

Job Description: Librarian

In our growing Nadeen School Family, we empower each learner to say 'I can be me ... in my own way'.

Nurture every learner's potential by fostering an environment of excellence, compassion, courage, and creativity through progressive education.

Job title:	<i>Librarian</i>
Responsible to:	<i>Assistant Principal/Primary</i>
Responsible for:	<i>Library</i>

Overview:

Nadeen School is seeking a dynamic and visionary Librarian to join our outstanding team. The ideal candidate will have a deep love for reading and innovation, with a commitment to fostering this passion in our learners. You will be responsible for creating a library space that ignites a passion for reading and a lifelong love of literature. Beyond the library walls, you will generate a buzz around books, embedding a reading culture throughout the school and inspiring learners to engage with literature in meaningful ways.

Responsibilities:

- Collaborate with the English Subject Led to develop and run initiatives such as 'Drop Everything And Read,' 'Readathons,' 'World Book Day', MUN and alike.
- Create an inclusive library environment that supports learners with additional needs and EAL, promoting accessibility for all.
- Champion reading across the school, developing engaging experiences that resonate with learners of all ages.
- Maintain a wide knowledge of children's literature to support diverse reading levels and assist teachers in delivering the curriculum.
- Organise, code, classify, and catalogue books, publications, and other library materials according to standard library systems.
- Work with local and international authors to enhance the library collection and provide exciting opportunities promoting a love of reading.
- Design and maintain an inviting and engaging library space that inspires learning, creativity, and a passion for reading.

Person Specification:

Essential	Desirable
Qualifications: <ul style="list-style-type: none">• A professional library qualification (e.g., Postgraduate Diploma in Information and Library Studies, or equivalent).	
Experience: <ul style="list-style-type: none">• Library & Information Management – Expertise in cataloguing, organising resources, using library systems, and promoting digital literacy.• Teaching & Collaboration – Experience in delivering research skills, supporting learners, and working with teachers to enhance the curriculum.• Programme Leadership & Engagement – Ability to develop literacy initiatives, manage resources, and foster a reading culture within the school community.	
Personal qualities: <ul style="list-style-type: none">• Strong organisational skills and the ability to work as part of a collaborative team.• A passion for reading and a creative, visionary approach to developing innovative and engaging library sessions for both Primary and Secondary learners.• A proactive attitude and a desire to continuously develop the library experience for learners.• All staff are expected to actively promote and embed our Values, Attitudes, and Attributes in all learning and enrichment opportunities, ensuring they are at the heart of our school culture.• All staff must ‘walk the talk’, consistently modelling the behaviours and mindset we expect from our learners, fostering a positive and inspiring learning environment.	