



Aylesbury High School | #AHSWalksTall

Developing uniquely talented young adults, who are independent, strong and confident

LIBRARIAN & READING CHAMPION - MATERNITY COVER

Range 4-5 (dependent on experience) £27,180 - £32,032

The School

Aylesbury High School (AHS) is a forward-thinking girls' grammar school that values both academic and pastoral excellence and co-curricular opportunities with the vision of developing uniquely talented young adults, who are independent, strong and confident.

We create a welcoming environment which draws the very best from all in our community. Achieved by providing an ambitious education that stimulates creative and critical thinking, values diversity and facilitates dynamic personal development.

The AHS values are Boundless Aspiration, Resilient Bravery, Curious Engagement and Selfless Generosity and we want all our community to experience, develop and demonstrate these characteristics both within the curriculum and through our extensive co-curricular offering.

Our lovely library:



The Vacancy

We are seeking a dynamic and enthusiastic individual to join our team as a Librarian and Reading Champion. This pivotal role combines the responsibilities of managing and developing our school library with actively promoting a vibrant reading culture throughout our community. We are lucky to have a fantastic library that is well stocked and welcoming; it is an essential study space for our students and is much loved by both our students and staff. We engage regularly with the Carnegie prize, participating in their shadowing scheme and promoting it with students.

The successful candidate will be passionate about literature and fostering a love of reading in young people. They will play a key role in supporting students' academic progress and their wider personal development and will be well supported by departments across the School, with strong links to the English department in particular.

JOB DESCRIPTION: LIBRARIAN & READING CHAMPION

JOB TITLE:	LIBRARIAN & READING CHAMPION
LINE MANAGED BY:	A MEMBER OF SLT
DATE:	September 2026 (plus 2 days in August TBC)

DIMENSIONS

Maternity cover until 28 Feb 2027 Term-time + 5 INSET days

Hours are 36.5 per week Monday to Thursday 8.15am-4.45pm, Friday 8.15am -3.45pm (1 hour for lunch)

This role is available as a full-time position or as a job-share opportunity for two applicants seeking part-time hours.

Key Responsibilities:

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post.

Library Management:

- Oversee the day-to-day operation of the school library, ensuring a welcoming, organised, and stimulating learning environment.
- Maintain and manage a diverse and relevant collection of books, periodicals, digital resources, and other learning materials (such as JSTOR and ePlatform for fiction and wellbeing books), taking into account the curriculum needs and students' interests.
- Manage the library budget effectively, including ordering new resources, maintaining subscriptions, and overseeing stock control.
- Maintain an efficient library management system (we use Oliver) for cataloguing, lending, and tracking resources, including chasing any overdue loans and charges.
- Provide guidance and support to students and staff in accessing and utilising library resources, both physical and digital, including inducting new staff and students to the library.
- Implement library policies, procedures and development plans to improve service provision and efficiency.
- Liaise with line manager and relevant departments to inform and conduct regular audits of library resources and manage weeding and disposal of outdated or damaged materials.

- Lead, write and deliver information literacy (including referencing) sessions for Year 7, Year 10/11 and Year 12/13.
- Liaise with internal personnel (e.g. Finance and Facilities) to ensure service levels and efficiency of service.
- Manage and track Chromebook loans from the library.
- Supervise student behaviour in all Library areas and uphold the school behaviour policy during the school day.
- Oversee Sixth Form Study Supervision and occasional lessons in the library as required.

Reading Champion:

- Implement strategies to promote reading for pleasure across the school, targeting all year groups and abilities.
- Organise and facilitate reading-related events and activities, such as book clubs, author visits, reading challenges, and literacy celebrations.
- Collaborate with teachers and curriculum leaders to integrate reading initiatives into subject areas and support literacy development across the curriculum.
- Keep up-to-date with current trends in children's and young adult literature and reading pedagogy.
- Liaise with parents and carers to promote reading at home and involve them in school reading initiatives.
- Collect and analyse data on reading engagement and attainment to inform future strategies and measure impact.
- Create engaging displays and promotional materials to highlight library resources and reading opportunities.
- Work closely with the English department and Whole School Literacy coordinator to contribute to the development of the school's overall literacy strategy.

General Responsibilities:

- Contribute to the wider life of the school.
- Attend relevant training and professional development opportunities.
- Adhere to all school policies and procedures, including safeguarding and health and safety.
- Work collaboratively with colleagues across all departments.

PERFORMANCE STANDARDS

The work of the Librarian and Reading Champion will be judged against the School and Team Improvement Plan, progress towards targets set, and the appraisal process.

PERSON SPECIFICATION - EXPERIENCE - PROFESSIONAL QUALITIES - PERSONAL QUALITIES

Essential:

- Demonstrable passion for literature and promoting reading to young people.
- Good knowledge of children's and young adult literature.
- Strong organisational and administrative skills, including experience of managing a library or information resource.
- Excellent communication and interpersonal skills, with the ability to build positive relationships with students, staff, and parents.
- Strong ability to work with role-specific IT systems.
- Ability to work independently and as part of a team.
- A commitment to the safeguarding and well-being of children.
- Strong literacy and numeracy skills.

Desirable:

- A relevant library qualification (e.g., CILIP Chartership or equivalent experience).

- Experience of using library management systems and other relevant IT applications.
- Experience of working in a school library environment.
- Experience of planning and delivering reading-related events and activities.
- Knowledge of current educational initiatives related to literacy.
- Experience of working with students with diverse learning needs.
- Familiarity with digital reading platforms and resources.

FLEXIBLE WORKING

AHS is a supporter of Flexible Working; over a third of our staff have a flexible work arrangement. We recognise that a better work-life balance can improve employee motivation, performance and productivity, and reduce stress and therefore want to support our employees in achieving a better balance between work and their other priorities, such as caring responsibilities, leisure activities, further learning and other interests.

Please include detail in your letter of application or talk to us at interview about the flexibility you need. We cannot promise to give you exactly what you want, but we will do our best to accommodate your needs. AHS is committed to agreeing flexible working arrangements, provided that the needs and objectives of both the organisation and the employee can be met.

SAFEGUARDING STATEMENT

CVs alone cannot be accepted for safeguarding reasons

If you are shortlisted for this post, you will also be required to complete a self-disclosure form as part of the recruitment process; this will not be used for shortlisting purposes.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Our Safeguarding Statement is [here](#). The appointment will be subject to references which are satisfactory for the advertised post, an enhanced DBS check with a Child Barred List check, identity checks, prohibition orders and qualification checks as appropriate.

AHS is an equal opportunities employer

We encourage early applications for all vacancies and reserve the right to close our vacancies at any time should the right candidates be found.