

**Al Rabeeh Librarian**

Al Rabeeh Academy have made a sizeable investment in the new library and aims for it to be the focal point of the new school. The library will be at the heart of the school and is expected to be a busy hub of activity throughout the day. Each class will visit the library once a fortnight for a scheduled library lesson, and the children are also welcome to use the library in their free time – before and after school and during break and lunchtime. We aim to create a welcoming and engaging environment where everyone can develop – or discover – a love of reading. The Library will hold a large number of books of which there will be non-fiction and reference, classified by Dewey, and the rest will be fiction. There will be a number of computers and peripherals for general use. The library system will need to be set up and the books organised by the librarian in the first instance. We would also aim to integrate educational web links into the library’s catalogue with the aim of helping the children with their internet-based research; this will be an ongoing project.

As well as managing the administrative side of the Library, the Librarian’s key role is to deliver library skills and help with children’s book selections in timetabled library lessons. The Librarian will also be able to offer a library-based activity for students once a week, and supervise children working in and for the Library. The Librarian will be a qualified teacher capable of taking a class within the library and delivering a lesson.

**JOB DESCRIPTION:**

* Maintaining and regularly updating the library stock, ensuring that the selection of books, both fiction and non-fiction, cover the full age and ability range within the school.
* Managing the library budget, liaising with members of staff as necessary.
* Creating reading resource packs from the library stock for use of teachers within their classrooms as appropriate.
* Ensuring that children have access to appropriate books to assist them in understanding and learning English as an additional language.
* Working in conjunction with the staff to provide a range of suitable and enjoyable library books for their students.
* Producing comprehensive reading lists both for library use and to go on the school website for parents to consult.
* Teaching library skills as part of regular library lessons.
* Organising and running author visits and any other events that promote reading as necessary.
* Undertaking efficient administration of the library including maintaining an accurate computerised catalogue.
* Promoting the development of reading and literacy skills for information and recreation, and taking a lead in creating a whole-school environment, which encourages reading for pleasure.
* Ensure that the library is in an orderly and attractive state, creating and changing displays to attract and maintain the children’s interests in the library’s activities.
* Using all appropriate initiatives to keep the library a major and exciting resource in the minds of children and staff.

**TERMS AND CONDITIONS**

* Salary commensurate to experience

**To apply:**

Please send an up to date CV with a recent photograph and a letter of application outlining your desire to work at Al Rabeeh to jobs@alrabeehschool.ae

**Person Specification (see next page)**

**PERSON SPECIFICATION**

*Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits; (c) certificates*

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| **Requirement** | **Essential** | **Desirable** | **Assessed by:** |
| **Education, training and qualifications** | 1. *Educated to degree level, with a professional teaching qualification* |  | *(a); (c);* |
| **Knowledge and understanding** | 1. *Knowledge of children’s literature* 2. *Knowledge of classification systems* 3. *Knowledge of cataloguing procedures* 4. *Confident use of information and communication technology (ICT)* | *1. Knowledge of Dewey Decimal classification system* | *(a); (i); (r);* |
| **Experience** | 1. *Experience as a Librarian in a school setting* 2. *Experienced in using (ideally experienced in running) a fully automated library system* 3. *Experience of working with children in a Library* | *1. Experience of teaching or presenting to groups, for example delivering library inductions*  *2. Experience in managing a budget*  *3. Experience of managing a team* | *(a); (i); (r);* |
| **Skills** | 1. *Ability to form and maintain appropriate relationships and personal boundaries with children* 2. *Commitment to the protection and safeguarding and wellbeing of children and young people* 3. *Ability to establish productive partnerships with pupils, parents, carers and the wider community of the school* 4. *Accuracy and good organisation skills* 5. *Ability to be adaptable, prioritise and solve problems* 6. *Strong interpersonal skills* 7. *Excellent verbal and written communication skills* |  | *(a); (i); (r);* |
| **Personal qualities** | 1. *Is resilient and demonstrates ability to work in a variety of settings* 2. *Ability to work independently and as part of a team* 3. *Sensitivity to the needs of others* 4. *Empathetic and kind when interacting with children* 5. *Openness and willingness to address and discuss relevant issues* 6. *Commitment to the Al Rabeeh policy of equal opportunity and the ability to work harmoniously with colleagues and pupils of all cultures and backgrounds* |  | *(a); (i); (r);* |