

LOCATION	Nord Anglia International School - Dubai	
JOB TITLE	School Senior Librarian	
JOB PURPOSE	<p>The School Senior Librarian is an information specialist who will manage, develop, organise and promote the School Library and Resource Information Centre within the school to ensure access to an effective learning resource and information service which supports learning and teaching.</p> <p>The School Senior Librarian serves the learning community by presenting a clear and innovative vision for the school library program.</p>	
REPORTING TO	Head of Schools	
DIRECT REPORTS	Librarian	
OTHER KEY RELATIONSHIPS	Administration Staffs, Teachers and Students	
PACKAGE	Competitive	
KEY RESULT AREA	MEASURES OF PERFORMANCE	
Program Administration <ul style="list-style-type: none"> Plan, arrange, administer and implement the library information center program as well as organize, establish and supervise routines and procedures for smooth operation of the library information center Develop, implement, and maintain a policy for the management and use of the Library as a resource which supports learning and teaching in the School Monitor and evaluate the effectiveness of the service provided by the Library and implement changes, where necessary, preparing the Library improvement plan in order to meet new priorities in conjunction with the management team Select, acquire, purchase, advice and promote learning resources in all formats and recreational reading materials which support the curriculum, learning and teaching as well as literacy, in consultation with school management and other teaching staff, ensuring equality of access for pupils and staff Keep records of all library expenditures and provide regular reports on the library as required by the administration and as needed for planning purposes Develops and disseminates policies relating to appropriate use of resources such as Internet and school network, intellectual freedom, intellectual property and academic integrity Serves as member of the school media and technology committees and is responsible for the purchase, management and distribution of the digital library and online subscriptions. Supervise and train the librarian Classify learning resources in the library and maintain accurate and reliable lending systems Maintain the reserve stock collection and selection and evaluation of periodicals, book stock and software Answer enquiries, manage issue and return of stock, data input to the Library database, maintenance of registration system, inter-library loans, general housekeeping duties etc Work collaboratively with many groups within the school culture: parents, teachers, students, administrators and community members 		<ul style="list-style-type: none"> Performance appraisal Performance Development Plan

- Assist with the development of the Global classroom as a learning tool.
- Establish and develop the School archive
- Work closely with Heads of School, the Communication Team and the Parent Association to promote and enhance school themed events such as 'book week'; National Day, and specific projects that have a whole school impact.
- Celebrate the opportunities that are derived from being part of the Nord Anglia Education family
- Work closely with the Head of IB supporting guidance work for careers and university entrance
- Be fully responsible for the design and management of the library and learning resource area

Instructional (Learning and Teaching)

- Support the educational philosophy and objectives of the school by engaging in four key roles to facilitate effective delivery of the curriculum: program administration, innovation, learning and teaching, and information access and delivery
- Work with administration and curriculum leaders to ensure literacy outcomes are focus of instruction
- Assist teachers in identifying and accessing materials to support content-area instruction as well as professional growth
- Provide leadership in the integration of technology into all areas of the curriculum and the instructional practices of the faculty
- Model appropriate pedagogy, reflecting research in best practice and learning theory, and works with teachers to improve pedagogy school-wide
- Help students develop attitudes, habits and skills leading to life-long learning and library use
- Encourage and facilitate student development of independent library-information skills
- Create and maintain an environment that is conducive to active and participatory education, resource based instructional learning and teaching practices, and collaboration with teaching staffs
- Collaborate with teaching staff in the planning, development, delivery and evaluation of relevant information and study skills programmes in the Library
- Contribute to the development and promotion of the use of relevant ICT applications to support learning and teaching in the Library
- Prepare lists of topical and new materials to support class assignments and to promote interest in reading
- Participate in curriculum planning meetings
- Creatively and energetically promote literacy, reading and library use through such activities as storey telling, book talks, displays, publications and special events

<p>Information Access and Delivery</p> <ul style="list-style-type: none"> • Manage and organise resources, facilities, and services provided by the Library in conjunction with the School Management team, to allow flexible access and support for curricular activities, study support and independent use • Development of resource-based and on-line learning materials and keeping abreast of ICT initiatives which has an impact on the delivery of a school library service • Encourage faculty and student input concerning suggestions for purchase • Develop and maintain information networks and services, organises, retrieves and disseminates or circulates resources to support learner's needs • Provide training to students and faculty in effective use of information systems • Ensure intellectual and physical access to materials in all formats for all learners • Guide students in material selection • Function as a school resource for issues regarding ethical use of information including issues of copyright and intellectual freedom • Instruct students in the skills necessary to effectively access, evaluate, analyse, synthesize and communicate information in traditional and emerging formats • Create and maintain an atmosphere that encourages student and faculty library use • Promote effective use of information resources and services, encouraging appropriate conduct of students using the library system facility <p>Professional</p> <ul style="list-style-type: none"> • Develop and maintain links with external agencies and resources to maximise the use of appropriate materials and information for the Library, including public libraries, museums, local colleges, community learning services and other local authorities • Take leadership role in implementing the School's educational program • Maintain a cooperative relationships with local and international school libraries <p>Other</p> <ul style="list-style-type: none"> • Participate, when requested, in other appropriate working groups at authority level • Be willing to make positive contribution to the overall school ethos • Ensure that statutory responsibilities and Company policies with regard to Professional Behaviour Guidelines, Health and Safety, Equality & Diversity and other relevant legislation are met. 	
<p>Personal Development</p> <ul style="list-style-type: none"> ▪ Continual development through the identification and implementation of your own Personal Development Plan 	<ul style="list-style-type: none"> ▪ Improved performance ▪ Performance appraisal ▪ Personal Development Plan

<p>OTHER</p> <ul style="list-style-type: none"> ▪ Promote and adhere to the Company Vision and Values: <ul style="list-style-type: none"> ▪ Opportunity - For us, opportunities need to be meaningful, about achieving potential and making progress. ▪ Impact - For us, impact is about making a difference. It needs to be immediate, positive and lasting. ▪ Leadership - For us, leadership is about considering the team's needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility. ▪ Respect - For us, respect is about listening, being inclusive, showing tolerance and getting the little things right ▪ All staff are required to manage effective personal development as part of the Company's commitment to invest in staff as the key resource in the organisation ▪ Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation ▪ Any other appropriate duties as allocated by the Chief Executive Officer 	<ul style="list-style-type: none"> ▪ Valued member of the team and organisation
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PERSON SPECIFICATIONS		
Qualifications/Training		
▪ Educated to degree level /library science qualification (or working towards)		Essential
▪ Extensive experience of library management and school support		Essential
Experience / Knowledge		
▪ Knowledge of Library System		Essential
▪ Deep knowledge of research, reading, writing and literacy development		Essential
▪ Working with Children and adults		Essential
▪ Has technological expertise in electronic information resources		Essential
▪ Working in a library or information management environment		Essential
▪ Outstanding presentation and facilitation skills		Essential
Skills		
▪ Enthusiasm, energy, modelling effective behaviour, communicating a vision, sharing values, excellent oral and written communication, presenting a public face		Essential
▪ Excellent interpersonal, communication, problem solving, conflict management skills		Essential
▪ An open and approachable style		Essential
▪ Able to prioritise tasks and use time effectively		Essential
▪ Strong interpersonal and people management skills		Essential
▪ Excellent planning skills		Essential
▪ Intellect, judgement, alertness to improvement opportunities		Essential
▪ Collaborative and leadership skills		Essential
▪ Good ICT and internet skills		Essential
▪ Ability to solve problems		Essential
▪ Organisational improvement ability		Essential
Personal Attributes		
▪ High levels of personal integrity		Essential
▪ Excellent organisational and time-management skills		Essential
▪ Attention to detail		Essential

▪ A team player	
▪ Capable of working to specific targets and programmes and demonstrating creative thinking and independent working	Essential
▪ Ability to offer enrichment opportunity to pupils	Essential
▪ Ability to work under pressure and remain calm	Essential
▪ Willingness to take on multiple tasks	Essential
▪ Proactive and able to prompt others to ensure deadlines are achieved	Essential
▪ Self-motivated and enthusiastic	Essential
▪ Ability to work independently	Essential
▪ Continually strive for improvement	Essential
▪ Adaptability	Essential

OTHER CONDITIONS

Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.

Compliance with visa requirements for working in UAE.