



**Lead Librarian: Job Description**

Name: \_\_\_\_\_

Line Manager – Headmaster; Director of Business Administration

The Librarian should:

- promote a love of reading and research;
- provide instruction for students on research skills and academic honesty;
- encourage the use of the Library for independent learning and personal enjoyment;
- maintain effective controls over student behaviour and the issuance and return of all Library based materials;
- recommend Library resources for purchase.

**1. Knowledge and Skills**

- 1.1. Possess good communication skills and be willing to adapt to the demands of an international school.
- 1.2. Have a sound knowledge of resource management, information services and information access systems pertaining to the efficient running of a school library.
- 1.3. Be a willing participant in activities within the school;
- 1.4. Teach mixed culture and ability classes using a variety of styles to create appropriate learning opportunities for all students.
- 1.5. Be familiar with the Primary and Senior School study units/schemes of work and curricula.
- 1.6. Keep abreast of current trends in librarianship, particularly as they pertain to school libraries, children's literature and the use of information technology.
- 1.7. Operate as an effective team member who listens to and respects the views and values of others, be they students, staff or parents.

**2. Specific Responsibilities**

**Learning and Teaching**

- 2.1. Be an effective, compassionate and caring member of staff responsible for the planning, teaching and learning, assessment and pastoral well-being of the children in the Libraries and school as a whole.
- 2.2. Ensure the effective teaching and management of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained and the best use is made of teaching time;
- 2.3. Provide literature guidance to students to support the aim of promoting a love of reading.
- 2.4. Be in a school Library from 8am-5pm each day, and one Saturday (10am-midday) every 4 weeks during term time.
- 2.5. Join all teaching staff one week before the first term starts to manage incoming resources .
- 2.6. With the support of the Primary Librarian, plan, teach and evaluate collaboratively with teachers from Nursery – IB Diploma, to ensure the effective integration of information resources and technologies into student learning; provide 'topic packs' of books for the



teachers when requested.

- 2.7. Plan and research Library-based learning activities for KS2 to IB Diploma and plan and undertake story-time and associated activities for students in DUCKS.
- 2.8. Implement school policies and plans.
- 2.9. Liaise with the Head of Senior School, Head of Primary School, Year Leaders, Class Teachers/Form Tutors, Specialist Teachers and Subject Leaders to ensure the effective delivery of the curriculum to specified classes.
- 2.10. Support the IB Co-ordinator in the IB Extended Essay process as appropriate, and guide the students in their research and topic selection.
- 2.11. Ensure that research resources for IB students are up-to-date and relevant to the needs of the current cohort.
- 2.12. Work with the primary and senior school leadership teams in the implementation and embedding of a whole school academic honesty policy through direct teaching, providing professional development opportunities and developing in-class resources.

### **Library Management**

- 2.13. Lead the day to day running of the library ensuring that systems, resources and equipment are well maintained.
- 2.14. Help organise Book Fairs, termly Book Clubs and other reading activities throughout the year.
- 2.15. Ensure the discipline and safety of assigned classes.
- 2.16. Be fully aware of the pastoral and medical needs of all children in care.
- 2.17. Prepare book orders according to the given budget, ensuring that the collection is well-linked to the curriculum and that it also includes a variety of recreational reading to suit all tastes and reading levels.
- 2.18. Liaise with the College Purchasing Officer to source, price and obtain local books and library resources.
- 2.19. Develop, maintain and promote an extensive AV collection, ensuring the AV hardware is efficient and well maintained.
- 2.20. Maintain and develop the library collection including cataloguing, data entry, inventories, book covering, repairs and weeding.
- 2.21. Maintain the Library database.
- 2.22. Generate overdue records and inform the Finance Department of any charges for lost books.
- 2.23. Generate other statistical reports to demonstrate the frequency of use for this facility.

### **General**

- 2.24. Monitor the effectiveness of the College's Philosophy and Objectives statement within the Library.
- 2.25. Develop and implement an Action Plan for the Library which will become part of the College's Improvement Plan.
- 2.26. Participate in professional learning and meetings for staff.
- 2.27. Attend information meetings for parents as required, including the welcome evening in Term 1.
- 2.28. Contribute to the development of a positive attitude between the College and the wider community through cooperative relations, publications and competitions. On occasion this will require attendance at after-school / weekend events such as fetes, fund raising events, etc.



- 2.29. Participate in extra-curricular activities (an expectation of 2 per week each term).
- 2.30. Contribute to weekly Newsletters, 'The College' magazine and the annual school Yearbook.
- 2.31. Liaise with Librarian colleagues at other Dulwich schools and network with other local and international schools, as required.

### **Safeguarding**

- 2.32. Maintain high levels of Health and Safety in the Library and surrounding areas.
- 2.33. Ensure the well-being and safety of all children in the school through undertaking required training and following the Dulwich College International Safeguarding Policy and Code of Conduct

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

N.B. This job description is a guide to working at Dulwich College Seoul in the above named post. The Head and staff are required to show flexibility, co-operation and team work to amend any of the above responsibilities