

<b>LOCATION</b>	Dover Court International School	
<b>JOB TITLE</b>	<b>Librarian</b>	
<b>JOB PURPOSE</b>	To provide a stimulating environment that provide students with the opportunities to learn and gain maximum attainment	
<b>REPORTING TO</b>	Principal and Head of Secondary or Head of Primary	
<b>DIRECT REPORTS</b>	None	
<b>OTHER KEY RELATIONSHIPS</b>	IBDP Coordinator, Senior Leadership Team, Heads of Year, Progress Leaders, Subject Leader for English, Primary English Curriculum Team, NAU Coordinator, Global Campus Coordinator, Exams Officer, HE Counsellor	
<b>PACKAGE</b>	Main Scale	
<b>KEY RESULT AREA</b>	<b>MEASURES OF PERFORMANCE</b>	
<b>Student Attainment and achievement</b> <ul style="list-style-type: none"> <li>Fully support the school's Safeguarding policy and know the reporting procedures to follow in case of a Child Protection issue</li> <li>To promote high standards of work amongst the students in relation to the Library</li> <li>Promote and maintain a positive environment in which all students thrive and are able to pursue a love of learning and reading</li> <li>To manage Stage 1 and 2 Discipline Issues that occur in the Library</li> <li>To promote the 'Be Ambitious' programme</li> <li>Liaise with Tutors/Class Teachers and/or Progress Leaders/Year Group Leaders regarding any students causing concern in accessing Library materials</li> <li>Liaise with Learning Support Dept regarding provision of Resources.</li> <li>Liaise with EAL Dept regarding provision of resources</li> </ul>	<p>Students are safe and ready to learn</p> <p>Student attainment meets or exceeds targets</p>	
<b>Teaching</b> <ul style="list-style-type: none"> <li>Plan and prepare the Library for lessons and sessions</li> <li>Lead library sessions according to the needs of the students in the class including digital citizenship, information literacy, study skills and revision techniques</li> <li>Sharing good practice with other colleagues</li> </ul>	<p>The delivery of lessons/sessions that are good or outstanding</p>	
<b>Assessment</b> <ul style="list-style-type: none"> <li>Provide students with appropriate information that allows them to know where they are and what they need to do to improve with regard to Library use</li> </ul>	<p>Work Scrutiny shows clear progression of students' work in the Library and a clear dialogue of feedback</p>	
<b>Administration/Development:</b> <ul style="list-style-type: none"> <li>To be at the forefront of library technologies and to develop the use of technology to enhance learning in the library</li> <li>Contacting parents on Library matters.</li> <li>Playing a full part in internal and external CPD opportunities including staff meetings</li> <li>Liaise with Subject Leaders/Teams to contribute to an annual requisition.</li> <li>Be involved in the organisation of Library aspect of</li> </ul>	<p>Parents feel part of the learning process.</p> <p>The Librarian plays an active part in a wide range of the life of the school, both in and out of the classroom</p> <p>The school operates in a safe and organised manner.</p>	

<p>special days, festivals, House events, assemblies, public speaking, special focus Weeks etc</p> <ul style="list-style-type: none"> <li>• Contribute to the provision of subject or Year Group related trips and expeditions</li> <li>• Contribute to the Secondary newsletter, 'Secondary Spotlight'</li> <li>• Maintain good quality display in the Library and public areas which relate to the children's learning</li> <li>• Offer exciting Extra Curricular Opportunities that meet the needs of the student cohort</li> <li>• Supervise students on a duty rota</li> <li>• Be responsible for personal health and safety and know how to report H&amp;S concerns</li> <li>• Any other reasonable task assigned by the Principal or Head of Secondary</li> </ul>	
<p><b>Personal Development</b></p> <ul style="list-style-type: none"> <li>▪ Continual development through the identification and implementation of your own Personal Development Plan</li> </ul>	<p>Improved performance Performance appraisal Personal Development Plan</p>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>▪ Promote and adhere to the Company Vision and Values: <ul style="list-style-type: none"> <li>▪ <b>Opportunity</b> - For us, opportunities need to be meaningful, about achieving potential and making progress.</li> <li>▪ <b>Impact</b> - For us, impact is about making a difference. It needs to be immediate, positive and lasting.</li> <li>▪ <b>Leadership</b> - 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.</li> <li>▪ <b>Respect</b> - For us, respect is about listening, being inclusive, showing tolerance and getting the little things right</li> </ul> </li> <li>▪ 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</li> <li>▪ 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</li> <li>▪ Any other appropriate duties as allocated by the Principal</li> <li>▪ Willingness to undertake appropriate child protection training when required</li> </ul>	<p>Valued member of the team and organisation</p>

## PERSON SPECIFICATIONS

### Qualifications/Training

▪ Degree	Essential
▪ Librarian qualification and/or experience	Essential
▪ Teaching Qualification and experience	Desirable
▪ CELTA/DELTA or Equivalent	Desirable

### Experience / Knowledge

▪ Good working knowledge of the English National Curriculum and IGCSE	Essential
▪ Excellent skills in working with children across the age range	Essential
▪ Understanding of IB Structure and Philosophy	Essential
▪ An understanding of how to stay safe on the internet	Essential
▪ An understanding of the skills needed for accurate online research	Essential
▪ Understanding of effective teaching and learning theory and practice of providing effectively for the individual needs of all children through classroom organization, differentiation and learning strategies	Desirable
▪ International Experience	Desirable
▪ Knowledge of EAL in the mainstream	Desirable
▪ Good working knowledge the IPC	Desirable
▪ Good working knowledge the IBDP	Desirable
▪ Good working knowledge of the Extended Essay component of the IBDP	Desirable

### Skills

▪ Able to work as part of a team	Essential
▪ High level of IT competence	Essential
▪ Use of iSAMS	Desirable

### Personal Attributes

▪ Excellent interpersonal skills	Essential
▪ High levels of personal integrity	Essential
▪ Excellent organisational and time-management skills	Essential
▪ Attention to detail	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
▪ Sense of Humour	Essential



## **Other Conditions**

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

Compliance with the work requirements for working in Singapore.

At Nord Anglia Education we are committed to providing a world class, safe, happy environment in which children and young people are able to thrive and learn. We are committed to safeguarding and promoting the welfare of all our pupils irrespective of race, ability, religion, gender or culture.

All post holders in regulated activity (having regular unsupervised contact with children) are subject to appropriate national and international vetting procedures including satisfactory criminal record checks from both Country of residence/birth and any Country of residence within the last 10 years.