



# TRUE LEARNING PARTNERSHIP



## Poynton High School Librarian Recruitment Pack

<https://www.truelearning.org.uk/vacancies>



## ASPIRATIONAL

We encourage everyone to dream big and pursue excellence.



## COLLABORATIVE

We work together, valuing diverse perspectives and shared success.



## COMPASSIONATE

We act with kindness, respect, and a genuine desire to serve others.



## CURIOUS

We foster innovation and a love of learning for all through inquiry and creativity.



## INCLUSIVE

We ensure everyone feels valued, supported, and able to contribute fully.



## TRUE LEARNING PARTNERSHIP

### Our Mission

To inspire and empower every individual within our trust to achieve their fullest potential.

We are committed to providing a safe, inclusive, and innovative learning environment where compassion and collaboration thrive. Encouraging high aspirations, courage and curiosity, we equip all members of our community with the skills, confidence, and character to make a meaningful, positive impact in their communities and beyond.



Inspiring the best in everyone

# Welcome to Poynton High School, part of the True Learning Multi-Academy Trust

Dear Candidate,

Thank you for your interest in working at our school. Poynton High is a great school, full of inspirational young people and exceptionally talented staff. As Headteacher I am proud to have such a supportive, expert and engaged staff team and I hope that you will wish to move forward on your application and look to join us in due course.

We seek to appoint a well-qualified and enthusiastic librarian to join our highly successful school. This position offers someone with a real passion for promoting reading and research the opportunity to work with our motivated and ambitious students across both secondary school and sixth form.

You will have demonstrated experience in managing library resources, supporting academic study, and fostering literacy and curiosity among young people. A knowledge of how to collaborate with teaching staff to enrich learning and a willingness to guide sixth form students preparing for higher education is highly desirable.

This position offers someone with excellent organisational and interpersonal skills a fantastic opportunity to join a forward-thinking school. A commitment to developing creative library initiatives and extra-curricular activities is essential.

Our school serves the families of Poynton, Disley, Adlington and surrounding areas and we lie at the heart of this community's learning needs. We pride ourselves on being a community where every young person is challenged to reach their full potential and experience success, regardless of their background or ability. We believe that all stakeholders—students, staff, families, and the wider community of which we are a part—share the responsibility of contributing to the growth and achievement of our students. Recognising that every young person is unique, we are committed to building strong relationships and fostering an inclusive environment that values individuality, celebrates all achievements, and empowers our students to thrive academically, socially, and personally.

We have approximately 1500 students in Years 7 to 13 and offer a wide range of A levels in our large and successful Sixth Form. We are proud of the academic excellence achieved by our students and of their involvement in wider school life. We hope that as a prospective member of staff you will share our mission to “inspire and empower all within our learning community to fulfil their individual potential and ambitions so that all are able to be active and successful citizens in our global society”.

I would encourage you to visit our website (<https://www.poyntonhigh.org.uk/>) to get a better understanding of life here at Poynton High and if you have any questions that you would like to ask please do not hesitate to contact me directly on [head@poyntonhigh.org.uk](mailto:head@poyntonhigh.org.uk). I very much hope that you want to join our team and I look forward to receiving an application from you in due course. Good luck!

Matthew Dean  
Headteacher

## Job Description & Person Specification

<b>POST:</b>	Librarian
<b>HOURS:</b>	37 Hours per week, 39 weeks a year (term time plus 1 working week)
<b>SCALE:</b>	CE Grade 6: £28,598 - £31,022 FTE Actual Salary: £24,675 - £26,766
<b>CONTRACT:</b>	Permanent
<b>EFFECTIVE FROM:</b>	September 2026

## Job Description

To organise the general day-to-day running of the Library and to promote the Library as an effective centre for independent learning for all students

<b>NO</b>	<b>MAIN RESPONSIBILITIES</b>
<b>1</b>	To organise the day-to-day running of the Library overseeing the organisation, cataloguing, and maintenance of books, periodicals, digital resources.
<b>2</b>	To support Teaching and Learning through liaison with subject leaders in order to review their curriculum requirements and observations on integrating Library resources into curriculum delivery (including visiting curriculum team meetings as necessary).
<b>3</b>	To promote the development of reading and literacy skills for information and, in particular, to promote reading for pleasure by creating and implementing initiatives to foster a love for reading such as reading clubs, book fairs, and author visits.
<b>4</b>	To ensure effective technology integration by incorporating appropriate use of digital technology and resources into library services and ensuring students and staff know how to utilise these resources effectively.
<b>5</b>	To prepare and keep updated the Library Development Plan in consultation with the Senior Leadership Team link staff.
<b>6</b>	To manage and administer the Library budget, ensuring effective and efficient use of funds for acquisitions and library operations.
<b>7</b>	To recruit and line manage any library volunteers and student helpers.
<b>8</b>	To manage all matters concerning Library software, security and furnishings, maintaining a welcoming, inclusive, and safe Library environment conducive to learning and reading. To supervise student behaviour and ensure Library rules are followed.
<b>9</b>	To provide Library introduction lessons so that students are given foundations for effective study skills. To support English teachers with resourcing of Key Stage 3 Library lessons.
<b>10</b>	To raise awareness of Library services and resources through newsletters, social media, competitions and school announcements. To market the Library to boost its profile and encourage usage.
<b>11</b>	To establish, maintain and develop links with the school's wider community and support services. For example, being involved in providing Library-based projects or activities as part of primary to secondary transition.
<b>12</b>	To work closely with the Sixth Form Team to support the independent study of Sixth Form students, monitoring and tracking their use of the Library and supporting intervention processes.

# Person Specification

<b>QUALIFICATIONS AND TRAINING</b>	
<b>Essential</b>	<b>Evidence</b>
1. ICT literate including word processing, spreadsheets, database searching, library management systems, internet and intranets	<b>AF</b>
<b>Desirable</b>	
1. Qualified librarian with first or post graduate Diploma or Masters in librarianship/information science or suitably qualified candidates with CILIP certification.	<b>AF</b>
2. To have recent experience of working in the secondary sector of education.	<b>AF</b>
3. To have experience of customer care issues including information needs assessment, service design, evaluation and delivery and complaints management.	<b>AF</b>
4. Chartered or in the process of chartered membership with the Chartered Institute of Library & Information Professional.	<b>AF</b>
<b>PROFESSIONAL SKILLS AND EXPERIENCE</b>	
<b>Essential</b>	
1. To have excellent communication skills	<b>AF</b>
2. To have experience of working in a demanding environment.	<b>AF</b>
3. To be able to work with a range of staff, students and outside agencies	<b>I+ R</b>
4. To be able to remain calm under pressure	<b>I +R</b>
<b>Desirable.</b>	
1. To be able to deliver a range of training including information skills courses to individuals and groups of staff and students.	<b>I</b>
<b>KNOWLEDGE AND UNDERSTANDING</b>	
<b>Essential</b>	
1. To be able to manage competing demands	<b>I</b>
2. To be aware of unique demands of working in a school environment.	<b>I</b>
3. To be willing to be flexible and adapt as priorities change throughout the year	<b>I</b>
4. To be innovative, creative and self-motivated	<b>I</b>
<b>ABILITIES</b>	
<b>Essential</b>	
1. To possess high quality interpersonal and communication skills	<b>AF+I</b>
2. To be able to prioritise, plan and organise workload.	<b>I+R</b>
3. To be able to work as a member of a team	<b>I+ R</b>
<b>COMMITMENT</b>	
<b>Essential</b>	
1. To display commitment to the protection and safeguarding of children and young people	<b>I</b>
2. To be committed to promoting equality in the widest context.	<b>I</b>
<b>PERSONAL ATTRIBUTES</b>	
<b>Essential</b>	
1. To be adaptable to the needs of the School	<b>I</b>
2. To display energy, enthusiasm and determination.	<b>I +R</b>
3. To demonstrate commitment, reliability and integrity.	<b>I+ R</b>
4. To be able to manage time effectively.	<b>I+ R</b>
5. To be willing to train and be trained	<b>I</b>

**Assessed by:**    A = Application form    I = Interview    R=Reference

# **Core Responsibilities for all Trust Employees**

## **Health & Safety**

All staff within True Learning Partnership are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, and raise concerns through their line manager, the Director of Business & Operations, the site management team or another member of SLT as appropriate.

## **Equality & Diversity**

Staff employed by True Learning Partnership are expected to promote equality of opportunity for all students and staff, both current and prospective, and to support an environment that values diversity and respect. True Learning Partnership believes that all individuals are of equal value and we are committed to equal opportunities for all.

## **Data Protection**

All staff within True Learning Partnership have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the organisation, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role in the Trust shall not be kept for longer than is necessary for that purpose or those purposes, in accordance with GDPR 2018.

## **Safeguarding & Child Protection**

True Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the Trust's Safeguarding and Child Protection policy and procedures at all times.

# Key Information regarding the Application Process

## To Apply

Completed application forms should be submitted via My New Term.  
Please **do not** include your name when completing your supporting statement.

Only completed application forms will be submitted for shortlisting, CVs will not be accepted.

## Key Dates

Closing date: 10am on Monday 8<sup>th</sup> June 2026

Interviews will take place during w/c Monday 15<sup>th</sup> June 2026

## Benefits

At True Learning Partnership, we're proud to support our staff both in and outside of work. We're committed to your wellbeing, professional growth, and maintaining a healthy work-life balance.

Our benefits package includes a wide range of support and resources, such as wellbeing tools, a confidential Employee Assistance Programme (EAP), learning and development opportunities, and access to discounts on everyday spending and lifestyle services.

Other benefits include;

- Pension Scheme
- Cycle to Work Scheme
- Eye Care Vouchers
- Seasonal Flu Jabs
- Access to free CPD courses
- Strava – True Learning Runners

## Safer Recruitment Information

True Learning Partnership is an inclusive Equal Employment Opportunity employer that considers applicants without regard to gender, gender identity, sexual orientation, race, ethnicity, disabled or veteran status, or any other characteristic protected by law. We welcome applications from all individuals regardless of individual background or circumstance. Please note if you are shortlisted, an online search will be carried out before interview which may identify any incidents or issues that have happened, and are publicly available online, which we might want to explore with you at interview.

True Learning Partnership is committed to safeguarding and promoting the welfare of all children and young people and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (one of which must be from the current/latest employer) and evidence of the formal qualifications required for the role.

## Trust Safeguarding Statement

True Learning Partnership recognises the important role that our schools and their staff have in the wider safeguarding system for children. ALL staff have a responsibility to provide a safe environment in which children can learn. True Learning Partnership fully adopts statutory guidance "Keeping Children Safe in Education" (September 2025).

True Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our schools are a safe place for children, where our responsibilities for safeguarding children are taken seriously. As a Trust, we are responsible for ensuring that all our schools have thorough and robust child protection and safeguarding policies and procedures.

Should you have safeguarding concerns regarding any pupil at any of our schools, please speak to one of the Designated Safeguarding Leads at that school.

True Learning Partnership Designated Safeguarding Officer is Catherine Holyland, Deputy Head Teacher at Poynton High School. If you wish to contact her directly please e mail [Cholyland@truelearning.org.uk](mailto:Cholyland@truelearning.org.uk)

TLP's Trust Board safeguarding representative is currently Julie Sutton. If you wish to raise a concern, please email [info@truelearning.org.uk](mailto:info@truelearning.org.uk) stating that the email relates to a safeguarding issue.

Our schools' Local Governing Bodies are regularly updated about child protection, bullying and safeguarding policies and practices by the relevant school Head Teachers, and other members of the Senior Leadership Team. This information is reported to the Trust Board.

For further details on roles and responsibilities, and recording information regarding Safeguarding, please see the Safeguarding Policy and Procedures documents held by each school in our Trust.



**TRUE LEARNING  
PARTNERSHIP**

# Contact Us



True Learning Partnership

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W: [www.truelearning.org.uk/](http://www.truelearning.org.uk/)

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