



Houlton School



**Librarian and Malcolm Hancock  
Centre for Communications (CfC)  
Manager**

Job Description and Person Specification

# Welcome from the Principal

It is my great pleasure to introduce you to our Houlton family, where **innovation, aspiration and excellence** are at the heart of all we do. As His Majesty's Inspector, Nicola Harwood noted when Ofsted visited us in 2021, we '...place spiritual, moral, social and cultural education at the heart of the curriculum so that **pupils flourish and are well prepared for life beyond school.**'

We proudly encourage pupils to consider themselves to have joined the unique experience of the '**Houlton family**'. Dr Maya Angelou once wrote that, '...family isn't always blood; it's **the people in your life who want you in theirs: the ones who accept you for who you are**, the ones who would do anything to see you smile and who love you no matter what.' This underpins our approach at Houlton, where difference is celebrated as integral to our supportive, wider community.

We have the privilege of occupying an exceptional campus, including our Grade II listed buildings that previously housed Rugby International Radio Station. Some established schools are lucky to be provided with refreshed, enhanced facilities in one or two specialist subject areas, such as the Arts or STEM; however, our pupils enjoy state-of-the-art facilities alongside stunning heritage buildings across the **entire curriculum**.

At Houlton School we have the highest expectations of our pupils: **excellence** is expected in all aspects of behaviour and attitudes, and pupils will be expected to always do their very best. Uniform and standards of appearance are important and traditional here: we expect them to be worn correctly and with pride as the foundation of everything else we do as a family. We encourage our pupils to always model our values and will support them in all aspects of school life, providing them with the very best teachers, facilities, and opportunities to explore their emerging talents.

Colleagues here enjoy a supportive environment in terms of their careers, whether they be teachers or any other role within our organisation. One of our Trust's key ambitions is to 'nurture potential' and we subscribe to this aspiration whole-heartedly.

I strongly recommend that potential applicants come and pay us a visit to see what a fantastic place this is to work and learn; I have every confidence that if you do, you'll want to support us in the next, exciting phase of our expansion as a community.

**Paul Brockwell**

Executive Principal

# About the Role

Thank you for your interest in the position of Librarian and CfC Manager at Houlton School

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident enough to proceed with your application, as we aim to make the very best appointment possible.

## **So, who are we looking for?**

We are seeking an enthusiastic, proactive, and genuinely avid reader to take ownership of the Malcolm Hancock Centre for Communications (CfC) and transform it into the vibrant, beating heart of our academy's literacy culture.

This is not a traditional, silent library role. We are looking for an inspiring champion of words and media who can blend a deep love for youth literature with an exciting vision for modern communication. You will be as comfortable managing our digital student radio station and running creative clubs as you are curating multi-modal resources, teaching research skills, and mentoring our pupil librarians.

## **Our 'One Team, One Goal' Ethos**

Above all, you are a collaborative team player who thrives in a dynamic environment. You are adaptable, driven by your own professional growth, and always ready to go the extra mile to cultivate a lifelong love for reading, communication, and creativity across our entire academy community.

## **A Collaborative Strategist**

You will work directly with the Head of English, Lead Practitioners, and the Vice Principal to design whole-academy literacy initiatives, liaise on curriculum resources, and build an annual strategic development plan for the CfC.

## **An Inclusive Educator**

Working hand-in-hand with our Inclusion Team, you will ensure the CfC is a welcoming, equitable, and fully integrated space. You will play a key role in supporting students with Special Educational Needs and Disabilities (SEND), providing the tailored resources and positive environment they need to build independence and achieve their full potential.

## **Why work for Houlton?**

A caring school on a 20 acre, green-field campus that is small enough to know every pupil's name and story, yet large enough to offer an exciting breadth of curriculum, including our brand new Sixth Form, which launches in September 2026.

You'll be working within a community of passionate, committed colleagues who genuinely support each other.

A staff well-being team implements various strategies to boost staff engagement including various activities, events, conferences, and many other staff benefits.

Excellent opportunities to develop and grow in the successful and expanding Transforming Lives Educational Trust, a growing Multi-academy Trust based within the local community.

## **What next?**

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at Houlton. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application, details on how to apply can be found below.

# Job Description

<b>Academy/College:</b>	Houlton School
<b>Job Title:</b>	Librarian and CfC Manager
<b>Salary:</b>	NJC12 £28,598.00 – NJC17 £31,022.00 FTE Actual Salary: £24,791.57 to £26,892.93
<b>Contract:</b>	Permanent: 37.5 hours per week Mon-Fri Term Time + 5 days
<b>Responsible to:</b>	Head of Faculty: English and Literacy & SLT
<b>Key relationships/Liaison with:</b>	Leadership and Operational Management of the Library, CfC and related activities, including the school's promotion of 'reading for meaning' and as a life skill.
<b>Job purpose:</b>	<p>To take responsibility for the Malcolm Hancock Centre for Communications (CfC), its resources and use, whilst developing it as a central library and learning resource for the academy from 8.30am to 4.10pm each day.</p> <p>Under the direction of the Head of Faculty for English and Literacy, to coordinate the delivery and administration of the 'Reading for Meaning', 'Disciplinary Reading' and 'Reading Recovery programmes' for the academy.</p> <p>To work closely with the academy's Lead Practitioners to embed literacy as a high-profile, whole-school focus, driving innovative reading strategies across all subjects to measurably improve student outcomes and academic achievement.</p> <p>To be an avid reader yourself, enthusiastic about reading and recommending fiction and non-fiction to pupils across the secondary age range.</p> <p>To lead on the strategy for the CfC being a vibrant, engaging and purposeful centre for communication to which pupils are motivated to visit and enjoy through its enticing physical environment, ethos and atmosphere.</p>

	To manage the Houlton Radio Station facilities that are housed within the CfC.
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### MAIN ROLE AND RESPONSIBILITIES:

#### Under the direction of the HoF: English and Literacy:

- To develop the provision of for pupils and staff, including the financial management of the resources budget in order to provide an effective resource and information service.
- To organise materials for effective retrieval by classifying, cataloguing, and indexing all Malcolm Hancock Centre for Communication resources, and maintain and monitor stock in order to ensure an effective service that meets the requirements of the national curriculum, pupils and staff.
- To monitor usage of resources and to ensure the security of the Malcolm Hancock Centre for Communication facilities to ensure that resources are available when required and to ensure an effective service for pupils and staff.
- To supplement the academy's resources through sourcing additional resources from appropriate channels, establishing external links and actively seeking to increase resource provision to ensure access to a variety of resources for staff and pupils.
- To work with the HoF for English and the English team in the promotion of the development and importance of Reading and literacy skills through contributing towards the planning, development and delivery of whole academy Reading and literacy programmes, including taking responsibility for reading young fiction, making recommendations to pupils and promoting co-curricular reading competitions, clubs and interest groups.
- To plan and deliver activities to enhance and widen the curriculum and further promote the importance and love of Reading with other professionals in academy including the HoF for English, Literacy and Acting, and the HoF Inclusion
- To establish and maintain a programme of induction, teach library skills on a timetabled basis, and give *ad hoc* demonstrations of information/retrieval techniques to ensure all pupils and staff have equality of opportunity to the learning resources.
- To maintain an effective booking system for classes in the Malcolm Hancock Centre for Communication to enhance the usage of the Malcolm Hancock Centre for Communication resources, including the digital broadcast facilities; this includes an understanding that Houlton Academy's Centre for Communications is about much more than silent reading, and is a vibrant zone for sharing a passion for creativity and communications.
- To contribute to curriculum development through discussions with teaching colleagues, and to advise on the availability of resources needed for curriculum development to ensure that the Malcolm Hancock Centre for Communication supports the delivery of the academy's curricula.
- To recruit, advise, train and motivate pupil librarians to enable pupils to receive the service they need.

- To monitor the use of IT and the digital Radio Station within the Malcolm Hancock Centre for Communication to ensure appropriate use, including during co-curricular study support sessions.
- To promote a positive working environment within the Malcolm Hancock Centre for Communication in order to encourage and promote the use of the Malcolm Hancock Centre for Communication as a resource and to ensure that pupils have adequate support for their learning needs.
- To assist the Sixth Form team in ensuring post-16 students have access to an appropriate range of multi-modal texts for post-16, independent study.
- To understand and be fully committed to the duties and responsibilities in relation to child protection and safeguarding young people.
- To provide occasional cover for other colleagues if required on an *ad hoc*, short term basis 'one team, one goal'.
- To undertake any other additional duties deemed reasonable, as directed by the Principal.

#### Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development.
- Undertake any necessary professional development as identified in the Academy Development Plan taking full advantage of any relevant training and development available, particularly when related to literacy. Ensure there is an annual strategic development plan in place for the CfC, in liaison with the HoF for English, Literacy and Acting.

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

# Person Specification

**Job Title:** Librarian and CfC Manager  
**Responsible to:** Head of Faculty: English and Literacy

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

Specification	Essential	Desirable
<b>Qualifications/ Training</b>	<p>A good standard of education with at least grade A*-C/ 9-5 GCSE English and Mathematics</p> <p>Post-16 Further Education/Training</p> <p>A passion for the joy of reading and promoting functional literacy</p>	<p>Graduate in relevant field</p> <p>Chartered Librarian (CILIP)/ Other role-specific training or qualifications</p> <p>Working knowledge of current and historical fiction and non-fiction that is appropriate to the 11-19 age range</p>
<b>Experience</b>	<p>Understanding of budget management</p> <p>Experience of working independently, and as part of a wider team</p> <p>Highly organised and excellent skills in relation to tracking systems and asset management</p> <p>Working with young people</p>	<p>Experience of academy related software e.g. SIMS, Librasoft</p> <p>Experience of leading sessions with pupils and strategic leadership of pupil learning experiences</p> <p>Experience of reading and recommending literature to pupils</p> <p>Understanding of the current national agenda for the promotion of Reading in schools (Ofsted)</p>
<b>Knowledge/Skills (Ability to)</b>	<p>Microsoft Word, Excel, Google Drive</p> <p>Assimilate large volume of information</p> <p>Solve a wide variety of problems</p> <p>Identify priorities quickly and accurately</p> <p>Good Communication skills with staff, pupils, and other users of the CfC</p>	<p>Library management systems, e.g. Librasoft</p>

	<p>Excellent organisational skills</p> <p>Ability to lead a team effectively by motivation and personal enthusiasm Keyboard skills</p> <p>Accurate figure work</p>	
<b>Personal Qualities</b>	<p>Excellent written and oral communication skills</p> <p>Knowledge of information, retrieval, and handling systems</p> <p>Experience of working with pupils, staff at all levels, external agencies and parents/carers</p> <p>Able to work as part of a team with a high level of personal organisation and the ability to work without close supervision</p> <p>Flexibility and the ability to respond/adapt to different situations</p> <p>A sense of humour and understanding of how to engage in warm, professional relationships with the wider Houlton family</p>	<p>Able to work quickly and under pressure</p>

# How to Visit and Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website ([www.tlet.org.uk](http://www.tlet.org.uk)). Completed application forms should be emailed to [careers@tlet.org.uk](mailto:careers@tlet.org.uk) or posted to:

HR Department (Careers)  
c/o Houlton School  
Signal Drive  
Houlton  
Rugby  
Warwickshire  
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing [careers@tlet.org.uk](mailto:careers@tlet.org.uk) or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply, you should include a supporting statement with your application form (either within the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

## Recruitment Timeline

<b>Position advertised:</b>	25 June 2026
<b>Closing date:</b>	06 July 2026 (9am)
<b>Final shortlisting:</b>	TBC
<b>Final panel process:</b>	TBC