

Job description

Job title	Teacher-Librarian	Department	Secondary (MYP&DP)
Division/School	MCHK – School	Service location	Tai Po, New Territories
Reporting line	Headmaster	Effective date	August 2021

Roles and Responsibilities	
Job Purpose	<p>Malvern College Hong Kong is an authorised IB PYP and MYP school and is a candidate school for the Diploma programme. MCHK currently has 800 pupils in Prep 1 to Hundred (Years 1-11). In August 2021, we expect to be close to 1000 pupils and look forward to welcoming our first Sixth Form Cohort.</p> <p>This position will be expected to have shared responsibility for the school library, working in close liaison with the PYP Teacher-Librarian, and overall responsibility for the delivery of MYP & DP Information Literacy lessons.</p> <p>As a Malvern College teacher, the successful candidate will contribute to the development and delivery of the College's vision and values. They will be a supportive member of the staff team to help ensure the success of Malvern College Hong Kong as a leading international school in Hong Kong.</p>
Main Duties and Responsibilities	<ul style="list-style-type: none"> • Provide the leadership and expertise necessary to ensure that the school library programme is aligned with the mission, goals and objectives of Malvern College and meets the requirements of the MYP & DP programmes; • Collaborate with subject teachers to design and implement effective information literacy lessons and to support learning; • Create inquiry-based classrooms that develop critical thinking skills, knowledge and a range of Approaches to Learning skills within an environment based on trust and respect; • In liaison with the PYP Teacher-Librarian, manage and oversee library services including operation, policies and procedures, resources, and facilities; • In liaison with the PYP Teacher-Librarian, supervise library staff and where applicable, volunteers and student librarians; • Promote the school's academic honesty policy and the ethical use of information; • In liaison with the PYP Teacher-Librarian, manage the planning, administrative and budgetary functions of the library; • Analyse and evaluate library and information services, technology and media service requirements; • Prepare reports related to library and information services, technology and media services, resources and activities; • Perform cataloguing and classification of print, audio-visual, electronic and online resources; • Maintain inventories, compile statistics and generate reports as required; • Provide library services in response to the information needs of library users; • Respond to daily on-site requests for information; • Play a full part in the school's admissions process including attending Saturday Admissions day(s) as required; and • Assist with any other duties, tasks or jobs as may be reasonably requested by the Headmaster.
Key Relationships	
Internal	<ul style="list-style-type: none"> • Pupils • Headmaster and MCHK management team

	<ul style="list-style-type: none"> ● School's administrative and academic/teaching staff ● Human Resources team
External	<ul style="list-style-type: none"> ● Parents ● Suppliers of book stores/companies ● External co-curricular partners as appropriate
Position Requirements	
Academic Requirements	<ul style="list-style-type: none"> ● A relevant degree and appropriate qualifications in librarianship.
Required Working Experience	<ul style="list-style-type: none"> ● Experience in managing library services, ideally in the education sector; ● Experience in working in an international school setting; ● Experience in working in a MYP & DP school; ● Experience or familiarity with a Library Management System (such as Destiny) is preferred.
Competencies	<ul style="list-style-type: none"> ● English proficiency at native level; some Chinese helpful although not essential; ● Strong administrative, organisational, and IT skills. ● An appreciation of the IB Philosophy is required; ● Ability to communicate with pupils, colleagues and parents, and to build strong relationships with all members of the school community; ● Ability to work collaboratively; ● Familiarity with various teaching resources including, where appropriate, digital tools to support and enhance teaching and learning; ● Sensitivity to the cultural differences found in Hong Kong and the willingness to develop and maintain a cross cultural approach to work.
Additional Requirements	<ul style="list-style-type: none"> ● A willingness and commitment to contribute fully to the life of the pupils and school beyond the academic day, including active participation in the academic enrichment and co-curricular programmes.