

## **JOB DESCRIPTION**

NLCS Jeju believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee, nor NLCS Jeju, to only the work identified. It is the expectation of the school, that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organisation.

Our School is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, non-teaching staff and volunteers to share and uphold this commitment.

<b>Position/Job Title</b>	Head of Libraries
<b>Classification</b>	Academic
<b>Reporting to</b>	Vice Principal (Teaching & Learning)
<b>Duties and Responsibilities</b>	<p><b>Overview:</b></p> <p>To lead and manage a team of librarians to maintain and develop first class libraries at NLCS Jeju that inspire and support our students.</p> <p><b>Main areas of responsibility:</b></p> <ol style="list-style-type: none"><li>1. Promotion and support for the academic ethos of the school.</li><li>2. Ensure that the library is at the academic heart of the school.</li><li>3. To engage with and support academic departments.</li><li>4. To actively promote our use of English policy and to promote English acquisition.</li><li>5. To collaborate with the growing family of NLCS librarians.</li><li>6. To provide relevant support for our Academic Societies.</li><li>7. To provide focused support for the IB Extended Essay writing process.</li><li>8. To run engaging book promotion events.</li><li>9. To maintain a strategic overview of book usage.</li><li>10. To support school improvement.</li><li>11. To spend the library budget strategically.</li><li>12. To create and deliver a library development plan.</li><li>13. Work with curriculum areas to provide and develop library skills training for all year groups across all subjects.</li><li>14. To develop library ICT resources.</li><li>15. To manage the library information system.</li><li>16. To manage the supervision of the use of the library and to select, train and organise pupil librarians.</li><li>17. To monitor and evaluate the usage of the library.</li></ol>

	<p><b>Person Specification:</b></p> <p>The postholder will:</p> <ol style="list-style-type: none"> <li>18. Have recent experience of working in an educational/academic environment.</li> <li>19. Be educated to degree level.</li> <li>20. Will be, or working towards becoming, a Chartered Librarian.</li> <li>21. Have good organisational and interpersonal skills.</li> <li>22. Be organised, have a good eye for detail and endeavour to achieve high standards of service.</li> <li>23. Be confident in the use of IT and knowledgeable as to how it can be used in the learning environment.</li> <li>24. Be able to work well under pressure whilst retaining a good sense of humour.</li> <li>25. Have an empathy with the notion of public service and in particular an appreciation of the importance of providing high quality educational services.</li> <li>26. Have high personal standards of conduct and dress, and act as a role model for pupils.</li> </ol> <p><b>Safeguarding:</b></p> <ol style="list-style-type: none"> <li>27. Abide by the school safeguarding policy and keep abreast of any changes</li> </ol>
<b>Last JD Review</b>	December 2017