



THE CHARLES KALMS • HENRY RONSON

**IMMANUEL
COLLEGE**



Librarian

(Full Time) Term Time Only + 2 weeks

Candidate Information Pack



Welcome

to Immanuel College, *the* Independent Jewish school, where academic achievement, outstanding pastoral care and inspiring Jewish life and learning sit at the heart of everything we do.

Located in Bushey, we are easily accessible from North London via our extensive bus network while also having 11 acres of Hertfordshire countryside for our students to enjoy and from which they benefit in many ways from school sport to social and recreational spaces.

As a modern Orthodox school, we are proud to nurture young people intellectually, personally, and spiritually, while celebrating individuality and strengthening Jewish identity as a natural part of everyday life here. We value warm, respectful relationships between colleagues, students, parents, alumni, and the genuine sense of community and shared purpose this creates.

Alongside remarkable academic outcomes, our students benefit from exceptional arts, music, drama, sport, and educational trips that broaden learning beyond the classroom. Guided by values of kindness, responsibility, curiosity and aspiration we prepare young people for leadership and to make a positive contribution in a diverse world. As we enter the next chapter of our 35-year journey, we remain committed to excellence, care and ambition, for our students and our staff alike.

Thank you for considering this role. Please do not hesitate to get in touch with us if you would like to know more about the role or the College. We look forward to welcoming you to Immanuel College.

Dan Endlar
Head

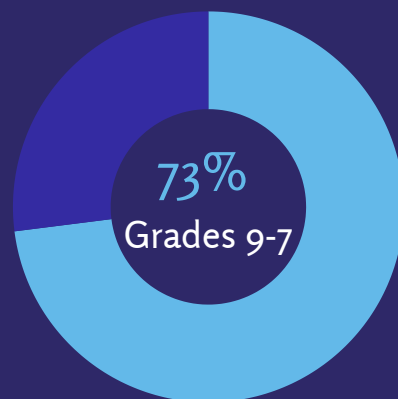




2025 GCSE Results

35%
Grades 9

56%
Grades 9-8



+ 0.84

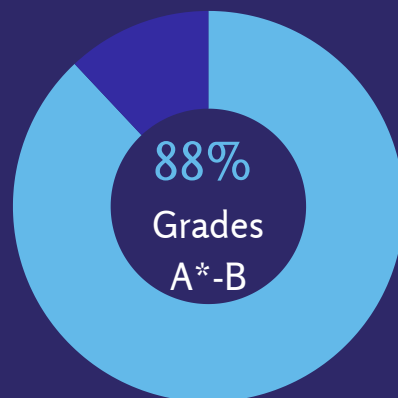
Immanuel students GCSE results outperformed their independent schools peers by an average of almost one grade per subject entry.



2025 A-Level Results

24%
Grades A*

64%
Grades A*-A



83%

of our Sixth Form leavers went to their first choice destination for onward study



Role Description

The Librarian will play an active role in bringing literature and library resources to life for students, particularly at Key Stage 3 level. This will include running library lessons, leading a weekly Literary Society for students, running reading competitions, organising author visits and workshops, and managing a wide range of library resources.

The Librarian will work with all departments across the school to support reading in their subjects. They will report to the Head of English; working closely with them to foster a culture of reading across the school.



Key Responsibilities

As a Librarian, the successful candidate will be expected to:

Deliver Library Lessons

- Plan and lead library lessons for Key Stage 3 (Years 7–9) students.
- Teach students how to use the library effectively.
- Support the English curriculum through library-based activities.

Promote Reading across the curriculum

- Recommend books to students based on their interests and studies.
- Create engaging book displays and themed reading promotions.

Run Student Activities

- Lead the weekly Literary Society.
- Organise reading challenges and competitions.
- Plan activities for events such as World Book Day and National Poetry Day.

Organising Events

- Arrange author visits, workshops, and guest speakers.

Managing the Library

- Maintain and organise the library collection.
- Catalogue, issue, return, and shelve books and other resources.

Working with Staff

- Work closely with the Head of English.
- Collaborate with English teachers to support classroom learning.



Person specification

Qualifications and Subject Knowledge

- 5 GCSE'S (Including Maths and English)

Experience

- Working with young people
- Working in a library (desirable)

Key Skills the School Is Looking For

- Excellent communication and presentation skills.
- Enthusiasm for children's and young adult literature.
- Ability to inspire a love of reading.
- Ability to motivate and inspire members of the school community
- Good IT and library management skills.
- Ability to work collaboratively with teaching staff.
- Good planning and organisational skills and a flexible approach to managing own workload.

Ethos and Values

- Willingness to work in an environment which includes children and young people
- Ability to maintain personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Positive attitude to use of authority and maintaining discipline
- Possession of a consistent and clear set of moral values that is compatible with the values and ethos of the school
- A high level of commitment to the school and its continuing development

Application Process

Immanuel College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please familiarise yourself with our Child Protection & Safeguarding, Recruitment and Selection and our Equal Opportunities policies.

The deadline for applications is: 10:00am on Wednesday 8th July 2026

Before applying for this role please read our guidance, which can be found on the Vacancies section of our website. Please complete an application through MyNewTerm before the deadline. CVs will not be accepted.

Applications will be reviewed on receipt, and in some cases we may choose to interview and appoint a strong candidate ahead of the closing date. We therefore encourage interested candidates to apply as soon as possible. If you would like any further information, or an informal conversation to discuss the role please contact Deputy Head Academic, Mrs Danielle Kestenbaum at dkestenbaum@immanuelcollege.co.uk

Benefits

By joining Immanuel College, you will enjoy the benefits of working in a supportive, forward-thinking educational environment which offers:

- Competitive remuneration within the independent sector and opportunities for progression;
- Pension scheme;
- Membership to Simplyhealth;
- Free lunch and refreshments during term time;
- Free on-site parking; and,
- Generous discount on school fees.



"Pupils recognise that being part of a supportive community plays an important part in their academic development."



"Pupils develop their self-esteem, confidence and resilience".



"The school equips pupils with the attributes of kindness, aspiration, responsibility & curiosity".

- ISI Report 2024

