



DOVER COURT
INTERNATIONAL SCHOOL
A NORD ANGLIA EDUCATION SCHOOL

JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION	Dover Court International School Singapore
JOB TITLE	Primary Teacher Librarian
JOB PURPOSE	Foster a love of reading in our students and engage them in purposeful inquiry. Inspire students to be passionate, curious, excited learners.
REPORTING TO	Deputy Head of Primary, Head of Primary, Principal.
KEY RELATIONSHIPS	Library Teaching Assistants, Head of Year, Curriculum Leads, Deputy Head of Primary, Head of Primary, Principal.
SAFER PRACTICES	Dover Court International School Singapore is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including references from previous employers in accordance with our safer recruitment practice. Interviews will be conducted in person, and they will explore candidates' suitability to work with children.

Core Requirements of the Post

Teachers aspire to the highest standards of professionalism and will:

- Leadership and management of the Primary library, developing efficient systems, procedures and policies
- Develop the Primary libraries area as positive, flexible, multi-functional, safe spaces, which prioritise learning for students.
- Strengthen the Information Literacy Curriculum and ensure it reflects a concept-based inquiry approach to learning.
- Organising and cataloguing of existing resources using established systems.
- Auditing of resources and management of the Primary library budget allocation.
- Developing a broad range of inclusive library resources (print and digital) which reflect our international, inter-cultural community, supporting diversity, equity and inclusion.
- Regularly refresh and promote library resources to create interest and demand.
- Inspire trust and confidence in students, colleagues and parents.
- Engage and motivate students to be ambitious for themselves and others.
- Be committed to helping students progress.

- Be committed to high achievement for students of a wide range of language skills, learning dispositions and educational needs.
- Be relentless in the quest for excellence, using achievement and progress data, collaboration and professional learning to seek out and promote excellent teaching.
- Use technology in the classroom to enhance learning.
- Strive to develop the quality of students' personal and interpersonal skills.
- Contribute to school improvement in line with the school's strategic plan.
- Develop and deploy resources efficiently and effectively;
- Promote the school mission and values and those of the NAE family of schools.

Areas of Responsibility and Key Tasks

Planning, Teaching and Learning

- Inspire students to be passionate, curious, excited learners.
- Foster a love of reading in our students and engage them in purposeful inquiry.
- Set consistently high standards.
- Use the DCIS Information Literacy Curriculum to plan innovative learning engagements that can transfer to classroom learning and support units of learning.
- Collaborate with teaching teams to plan and develop impactful transferable skills to support the ATL of Research.
- Identify and support individual learning needs, liaising with EAL and Learning Support specialists when appropriate.
- Maintain high levels of behaviour that encourage learning through the development of positive relationships and a sense of belonging.
- Effectively promote home learning and co-curricular learning opportunities.
- Establish a purposeful and safe learning environment.
- Use technology to enhance and transform personalised learning opportunities.

Tracking, Assessment, Recording, Reporting

- Make effective use of assessment to plan challenging learning opportunities for all students.
- Collect and use meaningful data to enhance teaching and learning and monitor reading trends.
- Monitor and record students' learning to ensure they remain on track to achieve challenging targets.
- Report on progress to students, colleagues and parents.

Student Care and Guidance

- Establish a safe, purposeful learning environment for all students.
- Promote the progress and well-being of all students.
- Contribute to the preparation of action plans and other support mechanisms.

- Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved.
- Communicate effectively with parents of students and liaise with other staff.

Co-Curricular Activities

- Support the life of the school beyond the classroom.
- Lead one or more co-curricular activities.
- Participate in residential weeks and other trips.
- Contribute to whole school learning initiatives.

Other Requirements

- Contribute positively to the morale and community spirit in the school.
- Work effectively in different teams.
- Assist in whole school marketing initiatives and contribute to the growth of the school.
- Always operate within the stated policies and practices of the school.
- Maintain an up-to-date knowledge and understanding of curriculum and innovative pedagogy.
- Take responsibility for own professional learning and development.
- Meet responsibilities regarding safeguarding; health and safety, equal opportunities and other relevant legislation and conform to professional and ethical requirements.
- Any other appropriate duties as allocated by members of the Principal.

Promote and adhere to the Nord Anglia Education vision and values:

- **Opportunity** - for us, opportunities need to be meaningful, about achieving potential and making progress.
- **Impact** - for us, impact is about making a difference. It needs to be immediate, positive and lasting.
- **Leadership** - 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.
- **Respect** - for us, respect is about listening, being inclusive, showing tolerance and getting the little things right.

All staff are required to manage effective personal development as part of NAE's commitment to invest in staff as the key resource in the organisation.

Everyone must ensure that they meet their statutory responsibilities and adhere to NAE and school policies regarding Health and Safety, Equal Opportunities and other relevant legislation.

PERSON SPECIFICATION

Qualifications/Training

Qualified to Bachelor's degree level or above.	Essential
Qualified Teacher Status.	Essential

Post Graduate Qualification in Librarianship.	Desirable
EAL qualification.	Desirable
Experience	
Proven track record with at least two years teaching experience.	Essential
Experience of being part of a highly successful department and school.	Desirable
Demonstrable evidence of innovating and adapting curricula to engage students and enable them to have a deep understanding.	Essential
Experience of working with the National Curriculum for England.	Essential
Experience of the IPC, Concept Based Learning or Inquiry Based Learning	Desirable
Experience of working with children for whom English is an additional language.	Desirable
Experience of working with children with additional educational needs.	Desirable
Working in partnership with parents.	Essential

Skills	
Excellent oral and written communication skills.	Essential
Ability to engage students and enable them to perform to a high standard.	Essential
Strong organisational skills.	Essential
Strong use of ICT for administration and teaching.	Essential
Personal Attributes	
Passionate about education and young students.	Essential
Evidence of commitment to continuous professional learning and development.	Essential
Confident global citizen; culturally agile.	Desirable
Understand the complex and demanding environment of an international community.	Desirable
Other	
Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.	Essential
Compliance with Visa Requirements for working in Singapore.	Essential
A commitment to safeguarding and promoting the welfare of all pupils and the willingness to undertake appropriate child protection training when required.	Essential