



WELLINGTON COLLEGE
BILINGUAL SHANGHAI
上海浦东新区民办惠立学校

POSITION: Librarian

Basic Information			
JOB TITLE	Librarian	DEPARTMENT	Academic
LOCATION	Shanghai	POSITION TYPE	Full-time
SUPERVISOR	Chinese Principal, Head of Primary, Head of Junior High		
ANNUAL LEAVES	According to School Calendar		

OBJECTIVES

The librarian works collaboratively with teachers to provide education to pupils based on the Wellington College philosophy and ethos. The librarian must support each individual pupil's growth and development, encouraging them as Wellingtonians to be inspired, intellectual, independent, individual and inclusive. The librarian must demonstrate an understanding of the wider curriculum and administration needs of the school, and achieve high standards by responding professionally, sensitively and caringly to the needs of the pupils.

MAIN PURPOSE

The librarian will:

- provide library skills tuition and activities for groups of children
- set-up and maintain the computerised library lending system
- ensure stock lists are up to date
- ensure all publications meet Chinese national requirements,
- keep all libraries in good order,
- establish and guide the development of e-book collections
- organise displays of books to promote particular authors, topics of interest etc.
- advise children on a suitable choice of book depending on their reading ability and interests
- select, acquire, maintain and withdraw library stock, ensuring a balance between subjects and ability levels, working closely with appropriate teaching staff
- created thematic (IPC) 'banks' of books for class teachers to use in their classrooms,
- maintain and renew library wall displays and generally ensure that the library has an inviting environment
- supervise and train volunteers and student helpers
- work with the wider community, especially parents
- direct, supervise and appraise library assistants.



WELLINGTON COLLEGE
 BILINGUAL SHANGHAI
 上海浦东新区民办惠立学校

JOB QUALIFICATIONS

BASIC QUALIFICATION	<ul style="list-style-type: none"> • College/University degree or above • enjoy the written word, especially in English, • have a qualification in librarianship and have had experience working in a library • support Wellington Value 	
EXPERIENCE	Working Experience	Relevant experience as a librarian. Experience in overseas schools is preferable.
SKILLS	The librarian will be able to: <ul style="list-style-type: none"> • strong communication skills in English • be hands-on with a strong sense of initiative and responsibility • enjoy working with children and effectively manage groups, encouraging reading and enjoyment of literature • have a good eye for attractive displays in order to make the library a welcoming and inviting place • be confident in the use of IT • be an effective team member and at the same time be able to work to one's own initiative • be able to maintain the school's code of confidentiality 	
PERSONAL CHARACTERISTICS	Approachable Committed Enthusiastic Positive Organised Resourceful Team player	