proactive support staff that play an important role in supporting teaching and learning, including an in-house cover supervision team.

Community Focused At St Augustine's we are a community working together with a common purpose and motivation. An important part of working together as a community involves valuing each other, working together and living in friendship; empowering us all to be the best we can be. Our aim is to ensure that all staff feel welcome, recognised and valued as members of our inclusive Christian community. Every member of staff is treated with equality, dignity, and respect; staff are protected from discrimination, and diversity is embraced. We aim to give every member of staff equal access to opportunities, while catering to individual needs, which will allow them to contribute fully and fairly to flourish in our faith community.



How to apply

If you feel that you would like to join this thriving department, and that you can offer what we seek, please complete the application form on our website. Please consider all the details of the candidate information pack, complete all sections of the application form including your supporting statement that sets out your interests in this post, how you meet the requirements for this role and your ambitions for the College.

Completed application forms should be returned via email to HR@st-augustines.wilts.sch.uk before the deadline date.

Applications will be reviewed as they are received. Early application is therefore advised with interviews possibly being arranged in advance of the closing date.

St Augustine's Catholic College reserves the right to make an appointment before the closing date.

To arrange a tour or an informal conversation about the role, please email HR@st-augustines.wilts.sch.uk.

Please visit our website at www.st-augustines.wilts.sch.uk for more information about our College.



St Augustine's Catholic College

Together we're stronger



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