**Job Description**

**Secondary Teacher Librarian**

The Secondary Teacher Librarian is responsible for guiding and supporting the information literacy development of students in the secondary school (years 7-13).

S/he will embed excellent practice in library provision and will:

* Foster enquiry include collaborate, curate, explore and engage.
* Lead the library team to provide an excellent and equal access to information and literature for students, staff and their families for both digital and print resources. They will provide the necessary advice for choosing, accessing and referencing information and reading material. They will guide users in how to seek and find reliable sources.
* Coach students to be effective, critical and ethical in their use of information.
* Work with subject teachers to provide engaging and rigorous learning experiences for students; developing students’ curiosity, discovery and innovation. The teaching and learning experience will be differentiated to enable progress and inclusion for all students (including students who may have the following provision: G&T; EAL; SEN and AEN).
* Support all departments - and work closely with the English department -  in refining and developing programmes that support students’ broad reading experiences and lead to a lifelong love of reading. They should have a fundamental knowledge of secondary and young adult literature to offer advice and guidance to library users.
* Model leadership in the integration of digital resources through technological integration. They will be able to coach students and advise staff in the effective use of digital tools and online resources, seeking and finding reliable sources.
* Educate students in digital citizenship and the sharing of information. The online safety and protection of our children is our utmost priority. Secondary Teacher Librarian must be aware of current legislation and best practice in order to advise and inform students about remaining safe online.
* Work collaboratively with the colleagues and with the direction of the school leadership team to meet the aims of the school development plan.
* Be able to model excellent teaching and learning, particularly aimed to meet the linguistic needs of BSKL’s students.

**To Meet These Objectives:**

* The Secondary Teacher Librarian will be an excellent communicator and advocate for literacy and access to information within the secondary school.
* S/he will remain up-to-date with their professional development as an information specialist, and pedagogical knowledge as an educator, in order to provide students with the excellent learning experiences.
* S/he will manage the curation of the print and digital resource collection effectively; growing the collection to meet the ever-changing literacy information needs of students. They are responsible for the strategic direction of the library and the quality of the resources. They will oversee the work of the library assistant in achieving these aims and also involve and include their staff in the development of the library resources and space.
* They will engage in professional learning by reading library and education related media posts, articles and books. They will also attend webinars, workshops and conferences in order to maintain their knowledge as an information specialist.
* They will explore technologies and activities for multiple literacies and by doing so, provide ways for students to demonstrate their learning through various mediums.
* They will develop growth mindset and reflection in children by encouraging them to showcase their work in the library space - both physical and virtual - and lead on discussion, peer collaboration and reflection sessions.
* They will develop partnerships with other international schools and information specialists to broaden the experience of students; seek out opportunities for students to participate in competitions; debates and forums in the local, national and international community.
* They will develop, organise and manage the library space so it is a bright and stimulating hub for learning, a place for the secondary school community to learn together.  Displays, featured collections and events should reflect the diversity of our students and their interests.

**Pastoral Care of Students**

All staff at BSKL must show commitment to the pastoral care of our students:

* Play an active role in the care, wellbeing and safeguarding of all students.
* Undertake child protection and safeguarding training relevant to the role.
* Proactively act on concerns, reporting immediately using the relevant school procedures.
* Demonstrate care, empathy and respect to all students.
* Actively support and encourage students to create, develop and maintain healthy friendships.
* To actively support all school systems of recording and reporting concerns regarding student welfare, including child protection and safeguarding.
* Act as a role model to all students.
* Actively participate in the school’s House System.
* Attend trips and outdoor educational activities to support students’ personal development.
* Model good practice to students, promoting the values as set out in the BSF school charter.
* Consistently apply school policies, in particular the positive behaviour policy.
* Any other tasks or practices as reasonably directed by the HoD, HoY or SLT.