



JOB OPPORTUNITY

Librarian

Queen Elizabeth's Grammar School

Permanent

22.5 hours per week, 39 weeks per year

Pay Scale 5 - £15,196 - £16,469 Pro rata (£28,931 - £31,355 FTE)

Tapestry Learning Partnership is a new and ambitious education Trust with strong commitment to people, culture and wellbeing. We're building a connected, collaborative organisation where colleagues feel supported, valued and proud to belong. Joining us now means helping to shape that culture from the ground up.

About the Role

A Librarian at Queen Elizabeth's Grammar School plays a vital role in supporting students' literacy, learning, and personal development. The position involves managing and developing the school library as a vibrant, welcoming space where students can read, study, and explore new interests. The librarian is responsible for promoting a strong reading-for-pleasure culture across the academy, encouraging students of all abilities to engage with books and develop a lifelong love of reading. This includes organising reading initiatives, supporting literacy and intervention programmes, recommending resources, and working closely with staff to support the curriculum. The role also involves maintaining and expanding the library's collection, managing book loans through the library management system, monitoring usage and borrowing trends, and ensuring the library remains an attractive and well-organised learning environment and an inclusive space where all students feel supported, confident, and inspired to learn. Ultimately, the librarian contributes directly to the school's vision of improving students' life chances by fostering reading, independent learning, and academic success.

Who We're Looking For

We are looking for an enthusiastic, organised, and passionate individual who can inspire a love of reading and learning among young people. The successful candidate will be committed to developing the library as a thriving hub of the school, promoting reading for pleasure and supporting students' literacy development. They will have excellent communication and organisational skills, the ability to build positive relationships with students and staff, and a genuine commitment to improving the life chances of all learners. Experience of working in a library or educational setting is desirable, but the academy also welcomes candidates who demonstrate enthusiasm, initiative, and a willingness to learn. The ideal librarian will be proactive in managing and developing library resources, confident in supporting reading intervention programmes, and dedicated to creating an inclusive, welcoming environment where every student feels encouraged to read, learn, and succeed.

About Queen Elizabeth's Grammar School

Queen Elizabeth's Grammar School is a highly regarded selective school set in the heart of Derbyshire. With a strong academic tradition and a clear focus on personal development, QEGS provides an inspiring and supportive environment in which pupils are encouraged to achieve their full potential.

The school's academic ambition goes hand in hand with a strong focus on care, character, and opportunity. With a supportive ethos and a track record of excellent results, it provides a stimulating learning environment that nurtures curiosity, resilience, and confidence. Students benefit from high-quality teaching, a wide range of enrichment activities, and a warm, inclusive community that values every individual.

Queen Elizabeth's Grammar School is a school where:

- Diversity is celebrated and inclusion is at the heart of everything we do
- Students feel safe, happy and supported
- High expectations drive achievement for all
- Relationships between staff and students are strong and respectful
- Staff wellbeing is valued, and colleagues enjoy working here

Why Join Tapestry Learning Partnership?

As part of our Trust, you'll benefit from:

- A supportive network of professionals who share your commitment to excellence
- High-quality professional development and career progression opportunities
- A caring, inclusive organisation that values staff wellbeing and work-life balance
- Access to a range of employee benefits designed to promote health and wellbeing

This is your chance to be part of something special. Help us shape the future and make a lasting impact.

Tapestry 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. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found at: [Tapestry Learning Partnership](#).

Please be aware, the Trust may also consider performing an online presence check as part of their preemployment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call Sarah Smit on 01335 343 685.

Further details about our school can be found on our website: <https://www.queenelizabeths.derbyshire.sch.uk/>

To apply for this position, please visit our careers page via our website: [Tapestry Learning Partnership](#)

Closing date for applications: Sunday 6th September 2026

JOB DESCRIPTION

Post Title: Librarian

Grade: Pay Scale 5

Disclosure Level: Child Workforce - Enhanced, Children's Barred List

Purpose of the Post

The purpose of the Librarian is to drive a strong reading culture across the school, improving students' literacy and overall educational outcomes through strategic planning, evaluation, and collaboration with staff. It also involves managing and developing the library as an effective learning environment, supporting both students and teachers while ensuring resources, systems, and student engagement are well maintained and continuously improved.

Key Duties and Responsibilities

Main Duties

Reading Culture

- Be influential in improving the life chances of all students by supporting the development of reading culture at QEGS.
- Develop an action plan for growing reading culture in school including exploring evidence-based initiatives that have been a success at other schools.
- Carry out extensive QA including student voice to evaluate the effectiveness of recent changes and to identify further areas for development.
- Liaise with Heads of Department / Achievement Leads to help embed a reading culture in all areas of school life.

Library Management

- Encourage, promote and manage the students' use of the library and all its resources both in lesson and social time.
- Plan and implement the successful development of the library in co-operation with the line manager and the senior leadership team.
- Ensure that the library is well maintained so it can be utilised as an effective learning environment.
- Manage the behaviour of students using a range of strategies and the school Behaviour for Learning code.
- Oversee the use and discharge of books and other materials, to operate the computerised library management system and undertake associated administrative tasks such as overdue books.

- Be responsible for existing book stock and equipment and the selection of new stock and equipment which will support the curriculum at all key stages throughout the school. This includes keeping the stock in a state of good repair and in good order on the shelves; refreshing stock and replacing them with modern relevant equivalents as funds allow; being accountable for the financial management of the library resource budget.
- Facilitate teaching and support staff in any way that enhances learning opportunities.
- Interview, select and train a group of student librarians. Develop a training programme for these students that will work towards an award.
- Work with student leadership to develop the active role students take in library management and development.
- Support and lead students either in classes, small groups or individually, by collaborating with the Literacy Co-ordinator/Head of English/SENCO/DESENCO or whoever is using the library. This is to include after school and lunchtime clubs.
- Support the Literacy Coordinator, Head of English, SENCO and Deputy SENCO with the use and monitoring of online resources.
- Work with the Careers team at QEGS to maintain effective careers resources.
- Promote the library at school community events (i.e. Open Evening etc.) to enhance the public perception of the school as a dynamic provider of educational opportunities.
- Undertake any reasonable tasks, specified by the line manager, which raise awareness of the importance of books and reading and such other duties as the Headteacher may from time to time require.

All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.

The post holder is expected to:

- Maintain strict confidentiality and adhere to data protection legislation and associated Trust policies at all times.
- Demonstrate a clear understanding of, and commitment to, safeguarding and child protection, maintaining an awareness of relevant procedures and responsibilities.
- Comply with the Trust's Health and Safety Policy and ensure safe working practices in the performance of all duties.
- Uphold and promote the principles of the Trust's Equal Opportunities Policy in all aspects of the role.
- Adhere to all other relevant Trust and school policies and procedures.
- Undertake any training and professional development necessary to effectively carry out the duties of the post.
- Perform any other reasonable duties commensurate with the level and responsibilities of the role, as required by the Trust.

Person Specification



Post requirements	Essential	Desirable	Evidence and Assessment
Qualifications			
Good basic education to GCSE level in literacy and numeracy, or the equivalent. GCSE English and Maths A* - C / Grade 4 and above.	✓		Application form, certificates
A relevant qualification in librarianship or be a member of the Chartered Institute of Librarians.		✓	Application form, certificates
Knowledge and experience			
Experience working with children.	✓		Application form, selection process, references
Experience maintaining records.	✓		Application form, selection process, references
Experience working with IT services and proven ability to learn new systems.	✓		Application form, selection process, references
Experience working in a school environment.		✓	Application form, selection process, references
Experience of library-based IT services (e.g. Reading Cloud), database systems and word processing.		✓	Application form, selection process, references
Experience working with young people to improve reading skills.		✓	Application form, selection process, references
Have knowledge and understanding of: - library procedures and systems; - the needs of children; - the roles played by various adults in a child's education; - behaviour management strategies; - equal opportunities - safeguarding	✓		Application form, selection process, references
Have knowledge and understanding of child development and the ways in which children learn.		✓	Application form, selection process, references

Personal skills and qualities			
Able to demonstrate good organisational skills	✓		Application form, selection process, references
Able to clearly explain ideas, tasks and requirements to young people while maintaining academy behaviour expectations.	✓		Application form, selection process, references
Able to liaise and communicate effectively with others.	✓		Application form, selection process, references
Able to work with guidance, but under limited supervision	✓		Application form, selection process, references
Able to reflect on and develop professional practice.	✓		Application form, selection process, references
Able to read aloud to students with enthusiasm and clarity.	✓		Application form, selection process, references
Able to identify gaps in their own experience that they need help in filling.	✓		Application form, selection process, references
Able to demonstrate the ability to learn and adapt from past experience.	✓		Application form, selection process, references
Able to monitor, record and make basic assessments about individual progress in reading.		✓	Application form, selection process, references
Able to carry out quality assurance of library services e.g. through pupil voice and surveys.		✓	Application form, selection process, references
Able to suggest alternative ways of helping children if they are unable to understand.		✓	Application form, selection process, references
Able to display work effectively and make and maintain basic teaching resources.		✓	Application form, selection process, references
Ability to work flexibly in order to meet the demands of the job.	✓		Application form, selection process, references
Enthusiastic, hardworking, and assertive	✓		Application form, selection process, references

Excellent attendance and timekeeping record	✓		Application form, selection process, references
Meet deadlines and respond to unplanned situations	✓		Application form, selection process, references
Ability to work as part of a team and on own initiative	✓		Application form, selection process, references
Self-motivating with the ability to multi-task	✓		Application form, selection process, references
Commitment to the highest standards of child protection	✓		Application form, selection process, references
Recognition of the importance of personal responsibility for Health & Safety	✓		Application form, selection process, references
Desire to enhance and develop skills and knowledge through Continuous Professional Development	✓		Application form, selection process, references