



#### POSITION DETAILS:

<b>Position Title:</b>	Librarian
<b>Reports to:</b>	Head of Teaching and Learning
<b>Division:</b>	Administration
<b>Salary Level:</b>	5 – Specialist

#### JOB PURPOSE

The Librarian is responsible for developing and managing a dynamic, bilingual (Arabic and English) learning environment that supports student inquiry, literacy, and research skills. This role ensures that the library serves as an essential resource for students and staff by curating a diverse collection of print and digital materials aligned with the school's curriculum. Working collaboratively with teachers, the librarian integrates information literacy and research skills into lessons, developing critical thinking and a love for reading. They also design literacy programmes, reading initiatives, and cultural events that reflect the global nature of the school community. In addition, the librarian oversees library operations, including budgeting, technology integration, and collection development, ensuring accessibility and inclusivity for all students. By maintaining an engaging and innovative library space, the Librarian encourages students to become bilingual, independent learners and critical thinkers that are prepared for further education and careers.

#### RESPONSIBILITIES:

##### Collection Development and Management

- Develop and maintain a diverse, bilingual collection of print and digital resources that align with the curriculum, supporting students progress, literacy development, and global perspectives.
- Evaluate and select new materials based on academic input, student needs, and emerging educational trends, ensuring the library remains a relevant, engaging, and inclusive learning resource.
- Utilise Follet as the school's library management system to implement an effective system for cataloguing, organising, and maintaining library resources, ensuring easy accessibility while promoting responsible use of materials among students and staff.
- Regularly assess and update the collection by weeding outdated, damaged, or underutilised materials, replacing them with high-quality resources that reflect evolving educational needs and global perspectives.
- Manage the library budget efficiently, negotiating with vendors, tracking acquisitions, and securing diverse resources that enhance learning, research, and recreational reading for the school community.

##### Information Literacy & Research Support

- Teach students essential research skills, including evaluating sources, citing information properly, and using digital databases effectively to support academic inquiry and independent learning.
- Collaborate with teachers to integrate information literacy into the curriculum, designing lessons that develop students' critical thinking, digital citizenship, and ethical research practices.
- Guide students in navigating digital and print resources, developing skills in media literacy, fact-checking, and responsible online research to prepare them for transitions between educational phases and lifelong learning.
- Develop workshops and instructional materials on information literacy, plagiarism prevention (including the use of AI), and research methodologies, ensuring students can effectively access, analyse, and apply information.
- Provide one-on-one and group support for students and teachers in utilising library tools and databases, to enhance research efficiency and academic outcomes.



## RESPONSIBILITIES:

### Library and Programme Administration

- Oversee daily library operations, ensuring a welcoming, organised, and accessible space that encourages reading, research, and collaboration for students, staff, and the school community.
- Develop and implement library policies, procedures, and systems for circulation, cataloging, and resource management to maintain efficiency and equitable access to materials.
- Manage the library budget, allocate resources effectively, and coordinate with vendors to acquire books, digital resources, and technology that align with curriculum needs and student interests.
- Plan and execute literacy programs, author visits, book fairs, and reading challenges to promote a culture of reading and lifelong learning within the school community.
- Maintain library technology, including databases, digital subscriptions, and research tools, while training students and staff to effectively utilize available resources for academic and personal growth.

### Collaboration & Instructional Support

- Partner with teachers to integrate library resources into lesson plans, supporting interdisciplinary learning, research projects, and the development of students' literacy and critical thinking skills.
- Conduct professional development sessions for academic staff on utilising library databases, digital tools, and research strategies to enhance classroom instruction and student engagement.
- Support differentiated learning by developing specialised resources that accommodate diverse student needs, including bilingual materials, special education resources, and age-appropriate research tools.
- Collaborate with school leadership to develop reading initiatives, curriculum-aligned research programmes, and cross-curricular projects that enrich student learning and promote information literacy.
- Engage with students through book clubs, reading programmes, and interactive workshops, developing a love of literature and inquiry-based learning across all grade levels.

### Core Expectations

- Actively support the aims and aspirations of RAK Academy in providing high quality library services within the emirate of Ras Al Khaimah.
- Directly report to the Head of Teaching and Learning, actively supporting this role, upholding RAK Academy's vision, direction and strategic priorities.
- Form key relationships with other the best schools within the UAE and globally for the purpose of benchmarking.
- Model high professional standards and actively support school leaders and other colleagues to develop and grow professionally within a culture of developmental improvement and support.
- Where required, work collaboratively with non-academic departments to maximise interdependencies of both academic and non-academic functions.
- Remain up to date with all professional expectations, regulatory changes affecting schools and pedagogical developments and innovations.
- Abide by all policies and procedures and relevant codes of compliance

### Developmental Responsibilities

- Actively role-model RAK Academy's values, promoting them. Work in a highly supportive and collaborative way with teachers and leaders.
- Engage actively in professional development to remain current in global best practices related to library services in a bilingual setting.
- Pro-actively support one's own personal and professional development, with a mindset of continual challenge, learning and improvement.

## QUALIFICATIONS, EXPERIENCE, & SKILLS:

### Educational and Professional Qualifications



**Essential**

- Bachelor's degree in library science or library services.
- Previous library experience.

**Desirable**

- Strong and proven track record of leading library services in a bilingual setting.
- International Baccalaureate experience and knowledge
- National Curriculum for England experience and knowledge

**Experience**

- Minimum of 3 years library services experience
- Proven ability to drive forward positive change in an educational context.
- Experience in working in the United Arab Emirates (UAE) – highly desirable.

**COMMUNICATION & WORKING RELATIONSHIPS:**

**Internal:**

- Line Managed by:
  - Head of Teaching and Learning
- Line Manages:
  - Library Assistant
- Functional Relationships (Academic):
  - Heads of School
  - SLT
  - Academic Staff
  - Academic Support Staff
  - Students
- Functional Relationships (Administration):
  - Executive Principal
  - Executive Vice Principal
  - HR Partner
  - Head of Marketing and Admissions
  - Other staff as required or directed

**External:**

- Parents
- Ministry of Education
- Other Government Agencies as required
- Accreditation and inspection agencies and authorities
- RAK Department of Knowledge (RAKDOK)
- British Schools of the Middle East (BSME)
- Other educational bodies and organisations
- Other school leaders, education consultants and educational experts.

**VERSION CONTROL:**

Prepared by:	Executive Vice Principal/Senior Manager HR	Date: 03.04.25
Reviewed and approved by:	RAKA Academic Committee/ Executive Principal	Date: 03.04.25