

The Littlehampton Academy

Applicant Information Pack



Library Manager/Reading Interventions Lead

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From the Principal

Thank you for your interest in The Littlehampton Academy. This is a great time to become part of our community as we continue to make progress following our Ofsted visit and grading for the academy in February 2026. We are proud to be part of the Woodard Academies Trust which has a distinctive core ethos supporting the development of both staff and students. The group motto: 'opening minds, raising expectations, transforming lives' is at the heart of everything we do and reflects our ambitions for all our students.

The Littlehampton Academy has a long-standing reputation as a busy, vibrant school where staff and students work together with an unrivalled sense of commitment to enable the best possible outcomes - in all senses - for all students during their time with us, ready for the adventures and opportunities they embrace throughout their lives. Our students join us as children, but we aim to ensure they leave us as accomplished young adults, kind, confident and resilient, having developed strong relationships during their time with us.

Our mission is encapsulated in the Woodard Academy Trust motto: '**opening minds, raising expectations, transforming lives**'. Staff at The Littlehampton Academy, in all roles and at whatever stage of our working lives, have an essential part to play in this mission. Every role at TLA supports and contributes to the day-to-day experience and ultimate happiness and success of our students. This is not only a huge privilege for those of us who choose to work in education, but also a great responsibility.

As a member of the TLA team, you will have opportunities to develop and grow both professionally and personally, enabling you to achieve your very best both in your time with us and in future roles, wherever they take you.

If you think you like the sound of TLA, we invite you to come and see for yourself. Please contact our HR Department on 01903 711120 or via recruitment@tla.woodard.co.uk

Introduction to the Woodard Academies Trust

The Woodard Academies Trust is a collaboration of six schools across England working together to meet ambitious goals for students and staff and to deliver the vision:

- Opening minds: igniting a curiosity about the world, nurturing spiritual and cultural growth and developing a love of learning for life.
- Raising expectations of everyone in the Trust, staff, pupils and governors, of the standards we can reach and the outcomes we can achieve, irrespective of background.
- Transforming lives: a successful education will transform the lives of young people into adulthood so they have rewarding careers, strong relationships, and make positive contributions to their community and society.

The Trust has an impressive heritage as part of the Woodard family of schools, founded by Nathaniel Woodard in 1848 with the aim of providing an education based on Christian values. The Trust's main focus is school improvement, drawing on the skills and expertise across the Trust to ensure every school is at least 'good' and all pupils achieve well.

The Littlehampton Academy

Situated on the beautiful West Sussex coast and with views of the South Downs, our academy has state-of-the-art facilities - including ample staff parking and a fitness suite. We are close to good transport links to surrounding towns, including Worthing, Chichester and Brighton.

Why is The Littlehampton Academy a great place to work?

- An improving school with high expectations and high standards in all we do
- Staff who are completely committed to the academy and its students, who provide support and advice to colleagues, and whose morale is high
- A school with a strong sense of community
- A strong team of highly-skilled support staff who work together to ensure that teaching staff can deliver their lessons in a calm and well-maintained environment conducive to learning
- A growing school, attracting students from surrounding areas
- Excellent on-going CPD and career development opportunities

Benefits

- A competitive salary
- A contributory pension scheme - Local Government Pension Scheme
- Occupational Sick Pay in line with local authorities
- Wellbeing support through free access to an Employee Assistance Programme
- Cycle to work salary sacrifice scheme (offers tax and NI savings)
- Free on-site parking
- Free access to Fitness Suite

About the Role

We are seeking to appoint to our team a Librarian working under the direction of the leaders of English. The Librarian acts as a critical bridge between students and the vast world of information.

This permanent position is 27.5 hours per week and is 39 weeks term time only (including INSET days). The initial rate of pay is the equivalent of £16.90 per hour, paid monthly over 12 months. The pay scale has four spinal points and increments are awarded in September until the top of the pay scale is reached. The actual starting salary is £21,085 per annum.

The successful candidate will be working with colleagues who are passionate about the contribution they make to the school and its students in a very motivating, forward-thinking environment. Our school is committed to providing excellent CPD opportunities for all our staff.

Closing Date: midday Friday 26th June 2026. *We reserve the right to close the vacancy before the closing date so please apply early.*

About You

The successful candidate will

- Have the highest expectations and standards
- Be flexible and resilient, with a positive, "can do" attitude
- Have good communication skills, with the ability to deal with students, parents and colleagues in a professional manner
- Be committed to personal and professional development

The Littlehampton Academy

Job Description - Support Staff



Library Manager/Reading Interventions Leader

Work pattern	Monday – Friday 8am - 2pm (inclusive of a half hour unpaid lunch break) (27.5 hours per week), 39 weeks per year.
Reporting to	English leader
Grade	Grade G 6 points: FTE £32,597 - £36,363 (£21,085 - £23,521 pro rata)

Role Overview

The **Librarian** is a dynamic and tech-savvy individual who is not only a 'keeper of books' but a curator of curiosity, a digital literacy guide and a collaborative partner for our teaching staff. The Librarian manages the library's physical and digital collections while fostering a culture where every student feels empowered to read, research and create. In order to better connect the library with classroom learning and the curriculum, the Librarian will play a key role in the provision of reading interventions.

Key Responsibilities

This is a description of the main duties and responsibilities of the post at the date of production and may change over time as requirements and circumstances change. **These responsibilities are not exhaustive and the post-holder is expected to carry out any other related reasonable duties commensurate with their skills, abilities and grade.**

Instructional Leadership and Literacy Promotion:

- **Curriculum Integration:** Collaborate with teachers to design and implement lessons that integrate information literacy and research skills into the classroom.
- **Reading Advocacy:** Curate reading lists, host book fairs, reading groups and lead 'book talks' to inspire a lifelong love of reading across the school and wider community to engage parents and prospective pupils.
- **Reading Interventions:** Play a key role in the planning and delivery of reading interventions across the school, including use of relevant software packages as well as supporting with and providing data analysis to support the reading interventions programme.
- **Information Literacy:** Teach students how to evaluate sources for bias and accuracy - a crucial skill in the age of AI and misinformation.

Library Management and Curation:

- **Collection Development:** Select, acquire, and catalogue a diverse range of print and digital materials that reflect the Academy's curriculum and the student body's interests.
- **Budgeting:** Manage the library budget efficiently, prioritising high-impact resources and emerging technologies.

- **Environment Design:** Maintain a welcoming, inclusive, and organized physical and virtual library space that accommodates quiet study, collaborative work, and "maker" activities.

Technology and Digital Resources

- **Digital Hub:** Manage the Academy's digital databases, e-book platforms, and educational software.
- **Technical Support:** Act as a resource for staff and students regarding copyright laws, fair use, and ethical technology practices.

Personal Specification

This Librarian role requires organisation, communication and collaboration with numerous departments. The most underrated skill for a Librarian is "**Curriculum Awareness**", understanding how to align library resources with the curriculum.

- **Literature Expertise:** A well rounded and up to date knowledge of children's or young adult literature across diverse genres and cultures.
- **Resource Management:** Strong selection skills—knowing what to add to the collection and, crucially, what to remove to keep it relevant.
- **Technical Knowledge:** Ability to manage Library Management Systems and troubleshooting digital database access.
- **Information Literacy:** Knowledge of research methodologies, including the ethical use of AI, copyright, and "fake news" discernment.
- **Approachability:** Maintaining a warm, helpful presence that encourages students to ask questions without fear of judgment.
- **Collaboration:** A proactive team player working across different departments.
- **Attention to Detail:** Precision in cataloguing and data entry to ensure the library system remains user-friendly.
- **Inclusive Mindset:** A commitment to building a collection that serves as both a "mirror and a window"—reflecting the students' own lives while showing them the lives of others.

This job description will be reviewed regularly and any changes will be made in consultation with the post-holder.

Additional Expectations

All staff are expected to

- promote the Woodard Christian ethos that embraces all faiths and none
- take responsibility for their own professional development and support that of colleagues where appropriate
- engage in the academy appraisal process and support colleagues in achieving their own targets where appropriate
- have regard to guidance on keeping children safe in education
- follow Trust policy and procedures
- observe health and safety requirements and play their part in ensuring a safe working environment

The Littlehampton Academy

Person Specification



Library Manager/Reading Interventions Leader

A = Application R = Reference I = Interview or assessment E = Essential D = Desirable

A	Qualifications	E or D	Assessed via
1	English and Maths GCSE or equivalent Grade C/4 or above	E	A
2	Willingness to undertake training as required to support different departments across the school	E	I/R
3	Evidence of recent, relevant CPD related to libraries, literacy or education	D	A
B	Experience and knowledge	E or D	Assessed via
1	Experience working with children or young people within a structured, professional environment	E	A/I
2	Experience supervising pupils and maintaining high standards of behaviour and conduct	E	A/I
3	Experience managing resources or stock with accuracy and care	E	A/I
4	Experience contributing to curriculum support, particularly English or literacy	E	A/I
5	Experience assisting with or managing a budget	E	A/I
6	Experience working in a school library or educational library setting	D	A
C	Skills and abilities	E or D	Assessed via
1	Strong organisational and interpersonal skills	E	A/I/R
2	Ability to promote reading for pleasure and academic enrichment	E	A/I/R
3	Strong organisational skills with the ability to multi-task and prioritise effectively	E	A/I/R
4	Excellent communication skills; both verbal and written	E	A/I/R
5	Ability to build positive relationships with young people	E	A/I/R
6	Ability to assist pupils in using a library catalogue and locating resources	E	A/I/R
7	Ability to work collaboratively with teaching and support staff	E	A/I/R
8	Ability to follow direction from a number of different staff and prioritise where necessary	E	A.I/R
D	Motivation	E or D	Assessed via
1	A clear passion for books, reading and literature	E	A/I
2	Positive 'can do' attitude with ability to develop new skills quickly	E	A/I

3	To be able to work effectively as part of a team	E	A/I/R
E	Personal qualities	E or D	Assessed via
1	Must be friendly and approachable	E	I/R
2	Willing to support the Christian ethos of the Trust	E	I

Safer Recruitment Declaration

Schools are now required, as part of their shortlisting process, to carry out an online search as part of their due diligence. If shortlisted for the role, an appropriate online search will be undertaken on your name(s). Any information highlighted will be treated as confidential and will only be used in relation to the post for which you have applied. The successful applicant will be required to undergo full safeguarding and vetting checks, including references and an enhanced Disclosure and Barring Service check, and will be subject to a period of probation.

Other Pre-employment Checks

In addition to safeguarding checks, all offers of employment are subject to the following:

- Pre-employment health check
- Receipt of two satisfactory references, including one from a recent employer
- Overseas checks where necessary
- Presentation of appropriate qualification certificates
- Proof of right to work in the UK
- Prohibition of management checks for any leadership posts

Equality, Diversity and Inclusion

The Littlehampton Academy is committed to the promotion of equality of opportunity in its employment policy, practices and procedures. No applicant will receive less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

To help us monitor equal opportunities, please complete the separate Equal Opportunities form. This will be used only for statistical purposes and will not be available to those involved in the selection process, so will make no difference to how the application is treated.

How to Apply

All applications should be submitted using the on-line application form through our Career Site: www.mynewterm.

Please note, we do NOT accept curriculum vitae as the sole means of application as they do not meet the requirements of safer recruitment.

When applying for a role, it is important to demonstrate how your qualifications, skills, knowledge, and experience match the person's specification. You will have the opportunity to provide examples in the personal statement section of the application.

You must complete each section of the online form. We cannot accept applications with missing information. For queries or to arrange a visit to the Academy, please contact the HR department on: recruitment@tla.woodard.co.uk

Deadline for receipt of applications	Friday 26th June 2026 (midday)
Interview Date	TBC

