

Librarian

Job Description

Department: Education

Direct Reporting Line: Head of School Improvement

Safeguarding Statement

Taaleem is committed to safeguarding and promoting the welfare of children. At Taaleem, we hold ourselves to a high standard of effective practices in relation to child protection and we are committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. Successful applicants will be subject to various background checks including, receipt of high quality references, proof of relevant qualifications, identification and police checks, including overseas checks.

Job Purpose:

The fundamental responsibility of teachers is to embrace the values and beliefs expressed in the philosophy of the International Baccalaureate's and to work constantly to translate them into daily practice within the domain of the library and within the primary classrooms.

In a community of learners such as ours, everyone is a learner. In recognition of this, we have added an important heading, which focuses on our responsibility for our own learning, and links the job description to the systems of professional appraisal and development.

Key Relationships (Internal and External):

Teachers, Students, Parents, Principal and other members of the school management team as well as External suppliers and Standard Agencies

Key Accountabilities:

- Include an assessment activity (check for understanding) during each lesson (where appropriate);
- Utilize both formative and summative assessment tools;
- Maintain an attractive, ordered and clean library environment, bulletin boards, displays, seating arrangements etc. that reflects PYP philosophies values as well as current, relevant and curricular topics;
- Promote an understanding of the difference between research and inquiry;
- Select, order, process, and publicize new materials;
- Serve as a resource for literacy support and curriculum integration of technology;
- Provide access to information through acquiring and organizing diverse materials;
- Involve the school community in collection building using interactive polls and web-based suggestion forms;
- Create, where possible, space for, media production—podcasting, video production, storytelling—producing and presenting.
- Use a consistent classroom management system that is developmentally appropriate to the year level;
- Provide a flexible schedule that allows for more time to be given to classes on a needs basis;
- Address the needs of students catering for the different needs of the students (SEN, ESL etc);
- Show evidence of methodology in practice;
- Utilise best practice in embedding technology into all aspects of the students' learning;
- Demonstrate and model international mindedness;
- Provide orientation and instruction in the use and care of print and non-print materials and equipment in the library;

- Instruct students on the evolving strategies for collecting and evaluating information, such as tags, and hashtags, and feeds, and real-time searches and sources, as well as the traditional database approaches;
- Provide students and teachers with access to databases, portals, websites, blogs, videos, and other media;
- Work collaboratively with classroom teachers and where necessary work within the teacher's classroom and to be open to teach virtually across the school;
- Promote the joy of reading and an appreciation of literature, sharing books as well as promoting social networking tools like Shelfari, Good Reads, or LibraryThing;
- Explore the use of teleconferencing tools like Skype as a way to open the library to authors, experts, book discussion, debates, and more;
- Adhere at all times to the School's Safeguarding and Child Protection Policy, ensuring all concerns are immediately passed on to the school's Designated Safeguarding Lead(s).

Internal and External Interactions:

- Participate actively in all unit planning;
- Manage personnel working within the Primary School library;
- Coordinate the management of the Primary School library including cataloguing of all teaching resources;
- Collaborate with the Secondary School Teacher Librarian;
- Establish and maintain a Primary School Library webpage on the school web site;
- Provide regular on-going after hour activities for the school community such parent/child reading nights;
- Become a private member of one of the library associations in an English-speaking country.

Person Specification:

Education: Bachelor's degree and relevant experience in a classroom setting

Experience: Similar experienced in a similar role is desired

Competencies:

- Good levels of written and spoken English
- Enthusiasm and aptitude for working with students
- Good team player, able to work well as part of a team

Acceptance and Approvals

Confirmed by Employee:

Signed:

Date:

Reviewed by Line Manager:

Signed:

Date: