



Job title: Sixth Form Librarian and Careers Coordinator

Salary: Support Staff Grade 3 A-E

Contract Type: Full Time/ Permanent

Reporting to: Head of Sixth Form/ Lead Teacher of Careers

Purpose of the Role

The Sixth Form Librarian & Careers Coordinator will play a key role in supporting the academic, personal and future progression of Bohunt Wokingham Sixth (BW6) students. The postholder will be responsible for managing and developing the Sixth Form study and library environment, ensuring that students have access to a calm, purposeful and well-resourced space for independent learning.

Alongside this, the postholder will support the delivery and coordination of careers education, information, advice and guidance, working with school staff, external providers, universities, FE establishments, training providers and employers to ensure students receive high-quality guidance about future pathways.

The role will combine library management, study supervision, academic administration, careers coordination and student support.

Key Responsibilities

I. Sixth Form Study Centre and Library Management

- Manage the day-to-day running of the Sixth Form library and study spaces, ensuring they are calm, welcoming, well-organised and conducive to independent study.

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- Supervise Sixth Form students during study periods, ensuring high standards of behaviour, engagement and productivity.
- Maintain a quiet academic environment and ensure students use study time effectively.
- Record attendance in study periods where required and follow up any unexplained absence in line with school procedures.
- Support students in developing effective independent study habits, including organisation, research skills and use of resources.
- Maintain the library environment, ensuring that furniture, displays, computers, printers and resources are well presented and in good working order.
- Support the development of a positive reading and academic culture across the Sixth Form.

2. Library Administration and Resource Management

- Organise, maintain and develop the Sixth Form library's print and digital resources.
- Catalogue, order, process and display new books and resources.
- Manage book loans, returns, stock checks and library records using the relevant library systems.
- Ensure students can access appropriate resources to support their courses, independent study and wider reading.
- Liaise with subject staff to identify useful academic resources for BW6 students.
- Promote use of the library and study spaces through events, displays and student communications.
- Support students with research, library use and accessing reliable sources of information.
- Contribute to the wider development of library provision across the school where required.

3. Careers Coordination

- Support the planning, coordination and delivery of the Sixth Form careers programme.
- Work with the Lead Teacher of Careers and Head of Sixth Form to ensure students receive high-quality careers education, information, advice and guidance.

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- Build and maintain links with FE establishments, universities, training providers, apprenticeship providers, employers and other relevant organisations.
- Coordinate opportunities for students to engage with external providers, including assemblies, workshops, presentations, careers fairs and meaningful encounters.
- Support compliance with provider access requirements, including the Baker Clause, by ensuring students are given access to a range of education and training providers.
- Support the organisation of careers events, including careers fairs, mock interview days, university visits and employer engagement activities.
- Work with external and independent careers advisers to support students in accessing one-to-one careers guidance.
- Run and support the use of Compass+ reports to monitor progress against the Gatsby Benchmarks.
- Work with the Careers Link Governor, Lead Teacher of Careers and senior staff to monitor and evaluate careers provision.
- Lead on the collection, tracking and monitoring of student destination data.

4. University, Apprenticeship and Progression Support

- Support students with UCAS applications, including tracking applications, supporting personal statement development and coordinating reference processes.
- Assist with the administration of university interviews, admissions tests and progression-related events.
- Provide students with information about universities, apprenticeships, employment, training routes and other post-18 opportunities.
- Create and share resources, presentations and displays relating to university pathways, apprenticeships, careers and future destinations.
- Support students in researching appropriate destinations and making informed decisions about their next steps.
- Assist with Sixth Form tutor time activities linked to careers, destinations and academic progression.

5. Sixth Form Administration

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- Support Sixth Form enrolment, induction and transition activities.
- Assist with administrative tasks relating to student timetables, bursary processes, destinations, attendance and academic data.
- Maintain accurate records relating to study supervision, careers activities, student destinations and progression support.
- Support communication with students, parents, staff and external organisations.
- Assist with the preparation and coordination of Sixth Form events, including open evenings, induction days, enrolment, careers events and progression activities.
- Support examinations, cover or wider school administration where appropriate to the role.

6. Teamwork and Professional Responsibilities

- Work collaboratively with the Head of Sixth Form, Lead Teacher of Careers, tutors, subject staff, pastoral staff and administrative colleagues.
- Contribute to the smooth running and ongoing development of Sixth Form provision.
- Participate in relevant training, including training related to safeguarding, careers guidance, library systems and student support.
- Implement school policies and procedures consistently, including those relating to safeguarding, behaviour, attendance, equality and health and safety.
- Promote a positive, inclusive and aspirational Sixth Form culture.
- Undertake any other duties appropriate to the role and grade as reasonably required.

Person Specification

Essential

- Strong organisational and administrative skills.
- Excellent communication skills, both written and verbal.
- Ability to build positive relationships with young people, staff, parents and external partners.
- Confidence in supervising students and maintaining a calm, purposeful study environment.

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- Ability to manage records accurately and handle information confidentially.
- Good IT skills and confidence using digital systems.
- An interest in supporting student progression, careers, university pathways and independent learning.
- Ability to work independently and as part of a wider team.
- Commitment to safeguarding, equality of opportunity and the welfare of young people.

Desirable

- Experience of working in a school, sixth form, college, library or careers-related setting.
- Knowledge of UCAS, apprenticeships, post-18 pathways or careers education.
- Experience of using library management systems or maintaining learning resources.
- Understanding of the Gatsby Benchmarks and the Baker Clause.
- Experience supporting students with independent study, research or academic mentoring.
- Experience organising events, workshops or external provider visits.

These responsibilities are not exhaustive and may be reviewed annually in line with the needs of the school and the strengths of the postholder. This job description may be amended by the Headteacher, following consultation, to reflect changes appropriate to the role and grade.

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