FALKIRK COUNCIL
COMHAIRLE NA H-EAGLAIS BRICE

Recruitment Pack for the Post of: CS7756

Librarian (0.4) Term time +2 weeks

Carrongrange High School
Oxgang Rd
Grangemouth

FK3 9HP



Carrongrange High School: Where You Can Be All You Can Be!

"Working in Falkirk is more than just a job – it demands a shared commitment to support children and young people to be successful by creating the best learning environment for all of those in our care. Committed, caring and ambitious staff make the difference in terms of 'getting it right for every child' and improving attainment and achievement. If this challenge resonates with you, come and join us. Falkirk schools believe in better, we want staff in our teams who feel the same."

LEARNING TO ACHIEVE

ffb for falkirk's bairns

MY FUTURE'S IN falkirk

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Carrongrange High School

Our school is looking for a librarian (0.4) who can work creatively, to motivate learners and provide engaging learning experiences for Falkirk's young people with the most complex additional support needs.

Grade H

£39,375 – £43,426

Hours: 14.8 hours per week

Part time: 0.4fte

Post Reference: CS7712

Would you like the opportunity to be a part of the team in Falkirk Council's Award Winning Secondary Special School?

We are seeking to complement our staff team with a:

School Librarian

This post provides an exciting opportunity for someone who is committed to providing high-quality education to pupils who need additional support for learning, to ensure that all our pupils achieve their full potential and become as independent as possible.

The successful candidate would work closely with class teachers, support staff and our young people, to develop key literacy skills that will support the needs of our learners, allowing them to build understanding, insight and joy in reading, writing, talking, storytelling and literature. Flexibility and creativity are essential for this post.

The successful candidate would be required to work closely with pupils who require high levels of support, and a very creative approach to meeting individual needs, is essential.

You will be responsible to the Head Teacher/nominated member of Management Team for developing and managing the school library as a learning centre for students and staff, providing resources and information as required across the school community.

You will hold a degree in Librarianship/Information Science or a degree and post-graduate qualification in Librarianship/Information Science and be working towards or have achieved Chartered Member of the Chartered Institute of Library and Information Professionals

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JOB DESCRIPTION

Job Definition

Job Title	**Librarian**
Section	**Children's Services**
Service	**Secondary Schools**
Location	**Carrongrange High School**
Current Grade	**H**
Hours/Week	**14.8 hours**

Job Purpose

To develop and manage the library as a learning centre to support pupils and staff in their learning and teaching, and to provide and organise resources and information as required across the school community.

Key Responsibilities

1. Provide an effective service to support learning and teaching through the acquisition and management of appropriate resources.
2. To manage and organise facilities and services efficiently and effectively to allow flexible access and use for curricular activities, study support, raising achievement, independent and recreational use.
3. To contribute to whole school initiatives as determined through development planning.
4. To promote and support the use of ICT for curriculum development and independent research.
5. To work collaboratively with staff in the development of core learning skills, including thinking and study skills, search skills, and the efficient management of information.
6. To promote and support a wide range of pupil and family literacy through the encouragement and enjoyment of reading, working with authors and storytellers, and advising pupils on personal reading.
7. To develop links with external agencies and information networks, encouraging their use by staff and pupils.

8. To disseminate information on resources and services through the production of promotional material, bibliographies and exhibitions.
9. To participate in work with associated primary schools, as appropriate to local cluster initiatives.

Accountability

The post holder will be accountable to Education Services through the Head Teacher.

The post holder is responsible for setting her/his own day to day priorities, and should have a significant capacity for working under her/his own initiative within general parameters set by the Head Teacher.

The post holder will manage the budget for the library, bidding for funds to the school budget holder when necessary.

The post holder will provide advice on copyright (print and digital) and be responsible for the selection of learning and information resources to meet the needs of pupils and school staff.

The post holder will be responsible for a wide range of ICT facilities, print and electronic resources within the library.

Knowledge, Skills and Experience

The post holder should have a degree in Librarianship/ Information Science or a degree and a post-graduate qualification in Librarianship/ Information Science, and be a Chartered Member of the Chartered Institute of Library and Information Professionals or working towards charter status.

The post holder will require to have some knowledge of recent developments in education, know about the range and use of curricular resources, and have an understanding of the role of the library in education. There is a requirement to keep up to date with developments in the curriculum, the wider library profession, copyright and Digital Literacy.

The post holder will have effective management and organisational skills and will require supervisory skills in relation to pupil behaviour and organisation while in the library. Well-developed ICT and research skills are required, and the post holder should display the ability to work in a team. They will demonstrate effective inter-personal, oral, presentation and written communication skills.

The post holder will have previous library experience, preferably in an educational environment.

Demands

The post holder will be able to use tact and discretion and provide support to pupils in an informal pastoral role.

The post holder will require to anticipate the impact on the library of curricular developments and educational initiatives.

The work is demand-led, and the post holder will be required to carry out a number of different tasks with differing priorities.

Communications and Contacts

Internal contacts

Head Teacher and nominated Principal Teacher, pupils and school staff

Teaching staff in associated primary schools

Learning Resource Service, public library staff

Support Officers

External contacts

Agencies, e.g. Education Scotland, Scottish Book Trust

Skills Development Scotland

Forth Valley College

Publishers and booksellers

Other authorities, libraries, etc.

Environment

The post holder will be based at Carrongrange High School, Grangemouth

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Additional Information

Short leeting will be based on all the information provided in the application form.

If you are short leeted for interview one of the elements of the selection process will be a tour of the school and a meeting with some of our staff and pupils.

Information Resources

- **Falkirk Council Performance**
  http://www.falkirk.gov.uk/services/councildemocracy/budgets-spending-performance/council-performance/

- **Various education plans and strategies**
  http://www.falkirk.gov.uk/services/schoolseducation/

- **My Future's in Falkirk**
  http://www.myfuturesinfalkirk.co.uk/

- **School page on Falkirk Council website**
  Search: Carrongrange High School

- **School website**
  Carrongrange High School - Home Page

- **School Bluesky**
  @carrongrange hs.bsky.social

Resource Manager

September 2026

FALKIRK COUNCIL
COMHAIRLE NA H-EAGLAIS BRICE

FALKIRK COUNCIL – CHILDREN'S SERVICES

PERSON SPECIFICATION

TITLE OF POST – LIBRARIAN

POSTHOLDER'S ATTRIBUTES	ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
1. Physical	Good standard of general health. Pleasant manner. Professional manner & appearance.		Pre-employment health questionnaire Interview
2. Qualifications	Degree in Librarianship/ Information Science or Degree + Post-Graduate Qualification in Librarianship/ Information Science. Chartered Member of CILIP (formerly The Library Association). Commitment to personal and professional development.	Evidence of on-going professional development. Evidence of involvement in groups, associations in related fields.	Application form Interview Reference
3. Knowledge/Experience	Experience of working within library, resource centre, or information service.	Working within education. Work with young people.	Application form Interview Reference

	Some knowledge of recent developments in education. Understanding of the role of the library in education. Understanding of the role of ICT in the library. Evidence of effective oral and written communication skills. Effective presentation skills. Ability to use initiative and lead developments. Effective management and organisational skills. Knowledge and experience of using essential skills for information searching and use, including ICT.	Leading/ managing a particular project or initiative. Development planning. Experience of involvement in curriculum development. Knowledge of range and use of curricular resources. Experience of supporting young people in the acquisition of skills. Evidence of ability to monitor and evaluate development and project work. Experience of tutoring or mentoring young people or adults.	Application form Interview Reference

4. Personal Qualities	Ability to communicate well with young people. Ability to work as part of a team with colleagues. Positive attitude to taking forward initiatives and developments and meeting challenges. Willing to develop school/ community/parental links. Interest in wider issues of education.	Willing to be involved in extra-curricular life of the school. Imaginative and creative approach to library and resource services Sense of humour.	Application form Interview Reference