LIBRARIAN

JOB INFORMATION

RGS NEWCASTLE

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LIBRARIAN

Required from January 2027
Newcastle upon Tyne Royal Grammar School



THE POSITION

We are looking to appoint an enthusiastic and committed Librarian to build on our strong legacy of provision. The successful candidate will oversee the day-to-day management of our library spaces, curate a relevant and inspiring collection of resources, and champion a culture of reading across the school. They will also play an active role in supporting research, literacy and wider educational opportunities, helping pupils develop the skills and habits needed for lifelong learning.

This role would suit an enthusiastic and highly motivated professional who is committed to promoting literacy, reading and independent learning. It is an exciting opportunity for someone who can build positive relationships with young people, champion the role of the libraries across the school, and contribute actively to our wider educational vision. The successful candidate will be an effective advocate for the library, inspiring pupils to engage with reading and helping to further develop the library as a vibrant hub at the heart of school life.

This is a full-time role, but we are also willing to consider anyone who may be seeking a job share role.



Job Description: Librarian
Closing Date: 9.00am Tuesday 8th December 2026
Contact: jobs@rgs.newcastle.sch.uk or Chris Quayle (Deputy Head Academic) c.quayle@rgs.newcastle.sch.uk

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THE SCHOOL

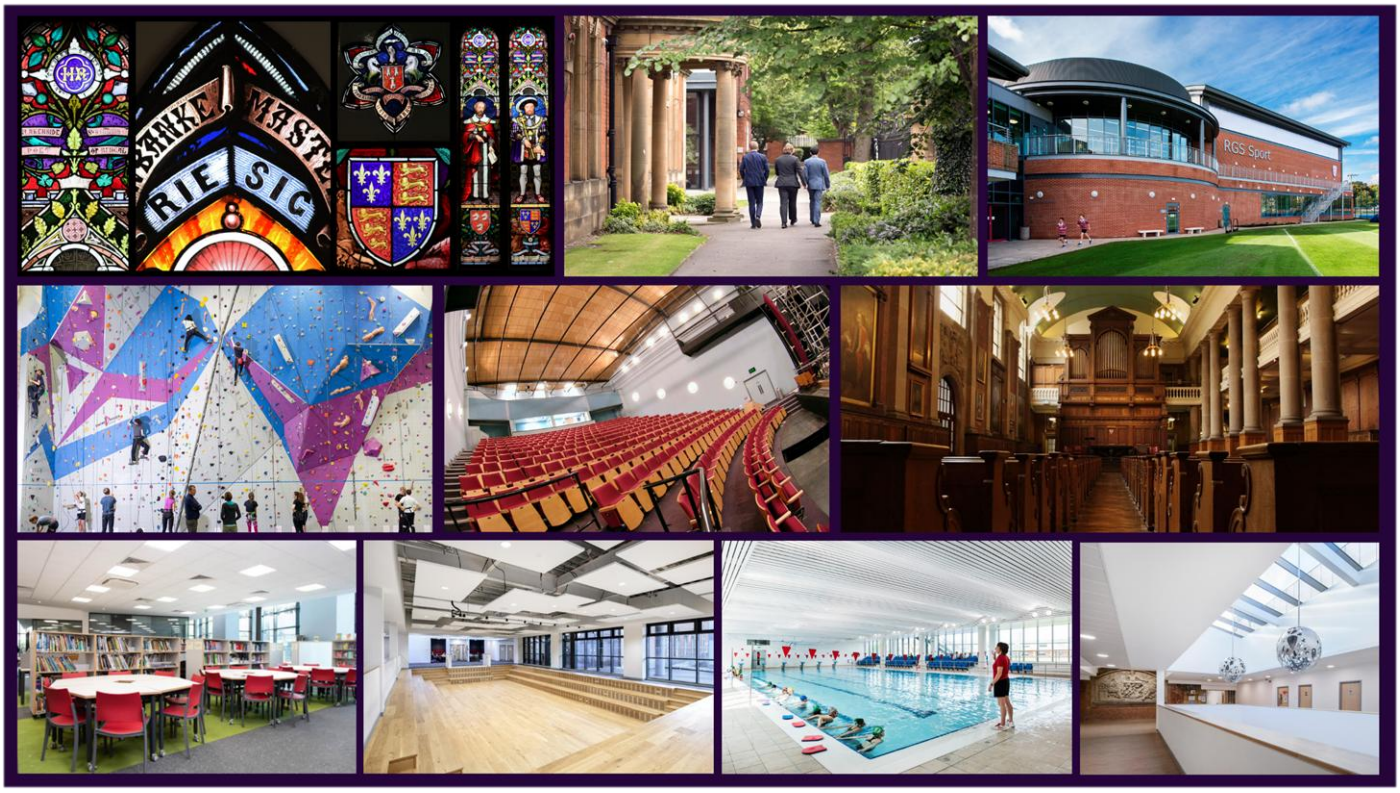
In 1525, the Mayor of Newcastle, Thomas Horsley, wrote his will, in which he generously gifted his estate to fund a grammar school. Five centuries later, Horsley's vision lives on in the Royal Grammar School Newcastle's corridors and classrooms, and his philanthropic spirit drives the RGS's commitment to education.

Few schools can claim a 500-year history. Over the years, the RGS, has continued to flourish as the premier independent school in the North East of England and as one of the country's leading schools - consistently topping the regional table for academic excellence.

Today, RGS is a fully co-educational school with over 1,300 students aged 7-18 (Years 3 to 13). Its academically selective places are highly sought after. The school has more than 250 students in the Junior School, which shares the same outstanding site as the Senior School. Its Sixth Form is one of the largest in the independent sector, with more than 340 students.

While RGS prides itself on academic excellence, the school is also known for its emphasis on a holistic education. The school's 'There's More to Life' approach informs its holistic education, which is central to students' success, health, and happiness.

RGS is based in the heart of Newcastle, immediately opposite Jesmond Metro station. The school occupies over 30 acres of land and has state-of-the-art facilities, including five brand new art studios, a new library, a modern Sixth Form Centre, a 25m swimming pool, two Sports Halls, a Performing Arts Centre, outdoor football/rugby pitches at Mooracres, an artificial turf pitch for hockey and the former County Cricket Ground.



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Academic Success

RGS is a special place, known and respected throughout the whole country as well as the North East. It is a place where aspirations are high, results are outstanding, and opportunities are endless. Our students go on to study highly selective courses at the most sought-after universities but also leave the school realising that life outside the classroom has been equally beneficial.

In 2023, RGS was named the overall national 'Independent School of the Year' by The Telegraph Group's Independent School Parent Awards. The school was again named North East Independent Secondary School of the Year for Academic Excellence 2025 by The Sunday Times' Parent Power Schools Guide. Most recently, the school was named Independent Senior School of the Year at the TES Awards.

Academically, the school is highly selective. Students are assessed for entry at the key entry points (Y3, Y5, Y7, and a handful at Y9, plus Sixth Form). The biggest entry points are Y3 (60 students), Y7 (c.75 students) and Y12 (c.45 students). Beyond the academics, in Junior School (Y3-6), entry is assessed through activity days, whilst at Y7, students are assessed through online tests and an interaction day. Sixth Form entry is through interview only.

Students sit baseline tests in Y7, Y10, and Y12 – the average GLA CAT score for both the current Y7 and Y12 is 117. We have several students who have the assistance of our dedicated Learning Support Team, which works across Junior and Senior School.



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Co-curricular Activities

At RGS, students can choose from over 170 co-curricular activities, ranging from music, drama, and sports to unique options like e-sports and knitting. All students are encouraged to discover what excites and inspires them.

Sport is also a central part of life at RGS, with students actively participating in a variety of activities including hockey, cricket, and basketball, from early morning until late afternoon. RGS views sport as a fundamental vehicle for students to develop lifelong skills, character, resilience – and a love for daily movement.

While it may seem tricky to balance schoolwork with so many exciting co-curricular and sporting activities, RGS has found that students actively engaged outside the classroom often perform even better academically. Both programs are designed to help students develop essential life skills, from self-awareness to decision-making and self-organisation.



Pastoral Care

We understand that all our students are unique and different, and we strive to treat them as individuals, aiming to tailor our care to meet their needs.

That is why pastoral care is another critical cornerstone of RGS's holistic approach. Student well-being is embedded throughout school life, from a dedicated Form Teacher and an allocated Tutor to easy access to the school Medical Team and counsellors who work together to help students reach their full potential.

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OUR VISION AND ETHOS

We believe in inspiring young people and equipping them to make a positive contribution to society. The RGS as a school promotes excellence and is committed to raising aspiration and attainment across the North East.

- By inspiring and nurturing hearts and minds, we can give those around us the freedom to create and shape their own future.
- A future that is built on our sense of history and belonging in the city but is fuelled by an ambition to succeed and evolve.
- A place where freedom of expression, ideas and beliefs can be shared, exchanged and grow openly in our happy environment.
- An environment where we look out for each other and treat everyone with care and respect, within and beyond our community.
- A spirit to challenge, inspire and stretch the minds of everyone here so we feel free to explore, free to think, free to try, free to dream of possibilities and free to be ourselves.



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THE LIBRARY

At RGS, we believe that reading is an important part of a young person's education and personal development. Books help to develop vocabulary, imagination, empathy and confidence, while opening new interests and ideas. We want our library to be a welcoming place where pupils can discover the pleasure of reading, develop their curiosity and build a lifelong love of books.

The libraries should be more than a place to borrow books or complete schoolwork. They should also be calm, inclusive and supportive spaces where pupils feel safe, welcome and part of the school community.

RGS has three Libraries:

- The Senior School Library, open to all pupils and staff; this is a modern space designed to be a place to enjoy literature, to find resources and to be a quiet haven to get some work done.
- The Year 5 and 6 Library in the Junior School Brandling House, which is regularly used by both the children and as a teaching resource.
- The Year 3 and 4 Library in the Junior School Lambton House; this is a newly renovated space designed to foster the love of reading.

The Senior School Library is open currently during term time from 0830 to 1745, and the Junior School facilities are available to pupils at various times during the day.



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MAIN DUTIES AND RESPONSIBILITIES

Key duties and responsibilities will include, but are not limited to:

- Assist in the formulation and implementation of a strategy for the delivery of library and information services throughout RGS and be proactive in developing these resources and services for all members of the RGS community.
- Manage the day-to-day running of the Senior School Library, ensuring it is welcoming, well organised and a positive environment for reading, study and research.
- Develop and maintain a relevant, engaging and inclusive collection of books and other physical and digital resources to support the curriculum and pupils' interests.
- Promote reading for pleasure through book recommendations, creative displays, library activities, reading initiatives and literary events.
- Work with teaching staff to identify curriculum needs and support pupils in developing research skills, information literacy, critical thinking and the effective use of print and digital resources.
- Support Sixth Form pupils with independent research, including through existing EPQ support, and explore opportunities to work with the Sixth Form team and Careers to develop relevant library stock, including university reading lists, and support preparation for university-level study.
- Help pupils find, evaluate and use information responsibly, including developing an understanding of referencing and academic integrity.
- Manage the library catalogue and borrowing system, maintain accurate records and oversee stock security, processing, repairs and organisation.
- Work with the Deputy Head Academic and Junior School SLT colleagues to agree library priorities, manage expenditure and purchase resources effectively.
- Monitor the use of library resources, seek feedback from pupils and staff, and identify opportunities to improve the library and its services.
- Build positive relationships with pupils and colleagues, contributing to the wider educational and pastoral life of the school.
- Create a calm, safe and inclusive space where pupils feel welcome, can enjoy quiet time and feel a sense of belonging.
- Be approachable and attentive to pupils' needs, maintaining appropriate professional boundaries and following school procedures for safeguarding and pastoral concerns.
- Keep up to date with developments in librarianship, reading promotion, educational resources and library technology, including digital literacy and AI.

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QUALIFICATIONS / TRAINING / SKILLS

- An appropriate qualification in librarianship or information management, and/or relevant experience in a library or information service.
- An enthusiasm for books, reading and the contribution libraries make to young people's education and personal development.
- Good organisational, administrative, and time-management skills, with the ability to work independently and use initiative.
- Strong communication and interpersonal skills, with the ability to work effectively with pupils and colleagues.
- Good IT skills, including Microsoft Office 365 and the ability to use a library management system.
- An understanding of the role of the library in supporting teaching, learning, independent research and reading for pleasure.
- An awareness of copyright, data protection, confidentiality, safeguarding and the responsible use of information technology.
- The ability to maintain a positive library environment and manage pupil behaviour calmly and consistently.
- Awareness and commitment to Equal Opportunities; a commitment to working with students from diverse backgrounds.
- An understanding of, and commitment to working with young people. These include safeguarding, health and safety, security, and handling confidential information at times.



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PERSONAL QUALITIES

- Warm, approachable and enthusiastic about working with young people.
- Highly organised, reliable and able to manage a varied workload.
- Proactive, flexible and willing to use initiative.
- Patient, tactful and sensitive to pupils' individual needs.
- Committed to inclusion, safeguarding and the wellbeing of pupils.
- A collaborative team member who supports the ethos and wider community of RGS.
- Committed to professional development and the continued improvement of the library.
- Proactive and able to use your own initiative to meet individual needs.



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KEY INFORMATION ABOUT THE ROLE

- The Librarian will report to the Deputy Head Academic.
- Start date: January 2027 pending completion of pre-employment checks.
- The weekly hours for this role will be 40 hours per week during term time, worked over 5 days (Monday to Friday).
- The normal core working hours for this role will be as follows: 8:00am-4.30pm.
- The Librarian will also be required to work 10 additional days outside of term to support the function of the library and/or training and these days will be worked in agreement with the Deputy Head (Academic).
- The Librarian will also attend work on the annual safeguarding training day at the start of each academic year.
- The annual salary for this role will be in the region of 30-36k FTE / 25-30k actual (based on 40 hours/week, term time only + 11 days) The salary offered will be dependent on experience and qualifications offered by the successful candidate.
- RGS staff salaries are reviewed on 1st August each year.
- The employee will be entitled to normal school holidays (pro rata).
- Given the nature of the role and the operational requirements of the school, requests for leave within term time will not be permitted.
- The employee will be required to comply with a range of RGS policies, particularly those regarding Data Protection, Staff Code, use of ICT facilities, Child Protection and Health and Safety, a copy of which will be made available.

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BENEFITS AND WELLBEING



Working Environment

- A warm, ambitious and supportive staff community, unified by shared values and a passion for helping young people thrive.
- Opportunities to engage in rich co-curricular life of the school including 170 clubs, societies and creative opportunities.



Food & Facilities

- Outstanding facilities across 30 acres, including state-of-the-art art studios, a modern Sixth Form Centre, Performing Arts Centre and extensive sports facilities including a 25m pool.
- Free access to our gym, fitness suite and swimming pool.
- Complimentary lunch during term time.
- Access to our modern school library and extensive reading materials.



Health & Wellbeing

- Optional healthcare plan, including optical, dental, physio cover and telephone GP access.
- Access to a 24/7 confidential telephone counselling service.
- Access to the school medical team, including triage advice and free flu vaccinations.



Pension & Financial Benefits

Support Staff Pension Scheme (APTIS) provided by Aviva:

- **3% employee contribution**: School contributes **5%**.
- **4% employee contribution**: School contributes **7%**.
- **Above 4% employee contribution**: School contribution remains at a maximum of **7%**.

Salary Exchange available (optional).



Additional Benefits

- Life assurance scheme (Aviva): 5× annual salary.
- Eligibility for the RGS Support Staff Sick Pay Scheme (after a qualifying period).
- Interest-free loan for corporate Metro travel pass (T&Cs apply).
- Bike to Work scheme (T&Cs apply).
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Professional Development

- Opportunity for middle leaders and aspiring middle leaders to participate in a focussed training programme.
- Access to 100+ free online training courses
- Regular safeguarding training
- Ongoing training and development opportunities, including internal/external training
- Free entry to school productions in the Miller Theatre (Performing Arts Centre)
- Easy city-centre access, directly opposite Jesmond Metro station—ideal for commuting.

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APPLICATION PROCESS

Enquiries about this post should be made in the first instance to jobs@rgs.newcastle.sch.uk

Please visit www.rgs.newcastle.sch.uk/join-us/work-with-us to access our application form and further information for applicants.

Application Closing Date: 9.00am Tuesday 8th December 2026

To apply, please email the following to jobs@rgs.newcastle.sch.uk by the closing date:

- A supporting letter outlining your interest in the role and how your skills and experience meet the requirements of the position.
- A fully completed RGS application form.

Please note that all applicants must complete the RGS application form. CVs may be submitted in addition, but not as a substitute.

Interviews will be held shortly after the closing date. We will hope to make the appointment as soon as possible following interview, offering the post, and gaining acceptance.

Reasonable travel expenses will be considered to attend an interview if candidates live outside the local area. This is normally up to a maximum contribution of £100 on provision of receipts. If your expenses will be significantly higher than £100 and an overnight stay is required, please note all expenses will need to be booked and approved in advance. If you plan to claim expenses, please contact jobs@rgs.newcastle.sch.uk.

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Safeguarding and Safer Recruitment

The RGS Newcastle Group of Schools is committed to the safeguarding of children and promoting the welfare of children and young people and expects all staff, volunteers and those working in school to share this commitment. The school applies the Government's Keeping Children Safe in Education Safer Recruitment procedures to all candidates including appropriate pre-interview checks on shortlisted candidates and pre-employment checks pending any offer. More information regarding the checks can be found in our Information for Applicants here, and 'Keeping Children Safe in Education' (September 2026)

Equal Opportunities

We are looking to appoint staff from a wide variety of backgrounds. Not just because it is the right thing to do but because at the RGS we recognise that those different experiences provide fresh perspectives, opportunities to challenge existing beliefs and provide opportunities to act as excellent role models for our diverse student body. We are committed to creating an inclusive and diverse school culture and our staff are at the heart of this.

We are proud to be an equal opportunities employer, and all qualified applicants will receive consideration for employment regardless of neurodivergence, age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

We strive to achieve a diverse workforce, fully representative of our pluralistic society and the ethnic make-up of the student population in the UK. People of colour are under-represented on our staff team. We are keen to attract applicants from a diverse pool of candidates and determined to be a fully inclusive employer, and a great workplace for people of Black, Asian, and ethnic minority heritage as well as White heritage.

CONTACT DETAILS

Royal Grammar School, Eskdale Terrace, Newcastle upon Tyne, NE2 4DX

Tel: 0191 281 5711

General enquiries: communications@rgs.newcastle.sch.uk

www.rgs.newcastle.sch.uk

























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