



ST JAMES'

CATHOLIC HIGH SCHOOL



Librarian

Candidate Information | October 2025



A message from the Headteacher



Thank you for your interest in St James' Catholic High School. This is an exciting time to join St James' as we look to move our school to the next level.

We are a good oversubscribed school (OFSTED 2022) located in Stockport, South of Manchester. Our school is made up of 825 students and 100 staff. St James' Catholic High School is a thriving Catholic community that places children at the centre of everything we do. The Diocese of Shrewsbury judged our school to be a "Good" Catholic school.

St James' is a highly academic performing school:

- In 2025, **73% of students attained a Grade 4 or above in both English & Mathematics (the equivalent to the old Grade C)** with **46% achieving a Grade 5 or above in both English & Mathematics**
- **82 grade 9s and 115 grade 8s were awarded to our students in 2025**, demonstrating exceptional attainment across a wide range of subjects
- Exceptional results in open, Maths and English subjects placing us in the **top 20% of similar schools nationally**

Our school is at the cutting edge of teaching and learning and thrives on providing outstanding opportunities for the young people we serve. All our staff work to provide our young people with the skills, knowledge and understanding in order to achieve their full potential.

Inspired by the example of St James, the purpose of our school is 'To educate and develop global Catholic citizens'. Our three school values of Family, Faith and Excellence are lived out every single day by staff, students and all stakeholders.

The reputation of our school is exceptional within Stockport and across the Shrewsbury Diocese for academic excellence, impeccable pupil conduct and for providing outstanding additional opportunities for our young people. The result is that our young people develop into global Catholic citizens who are proud to profess their faith and who make a positive contribution to society.

At the root of our success is our St James' community. This is built on strong, positive relationships between all staff, students and parents. Our parents support our school and develop their children at home whilst our dedicated staff are relentless in driving excellence by providing the best educational experiences and opportunities for our students. Underpinning this excellence are our unique values, Catholic ethos and our mission. We are inspired and driven by the Gospel where we are told: 'With God all things are possible' (Matthew 19:26).

If you would like to find out more about our school and community, please contact Kirsty Bowers, PA to the Headteacher on 0161 482 6900 or at headteacherpa@stjamestheadle.co.uk

Anthony Pontifex
Headteacher



Librarian

21.25 hours per week, term time only pro rata
(10am-2.15pm Monday - Friday). Permanent
Scale 3 Pt 5-6 £25,583 - £25,989 (Actual Salary
£12,568 - £12,767)

The St James' Catholic High School Mission:

*To ensure everyone within our school **family** achieves their full potential,
to encourage learning and development through **faith**,
and to strive for **excellence***

Applications are welcome regardless of the personal faith of the applicant, providing they are supportive of the school's Catholic ethos

St James' Catholic High School is a popular and oversubscribed 11-16 mixed comprehensive Catholic High School which was judged by OFSTED to be a "Good" school in April 2022, with "Outstanding" Outcomes for Pupils.

The Diocese of Shrewsbury judged our school to be a "Good" Catholic school

The governors of the school wish to appoint a Librarian.

Closing Date: Wednesday 12th November 2025

Interviews: Friday 14th November 2025

Please note a current CES application form (version 14) and the Model Rehabilitation of Offenders act 1974 Disclosure form must be completed for this post. CVs will not be accepted. Forms can be emailed to headteacherpa@stjamescheadle.co.uk

St James' Catholic High School is an equal opportunity employer which is "Positive about Disabled People". Whilst all applicants will be judged on merit alone, we particularly welcome applications from groups currently under-represented in the workforce, who meet the person specification for the post

St James' Catholic High School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service



Librarian

School Mission Statement

St James' Catholic High School aims to ensure everyone within our school family achieves their full potential, to encourage learning and development through faith, and to strive for excellence

Main responsibilities of the post

To maintain, develop and manage the school's Library whilst supporting and inspiring a reading culture amongst the children

General - The Librarian will:

- Manage, develop and promote the school library in line with the objectives of the school
- Acquire and develop a wide range of resources and materials within the school library that support teaching and learning and offer enrichment opportunities for students
- Manage and support independent learning activities and small groups of students in their learning in the Library

Pupils - The Librarian should:

- Support and develop children's learning and research skills and support the development of independent study and reading culture within the school
- Deal with enquiries from children and encourage reluctant children to use the facilities
- Promote the Library in and around the school and encourage reading for pleasure
- Facilitate reading groups, participate in external reading initiatives and organise extracurricular activities such as author visits
- Ensure appropriate behaviour of children within the Library
- Ensure continued quality of delivery by keeping up to date with developments in literature for children, education, librarianship and all related fields

Staff - The Librarian should:

- Work closely with teaching staff to develop and maintain a wide selection of high quality and up to date materials that are relevant to the curriculum
- Liaise with teaching staff to assist and supervise a programme of self-directed learning for children
- Accommodate and provide assistance and advice to member of staff during timetabled or booked lessons in the library

Specific Responsibilities of the Librarian at St James' Catholic High School

- Ensuring that records/databases relating to all books and other resources are accurately maintained including the use of an electronic database system
- Managing the booking system for the use of the Library facilities
- Generating and implementing the Library development plan and managing the Library budget within the School's financial procedures
- Managing records, information and data, including the production of analysis and reports as required
- Ensuring that the condition of stock is kept to a high standard and removing poor condition or out of date stock
- Developing and maintaining an in depth knowledge of available resources for both KS3 and KS4 in order to advise and support student and staff in their selection of materials
- Assisting in the promotion of a school-wide culture of reading through the implementation of Library events, competitions and challenges
- Liaising with outside agencies to extend the Library service and keep up to date with the latest trends and developments, including network meetings and visits to other institutions as appropriate
- Ensuring a high standard of display and promotional material to enhance the appearance of the Library
- Ensuring the promotion of key events on the school's public profile through external communication channels, including social media
- Supporting reading intervention programmes within School
- To lead and support small groups of students with targeted literacy intervention

Many specific responsibilities will require collaborative working with other team members which as the Librarian you will develop proactively.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. The post holder will be expected to comply with all reasonable requests from any manager to undertake work of a similar level that is not specified in their job description. This post is subject to Enhanced DBS disclosure.



Librarian

Job Requirements	Status of Criteria		Method of Assessment	
	Essential	Desirable	Application	Interview/task
Training and Qualification				
Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy	✓		✓	
Experience				
Experience of working as a Librarian		✓	✓	✓
Experience of working with young people within a school environment		✓	✓	✓
Experience of working as part of a team	✓		✓	
Professional Knowledge				
Ability to relate to and inspire young people	✓		✓	✓
Personal skills and qualities				
Ability to communicate effectively both orally and in writing	✓		✓	✓
Commitment to appropriate professional development	✓			✓
Commitment to safeguarding and protecting the welfare of children and young people	✓		✓	✓
Willingness to accept the demands and challenges of the post and respond in a flexible and approachable manner	✓			✓
Commitment to health and safety	✓			✓
Ability to relate well to children and adults	✓			✓
Ability to work under pressure to prioritise and meet deadlines	✓		✓	✓
Have excellent professional relationships with different groups of people	✓			✓
Practising Catholic		✓		✓

Contact

Kirsty Bowers

PA to the Headteacher

0161 482 6900

headteacherpa@stjamescheadle.co.uk

www.stjamescheadle.co.uk

St James' Catholic High School

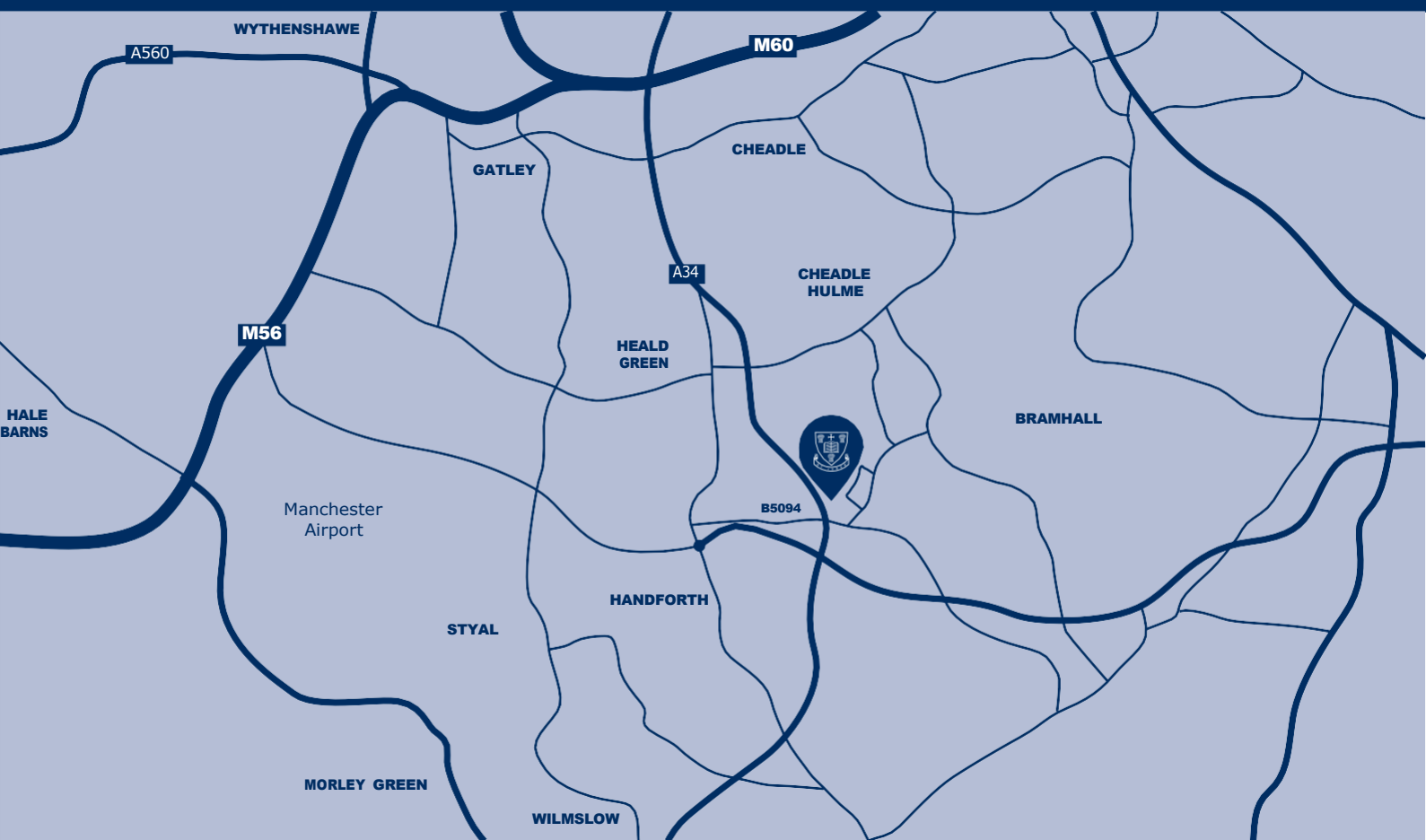
St James' Way

Cheadle Hulme

Cheadle

Cheshire

SK8 6PZ



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CATHOLIC HIGH SCHOOL

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Matthew 19:26