Shoreham College

Candidate information for

College Librarian
(Part-time)

Closing Date: 10th October 2025

A message from Sarah Bakhtiari

Shoreham College: Where Community Meets Opportunity

Choosing where to work isn't just about the role, it's about where you'll belong, grow, and make a difference. At Shoreham College we offer more than a workplace. We offer a community that values every individual, celebrates every success, and works together to shape bright futures.

Here, you'll find purpose, opportunity and people who believe in you as much as you believe in the pupils you support.

The quality of pupils' academic and other achievements is

EXCELLENT

Independent Schools Inspectorate 2023

Why Shoreham College?

- A Community That Feels Like Home: from the moment you arrive, you'll feel it. The warmth, the welcome, the sense of belonging. Our small, inclusive environment means you're never just a face in the crowd.

- Your Growth, Our Priority: we're as invested in your future as you are. Through personalised professional development and ongoing support, you'll build skills, confidence, and a career you're proud of.

- Pupils at the Heart: every decision, every action, every moment is about helping our pupils reach their full potential. Here, your work changes lives and you see the results every day.

- Leaders Who Listen: our leadership team leads with empathy, values your voice, and encourages new ideas. You won't just be heard; you'll be trusted to make an impact.

- We welcome passionate people who want to make a real difference. This is more than a job. This is your chance to grow, to belong, and to be part of something truly special.

Our School

Shoreham College offers all the advantages of an all-through integrated education. Children learn together and thrive in our welcoming community. We choose to be co-educational, teaching girls and boys together from the ages of 3 to 16, knowing that this better prepares our pupils for a world in which the sexes live and work alongside each other.

We recognise that every child has their own strengths and challenges, and we believe that by learning together in an inclusive and kind environment, our pupils learn to respect and value one another, irrespective of gender and other differences.

Shoreham College pupils benefit from excellent facilities, caring support staff, and specialist teachers. From a young age, our junior pupils gain from specialist senior resources as well as from regular interaction and friendship with older pupils. In turn, our senior pupils become leaders and role models to our youngest children. Our learning community enables each member to grow and flourish.

We offer a broad and balanced curriculum, designed to develop a range of transferable skills and talents and to appeal to every interest. As they progress through the school, our children benefit from the continuity our integration provides and from being a valued individual within our community. Our knowledge of our pupils' needs and passions means these remain a focus, and as our attainment data shows, our children are protected from the attainment dip that too often characterises the move from KS2 to KS3. Smooth transition between year groups and key stages ensures pupils maintain and build on their progress without interruption.

> Shoreham College is what all schools should be like.
>
> Year 9 pupil

Why work with us?

Shoreham College is a small, inclusive school where strong connections are built and collaboration is at the heart of everything we do. Staff often say that working here feels like being part of one big family

You will find welcoming, friendly and supportive colleagues. Leaders are approachable and we listen, wellbeing is at the heart of everything we do.

Wonderful location, a few minutes from the sea and a short drive to the Sussex Downs. The City of Brighton is just 20 minutes away and the beaches of Hove less than 10.

The setting is stunning and the grounds are beautifully maintained, a truly nurturing place to work.

Job title: College Librarian (Part-time)

Reporting to: Assistant Principal Pupil Engagement

Salary: £11,038 per annum

Hours of work: Monday to Friday – 10:00am - 2:00pm

Term time only. Occasionally there may be a need to work a slightly longer day, to attend open events, College functions and in-service training days in the school holidays. The additional hours, including holiday pay, is included in the 42 weeks paid employment per year.

Main purpose: To lead and manage our College Library provision and to support the education of our pupils through the provision of high-quality learning resources and materials and an environment that actively supports wellbeing as well as the academic and personal development of all pupils. The post holder will be a passionate advocate for literacy, inspiring a love of reading, supporting independent learning and enriching the wider life of the College.

Duties and Responsibilities

SUPPORT FOR THE CURRICULUM

- Foster a love of reading by planning and delivering engaging, creative, and inclusive activities within the library that inspire curiosity, imagination and a lifelong appreciation for books.
- Curate and manage a rich and balanced collection of fiction, non-fiction and digital resources that support both the curriculum and pupils' wider interests.
- Celebrate diverse authors and inclusive stories that reflect the lived experiences, cultures and interests of all pupils ensuring every child feels seen and valued, while opening their minds to new ideas, people, and possibilities.
- Create and maintain a welcoming, joyful and safe library environment that promotes independent reading, research and an eagerness to learn.
- Support the day-to-day use of the library by overseeing class bookings, co-curricular sessions and drop-in usage, ensuring the space is accessible, purposeful and well-loved.
- Ensure all library materials are thoughtfully organised and easy to access, helping children navigate the space and discover new interests.
- Take pride in keeping the library tidy and comfortable, reflecting the care and attention devoted to making it a beautiful space for all pupils.
- Ensure that safeguarding and child protection policies are followed at all times, reporting concerns promptly in line with College procedures.

Collaboration, Support & Enrichment

- Create eye-catching and inspiring displays that wow and invite curiosity, while keeping the library spaces organised, attractive and full of stimulating ideas.
- Work with departments to support the delivery of the wider school curriculum, including lunchtime clubs and other activities suitable for the library setting.
- Support pupils to develop digital and information literacy skills, including research, online safety and critical evaluation of sources.
- Contribute to bulletins and communications for staff, pupils, and parents.

Monitoring & Reporting

- Prepare reports on staff and pupil use of the library.
- Monitor and assess pupil progress, including support for the implementation of the Achieve 3000 programme.

Professional Standards & Development

- Be an active member of the School Library Association (SLA) to ensure the libraries are aligned with current good practices and benchmarks, within the scope of available resources.

Essential Requirements

Education/experience

- Qualifications relevant to library duties e.g. degrees, diplomas, certificates (desirable but not required)
- Educated to at least GCSE level (or equivalent) in maths, science, English
- Experience of working with children and young people in a voluntary or work capacity

Skills:

- Willingness to take the initiative and to generate new initiatives for literacy, school projects, enrichment
- Ability to supervise pupils in a way that fosters a safe, respectful environment where behaviour is positive and exemplary, in line with school policies.
- Ability to work positively with colleagues as a member of a team
- Demonstrates excellent communication skills, effectively engaging with children, parents, and colleagues.
- Organisational skills
- Well-developed literacy, numeracy and ICT skills e.g. Excel, PowerPoint

About our Library

The library at Shoreham College is a safe and beautiful haven for children, a vibrant, welcoming space where curiosity and imagination flourish.

At the heart of our enrichment programme, the library inspires a love of reading and learning by providing a calm and nurturing environment. Thoughtfully designed and lovingly maintained, it offers a rich collection of books and resources that reflect the diverse interests and backgrounds of our pupils. This special space encourages independent exploration, creativity and discovery, making it a cherished part of school life and a space for intellectual and personal growth.

Our library is a vibrant hub of learning and home to a rich collection of over 5,500 catalogued books spanning a wide range of subjects from captivating fiction and insightful non-fiction to essential educational resources. Open every school day, the library plays a key role in supporting the English Department's Achieve 3000 programme. During break and lunch times, it transforms into a lively space filled with pupils reading for pleasure, playing games and studying together in a welcoming, inspiring environment.

Benefits

Contributory Pension Scheme

Free dining and refreshments (in term time)

Remission of fees, in line with the School Fees Discount Policy

Free onsite parking (subject to availability)

Employee assistance programme

Professional development opportunities

Staff activities offered throughout the year including swimming,

Safeguarding and Equal Opportunities

Shoreham College is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

We will process your data for recruitment purposes only. If you are unsuccessful in your application, we will keep your data on our systems for 6 months in case any similar future roles become available. If you have any objections to us storing your data for this purpose please email data@shorehamcollege.co.uk.

For further information about our compliance with GDPR please see our privacy notice.

How to Apply

Application forms should be returned to:

The HR Officer
Shoreham College
St. Julian's Lane
Shoreham-By-Sea
West Sussex
BN43 6YW

info@shorehamcollege.co.uk

Completed application form and covering letter must be received by:
10/10/2025

Interview date:
Week commencing 13/10/2025

Pupils' knowledge, skills and understanding across different areas of learning are excellent

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I think the College is an amazing school made extraordinary by the staff.

Parent

The sense of community amongst the children sets it apart from other schools

Parent