
LIBRARIAN



Applications should be submitted no later than noon on Friday
7 October 2026 through the MyNewTerm application portal.



ST ALBANS
SCHOOL



A WELCOME FROM THE HEADMASTER

I am delighted that you are considering applying to join the staff at St Albans School.

Founded in 948 AD, St Albans School is one of the oldest schools in the country, with a rich heritage of academic excellence and innovation. While proud of our long history, we are a forward-looking school that prepares young people to thrive in a rapidly changing world.

Our pupils are intellectually curious, enthusiastic, and ambitious and we aim to foster in them not only academic success but also a lifelong love of learning. At the heart of our approach is the belief that passionate, knowledgeable teaching inspires pupils to explore subjects in depth, think independently, and achieve their best.

Beyond the classroom, life at St Albans School is vibrant and full of opportunity. We offer a wide-ranging and inclusive co-curricular programme, with activities spanning music, sport, drama, debating, CCF, outdoor education, academic societies, and much more. This breadth is central to the all-round education we provide, helping pupils develop confidence, resilience, and a strong sense of community.

Our pastoral care is a cornerstone of school life. We want every pupil to feel known, supported and encouraged to be themselves. We work hard to create a positive, inclusive environment where young people feel safe to take risks, learn from setbacks, and grow into thoughtful, compassionate individuals.

We also recognise that great schools depend on great staff. We are committed to supporting the professional growth and wellbeing of our colleagues. Whether through our robust programme of professional development, opportunities for career progression, or our supportive and collegial atmosphere, we aim to ensure that our staff feel valued and thrive as part of the St Albans School community.

If you are excited by the idea of joining a school that combines high academic standards with a deep commitment to developing the whole person, then I warmly encourage you to apply.

We look forward to welcoming you to St Albans School.

Joe Silvester
Headmaster



CULTURE OF THE SCHOOL

St Albans School is a community rooted in over a thousand years of tradition, yet forward-looking in its ambition. Located in the heart of a historic city, we are very much of the community we serve, not apart from it. Guided by our motto, Non Nobis Nati - “Born Not For Ourselves” - and our School Values, we encourage pupils to look beyond themselves and contribute positively to the wider world.

Pupils and staff experience a welcoming, friendly and cohesive atmosphere where newcomers quickly feel part of the community; we not only welcome diversity but actively embrace it.

Classrooms are safe and supportive spaces that foster curiosity, risk-taking and intellectual challenge. Pedagogy is rooted in research, with the School among the first nationally to be awarded the coveted Chartered College of Teaching Research Mark Plus status. Teachers are responsive to the needs of each individual and nurture both academic potential and personal growth, equipping pupils with the skills and confidence they need for life beyond the school.

Pastoral care is a defining strength of the School. All staff are trained in safeguarding and contribute to pupil wellbeing. Our pastoral care builds confidence and resilience, supported by tutors, Heads of Section, Sixth Form prefects and a large safeguarding team. Additional provision is made by our School Nurses, Mental Health Support Mentors, and Counsellor, ensuring that every pupil is well known, supported and encouraged to thrive.

The School offers a distinctive co-curricular breadth, with 200+ clubs and activities, including a wide sporting programme, vibrant performing arts, and leadership and service

opportunities through CCF and DofE. These experiences enable pupils to develop essential skills such as teamwork, leadership, creativity, resilience and empathy.

We are proud of our strong commitment to the community. Pupils engage in meaningful partnerships with local schools and care settings, and support charitable causes through fundraising and service projects, helping them to understand their responsibilities within both local and global contexts.

Looking ahead, we are excited to welcome our first cohort of girls into Year 7 in September 2026, ensuring that inclusion and community remain at the heart of all that we do.







THE LIBRARY

The Library is a calm, welcoming and purposeful space at the heart of a busy and active School. It is a place where pupils come to read, think, research, study and explore ideas beyond the prescribed curriculum. With study space for up to 80 readers, access to desktop computers and Wi-Fi, and a wide range of print and digital resources, it provides an important academic centre for the School community. The collection includes a wide selection of fiction and non-fiction texts, alongside journals and magazines that support curriculum study, current affairs awareness, personal interests and wider intellectual engagement.

This is an exciting moment in the development of the Library. Building on strong foundations, the School is considering how its physical environment, resources and services can evolve to meet the future needs of pupils and staff, particularly as curriculum developments across all key stages place greater emphasis on independence, academic enquiry and research skills. There is real ambition to strengthen the Library's place within the wider School community, ensuring that it plays an increasingly important role in supporting reading for pleasure, independent study, academic scholarship, teaching and learning, and staff professional development.

The Library works closely with academic staff and departments to support pupils' learning across the curriculum. Its resources encourage wider reading, support subject-specific enquiry and help pupils develop the confidence to locate, evaluate and use information effectively. Library staff provide guidance on research topics and methods, assist readers in using the Library Catalogue, and help pupils and staff access books, journals, magazines and e-resources. Requests for new resources are considered sympathetically, particularly where they support curriculum development, wider reading, academic enrichment or pupils' emerging interests.

All First Form pupils have an induction lesson on the best way to use Library resources. The Junior Library houses fiction and non-fiction specifically for Lower School use, and First and Second Form pupils enjoy a popular reading lesson every week

in this room. They are encouraged to read independently, write short reviews of what they have read and engage in peer recommendation.

The Library also contributes actively to the wider academic and cultural life of the School. Visits from popular authors are organised to inspire pupils, introduce them to new writing and share insights into the creative process. Recent visiting authors have included Caroline Lawrence, Jonathan Stroud OA, Anthony Horowitz, Tom Palmer, Tim Bowler, Chris Bradford, Bali Rai, Nikki Sheehan and Ben Davies.

As it enters this next phase of development, the Library aims to inspire a love of reading in all pupils and staff, while strengthening its role in supporting academic enquiry, research skills and the wider intellectual life of the School.





THE ROLE

To lead the development of the Library as a central learning space, fostering a culture of reading, independent study, literacy, critical enquiry and academic scholarship across all year groups. The postholder will help support teaching and learning by assisting the development of pupils' independent research skills, supporting staff access to subject-specific and pedagogical resources, and promoting the effective use of high-quality print and digital resources across the School.

GENERAL RESPONSIBILITIES & ACCOUNTABILITIES

SUPPORTING TEACHING & LEARNING

- Promote the effective use of the Library and its resources, encouraging a culture of reading, academic scholarship and independent study.
- Lead and/or support the development and implementation of the School's literacy strategy, working with academic and pastoral colleagues to promote reading, writing, research, critical reading and study skills across the curriculum.
- Support teachers and pupils in identifying, locating and accessing information, resources and materials.
- Teach and support the development of independent research skills, including research planning, effective use of digital resources, source evaluation, note-taking, referencing, academic integrity and the use of appropriate citation methods.
- Generate and maintain high-quality pupil-facing research materials, including research guides, reading lists, referencing guidance, critical reading resources, subject-specific resource lists and support materials for independent study.
- Support pupils engaging in non-examined assessments, including Higher Project Qualifications (HPQ) and Extended Project Qualifications (EPQ), through structured research-skills support, resource curation, literature review guidance and advice on the use of credible academic sources.
- Lead the day-to-day organisation of the Library as a high-quality study environment, ensuring appropriate use of different spaces and maintaining a purposeful working atmosphere.
- Establish and uphold clear expectations for behaviour, supporting pupils in developing strong study habits and

respect for shared learning spaces.

- Represent the Library at relevant meetings and events, including open days.
- Develop links with external organisations, authors, and libraries where appropriate to enrich the School's reading and academic culture.

COLLECTION MANAGEMENT

- Develop and maintain a curated and relevant collection of physical and digital resources, ensuring materials support the curriculum and encourage reading for pleasure.
- Regularly review and adapt the library stock to ensure it remains current, engaging and well-used.
- Ensure that the Library collection is inclusive, accessible and representative, supporting the needs, interests and abilities of pupils across all year groups.
- Work with Heads of Department and teaching staff to identify, source and promote subject-specific resources that support curriculum delivery, wider reading, scholarship and independent research.
- Develop and promote reading lists, resource guides and displays that support curriculum topics, academic enrichment, wider reading and key events in the School calendar.

MANAGING IT SYSTEMS & SUBSCRIPTIONS

- Oversee the effective use of library and digital resource systems to ensure staff and pupils can easily access high-quality materials.
- Manage and promote access to digital research tools, online journals, eBooks, databases and other electronic resources, ensuring that pupils and staff are confident in using them effectively.





- Manage the Library budget effectively, ensuring value for money and alignment with departmental priorities.
- Monitor the use and impact of subscriptions, digital resources and library systems to inform future purchasing decisions and ensure resources continue to meet the needs of pupils and staff.

STAFF LEADERSHIP AND MANAGEMENT

- Take responsibility for the effective day-to-day leadership and delivery of library provision, including the management and support of library staff.
- Support and develop library staff through regular feedback, contributing to appraisal processes and identifying appropriate professional development opportunities.
- Maintain a visible and active presence within the Library, supporting pupils directly and modelling high standards of behaviour, engagement and use of the space.

KEY PERFORMANCE INDICATORS

- High levels of pupil use of the Library as a purposeful study space across all year groups.
- Effective support for pupils undertaking HPQ, EPQ and other independent research tasks.
- Effective support for teaching staff and contribution to pupils' research and study skills.
- Effective contribution to the development and delivery of literacy, reading and research-skills provision across the School.
- Effective collaboration with colleagues to support teaching and learning through library provision.
- Effective management of the Library budget to support priorities and ensure value for money.
- A consistently high-quality study environment, supporting silent and independent work where required.
- Strong engagement with reading and library resources, reflected in pupil participation and borrowing patterns.
- A well-maintained and relevant collection that is regularly reviewed and aligned with pupil needs and the curriculum.
- Effective maintenance and promotion of a teaching and learning library for staff.
- Positive feedback from pupils and teaching staff on the quality, accessibility and relevance of Library support and resources.

Note: This job description is not exhaustive. It may be reviewed or amended from time to time, in consultation with the postholder, to reflect the evolving needs of the School.

KNOWLEDGE/SKILLS/ABILITIES

ESSENTIAL

- Degree-level education in a relevant discipline with appropriate professional qualifications and experience.

- Ability to lead and work effectively as part of a small team, while also operating independently and taking initiative.
- Strong interpersonal skills, with the ability to build positive and productive relationships with pupils and colleagues.
- Ability to curate and maintain a library that supports pupil and staff development.
- A commitment to promoting the Library as an inclusive, academically ambitious and welcoming space for all pupils and staff.
- Highly organised, with strong attention to detail, discretion and the ability to manage competing priorities effectively.
- Confident use of digital systems and online resources, including library management systems and standard Office software.
- An understanding of how pupils learn and work effectively in school environments.
- A strong understanding of literacy, reading development, academic scholarship and independent research skills in a school context.
- Ability to teach, guide and support pupils in developing research skills, critical reading, source evaluation, referencing and literature review techniques.
- Knowledge of, or willingness to develop knowledge of, HPQ, EPQ and other forms of extended independent research.
- The ability to select, develop and promote engaging and relevant resources that support both curriculum needs and reading for pleasure.
- The ability to produce clear, accessible and high-quality guidance materials for pupils and staff.
- Excellent written and verbal communication skills.

DESIRABLE

- Chartered Librarian status and eligible for Fellowship of CILIP.

SAFEGUARDING CHILDREN

St Albans School is committed to safeguarding young people and promoting the welfare of children. The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom they come into contact will be to always adhere to and ensure compliance with the School's Safeguarding Policy and procedures. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School, they must report any concerns to the Headmaster or to the Designated Safeguarding Lead (DSL).



STAFF BENEFITS

We believe that our staff are our greatest asset. We are proud to offer a generous and thoughtfully designed package of benefits to support your professional growth, wellbeing, and work-life balance.

Pension: A contributory pension scheme operated by the Pensions Trust. Details of which include a 6% employer contribution rate and a 3% employee contribution rate. There is the option to increase contributions and the School will contribute double the employee contribution up to a maximum of 12%.

Life Assurance: Four times annual salary.

Free On-Site Parking: Parking is provided at no cost to staff, with availability in the evenings and weekends too.

Complimentary Lunches: A free daily hot lunch is provided during term time for staff working over the lunch period, including vegetarian options, bistro-style dishes, homemade soups and a fresh salad bar.

Professional Development: Staff benefit from extensive professional development opportunities.

Fee Remission: Full-time staff receive a remission of two-thirds of school fees for children educated at the School. This provision is subject to the availability of places and to the satisfying of the School's usual entry criteria.

Health Care: Staff have access to Benenden Health Care who support employee physical, mental and financial health needs including 24/7 counselling and support helpline; 24/7 access to a GP; and discounted Health Assessments.

Cycle to Work Scheme: Through Cyclescheme, staff can purchase a bike or e-bike through salary sacrifice, saving up to 42%, depending on your tax band.

Salary Extras: All staff have access to Salary Extras, our online benefits platform, offering:

- Discounts on shopping, restaurants and leisure
- Health and wellbeing programmes

- An Employee Assistance Programme
- Financial advice and guidance
- Spread-the-cost schemes for technology and motor maintenance

Staff Accident Insurance: Claim money back for certain injuries or accidents occurring in and out of the workplace.

Counselling Support: Our on-site School Counsellor is available to staff (when not fully booked by pupils) for confidential mental health and emotional wellbeing support.

Annual Flu Vaccination: For staff not eligible for the NHS flu vaccination programme, the School offers free flu vaccinations every Autumn term.

Sports and Leisure Facilities: Enjoy full access to our excellent facilities, including:

- The fitness suite before/after school and on weekends
- The swimming pool (twice weekly and on weekends during term time; extended access in holidays)
- The Sports Hall, available for private use

Library Access: Staff can use our well-stocked School Library, offering a wide selection of fiction, non-fiction, academic resources, and online materials.



EQUITY, DIVERSITY AND INCLUSIVITY

St Albans School is committed to promoting equity, diversity and inclusion through the creation of an environment in which individuals have the opportunity to thrive and be valued for what makes them unique. We are committed to work to eradicate discrimination and prejudice, reduce barriers to learning and promote participation for all, responding to and embracing the diversity of our pupils, parents, staff, governors and volunteers.

The School recognises the benefits of having a diverse and representative school community who value one another and the contributions everyone is able to make. We celebrate difference and we provide opportunities to share perspectives and support one another.

All members of the community are responsible for supporting an inclusive environment and there is a designated EDI lead as well as a Governance Committee. Regular training on EDI is provided for staff to ensure they fully understand, and can facilitate and support, the School's ethos and aims for EDI.

We are members of the Schools Inclusion Alliance and strive to uphold the stated standards. The School is committed to the principle of inclusion and opposes any and all discrimination, including that defined in the 2010 Equality Act based upon age, sex, marriage and civil partnership, gender reassignment, race (including colour, nationality, cultural, ethnic or national origins), SEN and disability, sexual orientation, religion or belief, pregnancy and maternity status. The School will take all reasonable steps within its power to ensure that members of the school community are treated fairly and have the opportunity to participate in achieving their full potential, with additional support provided where appropriate.

Our pupils are taught across the curriculum and co-curriculum to respect themselves and others in a tolerant, understanding and multi-cultural community. The academic curriculum is regularly reviewed to ensure it is reflective of the cultures and backgrounds of our pupils. We have a programme of diversity events and a range of societies and forums to provide support, share experiences and enable pupil voice. Through the development of skills and values, embodied in our motto 'Non Nobis Nati' (Born not for Ourselves), we empower young people to live lives which will contribute positively to the benefit of wider society.



FURTHER INFORMATION

This vacancy is for a Librarian.

Reporting to the Assistant Head – Teaching, Learning and Innovation, the Librarian will lead the development of the Library as a central learning space, fostering a culture of reading, independent study, literacy, critical enquiry and academic scholarship across the School. The role includes supporting teaching and learning through the promotion of literacy, reading for pleasure and independent research skills, whilst ensuring pupils and staff have access to high-quality print and digital resources.

We are seeking an experienced and enthusiastic Librarian with degree-level qualifications and relevant professional experience managing a Library and its associated services. The successful candidate will have a strong understanding of literacy development, research skills and the effective use of library resources within an educational setting. They will be confident supporting pupils with independent research projects, including HPQ and EPQ, and able to work collaboratively with teaching staff to develop resources that enhance learning across the curriculum. Chartered Librarian status and eligibility for Fellowship of CILIP would be advantageous.

The successful candidate will be an organised and proactive professional with excellent communication, administrative and digital skills. They will be capable of leading a small team, managing library systems and budgets effectively, and creating an inclusive, welcoming and academically ambitious environment that inspires reading and learning.

Weekly hours are 37.5, to be worked over five days, Monday to Friday, during term time plus two weeks during School holidays. Some flexibility is required regarding daily starting and finishing times to cover the opening times of the Library and can be discussed further at interview.

St Albans School is committed to securing equality of opportunity through the creation of an environment in which individuals are treated on the sole basis of their relevant skills and abilities. The School recognises the benefits of having a

diverse community of staff and pupils who value one another and the different contributions everyone can make. All policies and practices conform to the principle of equal opportunities including recruitment, selection, training, promotion and career development. Staff are selected according to their suitability for the post, irrespective of background or protected characteristic.

The School is committed to safeguarding and promoting the welfare of children. Applicants must therefore be willing to undergo child protection screening and safer recruitment checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service. St Albans School is an equal opportunity employer, committed to diversity and the creation of an inclusive environment for all employees. Employment selections are made according to suitability for the post, irrespective of background or protected characteristic.

Applications should be submitted no later than noon on Friday 7 October 2026 through the MyNewTerm application portal available here:

www.st-albans.herts.sch.uk/information/vacancies/

The School reserves the right to make an appointment before the closing date, so early applications are encouraged.

