



**Ark Boulton  
Academy**

## School Librarian

<b>Reporting to:</b>	Assistant Principal
<b>Start Date:</b>	<b>1st September 2025</b>
<b>Location:</b>	Ark Boulton Academy, Golden Hillock Road, Birmingham, B11 2QG
<b>Contract:</b>	Permanent
<b>Working Pattern:</b>	Part Time; 27 hours per week (Monday to Thursday 9-2:30, Friday 9-2pm. Term time only (39 weeks per year).
<b>Salary:</b>	Ark Support Staff Band 5 outside London (£24,790 - £27,711 p/a) (pro rata salary £15,992- £17,877 p/a)
<b>Closing Date:</b>	<b>Wednesday 9th July 2025 at 10am</b>

***‘Our school library is the heart of our learning community a vibrant, welcoming space where pupils are encouraged to dream big, explore new ideas, and find their voice. As our librarian, you will be the creative spark behind it all’***

Do you want to help children fulfil their potential, while also maintaining a healthy work-life balance?

Are you passionate about books and the power of reading, but looking for a role with flexible hours?

If you are ready to bring your enthusiasm and skills to Ark Boulton Academy and work alongside a dedicated, supportive team, you’ll find this role incredibly rewarding.

### The successful candidate will:

- Oversee the day-to-day operations of the school library.
- Provide one-on-one and small group support for pupils requiring assistance with reading.
- Develop and implement strategies to promote reading across the school.
- Manage resources in spaces across the school.

### About Ark Boulton Academy

*At Ark Boulton Academy, staff and pupils share the same high aspirations. Pupils*

Respect

Curiosity

Perseverance



*understand and follow the values of 'respect, curiosity and perseverance'. Relationships between pupils and staff are warm and respectful. Community and togetherness are at the heart of this welcoming school.* It was for this reason our school was awarded 'Good' by Ofsted in 2024.

When you join Ark Boulton Academy you become part of a network of education experts who are all united by the same purpose - a commitment to making a difference where it matters most.

Each day is unique for our team, as they collectively support the activities within and outside the school. Our consortium of creative and resourceful team members ensure we go above and beyond in order to constantly improve our service to the community we serve. Our strapline 'growing together, reaching higher' applies as much to our staff as our students. We recognise that the health and wellbeing of our staff will affect that of our students. For this reason, we have invested in developing our wellbeing room and other initiatives to care for our whole school community.

Our staff are a valuable and integral part of our community and are given the room to grow and develop in an encouraging, challenging and rewarding environment. They are role-models and ambassadors for Boulton on a professional and public level. They reflect the virtues we promote which include courage, self-discipline, commitment, and honesty.

By becoming a member of our school family, you will embrace multiple opportunities for personal and professional development, not just within the school, but from the internationally renowned Ark family of schools we are a part of. Through Ark, our staff can share best practice and receive training from some of the most talented individuals in the country.

### ***Why work for our school?***

Hear what our teachers have to say about working at Ark Boulton Academy:

<https://arkboulton.org/jobs/working-for-us>

For an informal, conversation about the role please contact HR Officer, Amal Hersi on 0121 773 8156 or via email at: [a.hersi@arkboulton.org](mailto:a.hersi@arkboulton.org)

### ***What we offer:***

- Staff wellbeing is one of our main priorities. In addition to the flexibility offered in this role, we also provide refreshments for staff throughout the week. We have parking available, a gym on site and a well-equipped staff room including a pool table.
- On Fridays, children finish at 1:40pm, allowing time for staff to plan, reflect, or simply recharge.
- Staff voice is important to us; we like to listen to our staff. We are always seeking feedback and input.

### **Our Diversity and Inclusion statement**

At Ark, we aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective.

**Find out more about us by visiting [www.arkboulton.org](http://www.arkboulton.org).**

### **How to Apply:**

Please submit your application online by visiting <https://arkboulton.org/jobs/vacancies>

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## Executive Principal

I am delighted and proud to welcome you to Ark Boulton Academy, a secondary school in the heart of Sparkbrook, Birmingham. I joined our academy in 2023 and am working hard with our pupils and staff to make sure our school continues to improve. We want to provide an excellent education for each and every one of our pupils.



As Executive Principal, it is my responsibility to create an environment in which your child can become a confident, articulate, curious and persevering young adult. Our curriculum, enrichment programme and student experience days, help ensure our pupils learn, thrive and make progress. We are committed to preparing and supporting our pupils to go on to pursue careers they are passionate about, contributing positively to society and living happy, healthy and fulfilled lives.

Our school community works hard to ensure our values of being **respectful**, **curious** and **persevering** underpin our work and are upheld by us all.

We know that all children can and will achieve success and our dedicated staff work hard to nurture, support and provide challenge, to make this a reality. We welcome and value the input of carers and parents; together, we work hard to help realise the dreams and ambitions of our children and their families.

Please take a look around our website to find out what we can offer your child. The best way to really understand our school is to experience it. I would love to show you around and answer any questions you may have.

**Ms Ela McSorley, Executive Principal**

## Principal

Thank you for taking the time to read about this opportunity at Ark Boulton Academy. As Head of School, a large part of my role is ensuring that we have the very best staff supporting our pupils. We serve a diverse community where our young people really value their education, and greatly benefit from having a school full of dedicated professionals. I would love for you to join our team.



At Ark Boulton, we place great emphasis on recruiting and retaining teachers and support staff of the highest quality.

In every decision, we consider how we can best foster a positive working environment. We have introduced a number of initiatives to promote work-life balance and wellbeing, including reducing meetings, periodic early finishes and supporting staff with assessments by having them marked externally. The leadership team is passionate about making Ark Boulton Academy a great place to work and prioritises staff morale.

Managing our staff is one of my favourite parts of Headship, and I believe that strengthening interpersonal relationships between staff is exceptionally important. With that in mind, please do arrange some time to speak with me about this vital role in the school.

**Mr Laurence Cole, Principal**

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## Being part of the Ark network

Ark is an international charity, transforming lives through education. We exist to make sure that every child, regardless of background, has access to a great education and real choices in life. We know that great schools need great teachers, which is why we offer you the very best training and support at every stage of your career - from starting out as a trainee to running your own school.

Our highly-successful network of 39 schools educates over 20,000 students across Birmingham, Hastings, London and Portsmouth. They are achieving some of the best results in the country despite being largely in areas of historic academic underachievement.

Ark schools prioritise six key principles: high expectations; excellent teaching; exemplary behaviour; depth before breadth; more time for learning; knowing every child.

Ark invests significantly in a number of professional development programmes which complement academy level training:

- The Ark training menu: we have developed a bespoke training menu, which is accessible by all staff in the network offering a wide range of training modules to staff in all roles
- Network support: schools share CPD, allowing us to share best practice and role specific training across the network, facilitated by in-school and central staff
- Ark staff receive 10 training days each year rather than five creating time to collaborate with subject specialists within each school and across the network

Ark is at the forefront of changing education society through education. You can read more about how Ark is transforming lives through education [here](#).



## Job Description

### The Role:

As a School Librarian, you will be responsible for managing and developing the school library, fostering a culture of reading, and supporting curriculum delivery through effective resource management. You will play a crucial role in promoting literacy and supporting reading interventions across the school.

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## Key Responsibilities:

### Library Management

- Oversee the day-to-day operations of the school library.
- Manage the library budget, including selection and purchase of resources.
- Catalogue, organise, and maintain library materials using appropriate systems.
- Implement and maintain an efficient library management system.
- Create an inviting and functional library environment conducive to learning.

### Promotion of Reading and Literacy

- Develop and implement strategies to promote reading across the school.
- Organise reading events, author visits, and book fairs.
- Collaborate with the English department to support curriculum needs.
- Create engaging displays and promotional materials to encourage library use.

### Support for Reading Interventions

- Assist in the implementation of reading intervention programmes.
- Provide one-on-one and small group support for pupils below CRA.
- Collaborate with teachers to identify and support students needing additional help.
- Recommend appropriate resources for different reading levels and abilities.

### Resource Management

- Manage resources in spaces across the school.
- To create balanced reading areas to support students.
- Develop and maintain a collection that supports the curriculum and student interests.
- Check quality of Universal Reading books and re-order where appropriate.
- Provide guidance to students and staff on resource selection and research methods.
- Manage a central ordering service for learning resources across the school.
- Ensure all resources are age-appropriate and aligned with school policies.

### Student and Staff Support

- Support with exam invigilation where required.
- Assist students and staff with research inquiries and information literacy skills.
- Supervise students using the library for independent study or leisure reading.
- Train and manage student library assistants.
- Provide professional development to staff on effective use of library resources.

### Operational Support

- Manage stock room supplies.
- Utilise Every system to ensure stock is delivered to the library.

### Other Duties

- Participate in school events and activities related to literacy and learning.
- Maintain awareness of current trends in school librarianship and literacy education.
- Comply with school policies on safeguarding, data protection, and health and safety.
- Undertake any other reasonable duties to meet the needs of the Academy.
- Participate in professional development including line management meetings.

# Person Specification

## Qualifications

- Right to work in UK
- Relevant qualifications in data, office administration and IT applications desirable
- Maths and English GCSE at grade C or above (equiv)
- Experience in using MIS within an education setting

## Knowledge, Skills and Experience

- Experience of working with and motivating young people to engage with reading.
- Good knowledge of literature and a passion about reading
- Experience of working in a library or within an educational institution or similar
- Knowledge of how libraries can be used to support curriculum delivery and raise standards for pupils of different ages.
- Strong IT, systems, administrative and organisational skills
- Excellent written and oral communication skills
- Able to effectively disseminate information in a range of different media
- Good financial management skills for management of library budget
- Capable of developing and using a range of resources to support the delivery of learning

## Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

## Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#) but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

## Ark Safer Recruitment Procedure

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Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

### **Disclosure**

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

### **Reference checking**

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

### **Probation**

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.