

## PRIMARY LIBRARIAN JOB DESCRIPTION

<b>LOCATION</b>	Queen's International Qatar	
<b>JOB PURPOSE</b>	<ul style="list-style-type: none"> <li>▪ Manage and develop the Primary School Library as a vibrant and engaging learning space.</li> <li>▪ Promote a love for reading and information literacy among students.</li> <li>▪ Support the school curriculum by providing resources and research support for students and teachers.</li> <li>▪ Foster a culture of inquiry, curiosity, and independent learning.</li> <li>▪ Align with the mission, vision, and values of Queen's International Qatar and Artemis Education. Engage in co-curricular activities as required ensuring a high level of participation in a wide range of activities.</li> </ul>	
<b>REPORTING TO</b>	Head of Primary	
<b>DIRECT REPORTS</b>	NA	
<b>OTHER KEY RELATIONSHIPS</b>	Internal: <ul style="list-style-type: none"> <li>▪ Teachers</li> <li>▪ Administrative staff</li> </ul>	External: <ul style="list-style-type: none"> <li>▪ Students</li> <li>▪ Families</li> <li>▪ Book suppliers</li> </ul>
<b>KEY RESULTS AREA</b>	<b>PERFORMANCE MEASUREMENT</b>	
<b>LIBRARY MANAGEMENT &amp; ORGANISATION</b>		
<ul style="list-style-type: none"> <li>▪ Oversee the Primary Library operations, including book lending, cataloging, and resource maintenance.</li> <li>▪ Ensure a welcoming and stimulating library environment that encourages students to read and explore.</li> <li>▪ Maintain and update an organized library database for efficient book tracking.</li> <li>▪ Ensure books and digital resources are aligned with the English National Curriculum and student interests.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Library organization and book inventory audits.</li> <li>▪ Student and teacher feedback on library resources.</li> <li>▪ Effectiveness of library database management.</li> </ul>	
<b>PROMOTING LITERACY &amp; READING CULTURE</b>		
<ul style="list-style-type: none"> <li>▪ Develop and implement reading programs, book fairs, and storytelling sessions to promote a love for reading.</li> <li>▪ Support early literacy development by working closely with younger students.</li> <li>▪ Collaborate with teachers to integrate library resources into the curriculum.</li> <li>▪ Encourage students to develop independent research and inquiry skills.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Student participation in reading programs and library events.</li> <li>▪ Increased student engagement with library books.</li> <li>▪ Positive feedback from students and teachers.</li> <li>▪ Number of collaborative projects with teachers.</li> </ul>	
<b>COLLABORATION WITH TEACHERS &amp; CURRICULUM SUPPORT</b>		

<ul style="list-style-type: none"> <li>▪ Assist teachers in selecting books and resources to support lesson planning and projects.</li> <li>▪ Support students in finding relevant information for classwork, assignments, and projects.</li> <li>▪ Stay up to date with new educational trends and library technologies.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Teacher satisfaction with library support for lesson planning.</li> <li>▪ Increased student use of library resources for academic research.</li> </ul>
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## PROFESSIONAL AND PERSONAL DEVELOPMENT

<ul style="list-style-type: none"> <li>▪ Continual development through the identification and implementation of your own Personal Development Plan</li> <li>▪ Development Plan to include: <ul style="list-style-type: none"> <li>- Continually striving to improve performance.</li> <li>- Setting and working towards targets with your line manager linked to the school development plan.</li> <li>- Participating in learning walks and observations and coaching as appropriate.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Performance appraisal</li> <li>▪ Personal Development Plan</li> <li>▪ Engagement with training and development opportunities</li> </ul>
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## PROFESSIONAL AND PERSONAL DEVELOPMENT

<ul style="list-style-type: none"> <li>▪ Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.</li> <li>▪ Compliance with visa requirements for working in Qatar.</li> <li>▪ A commitment to safeguarding and promoting the welfare of all pupils, and a willingness to undertake appropriate child protection training when required.</li> </ul>
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## PERSONAL SPECIFICATIONS

<ul style="list-style-type: none"> <li>▪ Bachelor's degree Library Science, English or Arabic Literature, or a related field</li> </ul>	Essential
<ul style="list-style-type: none"> <li>▪ Experience working as a Librarian in a Primary or International School</li> <li>▪ Knowledge of the English National Curriculum</li> <li>▪ Strong organizational and digital literacy skills</li> <li>▪ Ability to integrate technology and digital tools into library services</li> </ul>	Desirable Desirable Essential Essential

## PERSONAL ATTRIBUTES

Here is what we expect at Queen's:

- High levels of personal integrity
- Conscientious and able to focus on completing work to a consistently high standard
- Flexible and positive approach to work
- Excellent organisational and time-management skills; high attention to detail
- Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved
- Adaptable to working in a fast-paced, ever-changing environment
- Ability to work under pressure and remain calm
- Proactive and willingness to take on multiple tasks
- Self-motivated and enthusiastic
- Ability to work independently
- Must be a team player, willing to help, and be flexible
- Continually strive for improvement

## DISCOVER YOUR GREATNESS

We are Artemis Education, a leading international schools organisation. Our mission is to improve access to outstanding education. Every day, our teachers and support colleagues encourage our students to discover their greatness. Our vision is to inspire students to become purposeful, proactive, and passionate global citizens. Our innovative use of educational technology also creates a personalised, 21st-century learning experience for all students. We recruit and retain the world's best teachers and offer unforgettable events and expeditions.

This job description does not constitute a complete description of duties. Staff members shall carry out the professional duties of their assigned role, including those duties particularly assigned by their direct report, as set out above but not restricted to them. The staff member may be required to undertake other duties as reasonably required by the school.

## **SAFEGUARDING**

*Queen's is committed to safeguarding and promoting the welfare of children and young people. As an employee you are expected to share this commitment. The protection of students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles of our organization. All staff commit to implementing and adhering to the Safeguarding Policy.*