

JOB DESCRIPTION (ACADEMIC)

I. Job Information

Job Title:	Leading Librarian
Department:	Learning Resources
Line Manager's Job Title:	Senior Deputy Head of School (Whole School)

II. Job Specification

Job Purpose: Libraries are dynamic hubs of learning at Harrow Beijing, and the Leading Librarian is its driving force. This pivotal role is dedicated to inspiring a lifelong passion for reading in our students and ensuring our community has access to a world-class, carefully curated collection of resources. By collaborating across departments, the Leading Librarian transforms the libraries into centres for academic excellence and intellectual exploration.	
Key Tasks and Responsibilities	
Key areas of accountabilities	Main duties & responsibilities to support achieving accountabilities
Manage the day-to-day running of the school libraries and oversee their development	Manage a Dynamic Hub for Learning <ul style="list-style-type: none"> Oversee the libraries as vibrant, multi-format resource centres, integrating print and digital materials to support both the curriculum and student recreation. Maintain an Inviting and Safe Environment <ul style="list-style-type: none"> Ensure the library facilities are well-maintained, secure, and welcoming spaces for all users, working in close partnership with the Operations Department on health, safety, and maintenance. Develop Effective Library Policies <ul style="list-style-type: none"> Create and implement a clear school library policy that ensures legal compliance and aligns with the School's educational objectives. Guide Strategic Development <ul style="list-style-type: none"> Generate and lead the implementation of a practical Library Development Plan in consultation with senior academic leaders to ensure continuous improvement.

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Foster a School-Wide Love of Reading

- Develop the library's role in key literacy programmes and reading initiatives to inspire students and encourage wide reading, including managing timetabled access for all students.

Actively Promote Library Services

- Engage the school community through creative displays, effective communications, and extracurricular activities that highlight new resources and promote reading for pleasure.

Teach Essential Research Skills

- Collaborate with teachers, particularly in English, to plan and deliver lessons that build student confidence in information retrieval and critical research skills.

Support Departmental Resources

- Work with Heads of Department to assist with the selection and management of high-quality resources for their subject areas.

Use Data to Inform Decisions

- Monitor book loans and library usage to identify trends, using these insights to make informed decisions that encourage reading and increase student engagement.

Mentor Student Researchers

- Support the development of advanced research skills by designing workshops and providing mentoring for students working on independent projects.

Assist with Language Transition

- Contribute to intensive language transition programmes by providing targeted resources and support to help students succeed.

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Overseas procurement of learning resources	<ul style="list-style-type: none"> - Offer advice to ensure overseas purchasing is sourced from the supplier offering best service and value. - Effectively liaise with academic departments and in consultation with senior academic leaders of the whole school to collate the procurement needs for learning resources and ensure these needs are timely provided to the procurement team. - Ensure the school's Procurement function to be able to make vendor negotiation, procurement saving achievement, stock and delivery management, and network of the suppliers.
Performance Management	<ul style="list-style-type: none"> - Line manage the Library Assistant and the IT Resources & Reprographics Assistant including their annual appraisal. - Provide effective advice on day to day problem solving and career development to nurture a good working environment and a highly motivated team.
Safeguarding and pupil well being	<ul style="list-style-type: none"> - Commit to Safeguarding and to promote the welfare of children and young people by ensuring that all staff, and those connected to the School, share this commitment and responsibility. - Take seriously the responsibility to safeguard and promote the welfare of children, and to work together with others to ensure adequate arrangements within the School help to identify, assess, and support children who are suffering harm.
Key Relationships: <u>Internal</u> <ul style="list-style-type: none"> • Students, academic staff, non-academic staff, SLT and other Harrow International Schools. <u>External</u> <ul style="list-style-type: none"> • CES holdings, BPIEC, learning resources suppliers and counterparts in other local international schools. 	
Resources managed: <ul style="list-style-type: none"> - Library budget - Line manage staff members – Library Assistant & IT Resources & Reprographics Assistant 	

III. Person Specification

	Essential	Desirable
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*AISL Education Group is committed to the safety and protection of children.
All employees are expected to comply with our School Child Protection and Safeguarding Policy.*

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Behaviours	<ul style="list-style-type: none"> · Upholding the Code of Conduct and Harrow Beijing vision. · Self-motivated and hard working. · Well-organised. · Creative. · Teamwork and collaboration. 	<ul style="list-style-type: none"> · Willingness to offer extracurricular activities. · Willingness to learn and adapt.
Skills and Knowledge	<ul style="list-style-type: none"> · Effective communication and engagement with staff and children. · Professional knowledge in library management. · Familiar with overseas purchasing procedures and local regulations. · Current software knowledge i.e. accounting, Firefly, iSAMs, Library Management etc. · Excellent time management skills. · Ability to work in a way that promotes the safety and wellbeing of children. 	<ul style="list-style-type: none"> · Open to exploring innovative approaches from across the educational field. · Subject knowledge sufficient to challenge able students and achieve high outcomes. · Knowledge and understanding of positive disciplinary methods. · Knowledge and understanding of child development and its impact on behaviour.
Experience	<ul style="list-style-type: none"> · At least 5 or more years as similar roles · Experience in working with ESL students 	<ul style="list-style-type: none"> · Teaching experience in an International School. · Know how to challenge and differentiate for children of varying abilities. · Have taken a lead role in organising and implementing extra-curricular activities.
Qualifications	<ul style="list-style-type: none"> · Bachelor's Degree: Information & Library Management degree or similar. 	



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Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and staff member, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.