

Job Description: Junior School Librarian

Wellington College International School Bangkok is fully committed to safeguarding and promoting the welfare of children and young people. The following list is not exhaustive but represents the main professional duties of a WCIB School Librarian. This Job Description should be read and understood in conjunction with the WCIB Teacher Standards, the Staff Handbook and the teacher's contract.

1. Purpose of the Role

- a. To assist the School Librarian in promoting and developing the school library and provide an outstanding service to students and staff.

2. Duties

- a. Working collaboratively with the Head of Library and Teachers to provide outstanding education to students
- b. Promoting reading for pleasure and a very strong whole-school reading culture
- c. Planning and preparing high-quality delivery to students, in collaboration with other staff as appropriate and in accordance with the School's Curriculum Policy
- d. Responding professionally, sensitively and caring to the needs of all students and actively promoting their progress and wellbeing
- e. Providing library skills training and activities for students
- f. Running and maintaining the computerised Library system
- g. Ensuring all Library stock lists are up to date and updated
- h. Keeping the Library in excellent order
- i. Sourcing, and organising visits for, interesting and well-known writers to speak and present to students
- j. Organising displays of books and other materials and items to promote particular authors, topics of interest etc
- k. Advising all students, in groups and individually as necessary, on suitable book and reading choices
- l. Working with the Head of Library, selecting, acquiring, maintaining and withdrawing library stock, ensuring a balance between subjects and ability levels, working closely with appropriate teaching staff
- m. Maintaining and renewing library displays and generally ensuring that the Library has an inviting environment
- n. When required, assisting in full stock check, which may take place outside calendared termtime.



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- o. Working with the wider community, especially parents
- p. Directing, supervising and managing the performance of Library Assistants.
- q. Attending and participating in meetings relating to any of the roles and responsibilities outlined in this Job Description
- r. As required, accompanying students out of school on trips including residentials
- s. Actively supporting and taking part in the School's programme of co-curricular, House and other activities.
- t. Any other duties as considered reasonable by the Head of Library or the Master.