



# SHREWSBURY INTERNATIONAL SCHOOL

BANGKOK • CITY CAMPUS

Shrewsbury International School Bangkok City Campus

## Job Opportunity

Position / Job      School Librarian

Specification:

Posting Date:      14 January 2021

Closing Date:      1 March 2021

Department:      Primary

Salary:      Shrewsbury International School QTS salary scale applies.

Benefits:      An excellent international package of benefits including:

- Two-year contracts;
- Excellent brand new accommodation close to the city centre Bangkok for singles and couples is available adjacent to the school at Maitria (<https://www.maitriahotels.com/hotelrama9bangkok>) There will also be the option for singles, couples and families at Bangkok Garden, a short journey from the school ([www.bangkokgarden.com](http://www.bangkokgarden.com)). The accommodation is provided free of charge, although a small tax deduction is made at source. There is also an option to “live out” with an allowance given for this.
- Flights at the beginning and end of each contract;
- Relocation allowance at the beginning and end of employment;
- Medical insurance with CIGNA;
- Generous support for personal professional development

Position Summary	<p>This document is to be read in conjunction with the Employment Agreement. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may subject to modification at any time after consultation between the postholder and the Principal.</p> <p>This position carried a Responsibility Allowance (negotiable depending upon experience &amp; qualifications) which is paid in addition to the Basic Salary.</p>
General:	<p>Shrewsbury International School Bangkok City Campus is a purpose-built primary school in the heart of Bangkok. The campus is designed specifically for children aged 3-11 years old. 672 places are available from Early Years 1 (Age 3+) to Year 6 (Ages 11+).</p> <p>The school operates on 25,000sqm of learning space. There are 4 major buildings, which house state-of-the-art facilities for Early Years, Primary, Sport and Creative Arts.</p> <p>City Campus opened its gates in August 2018. It builds on the success of Shrewsbury International School Bangkok Riverside, where 1,700 students study from ages 3-18.</p> <p>Both City Campus and Riverside share the same values, ethos and mission. The campuses come together to form Shrewsbury International School Bangkok, and children from City Campus will graduate to Riverside in Year 7 (Age 12+).</p> <p>The campuses work closely together to create exciting and unique opportunities for both children and for staff.</p>
Key Responsibilities:	<p>The School Librarian:</p> <ul style="list-style-type: none"> <li>• is responsible to The Principal, and works closely with the Vice Principal and the Director of Business Services;</li> <li>• is responsible for the Line Management of all Library Staff including Performance Management;</li> <li>• will work independently as a key school leader to maintain our strong reading culture and raise standards of information</li> </ul>

literacy across the school; an experienced candidate may be asked to join the School Leadership Team;

- is responsible for building successful collaboration between the library and teachers across the school;
- is responsible for making the physical and online library spaces safe, welcoming, user-friendly and stimulating;
- is responsible for producing an annual management and development report for the Senior Management Team and School Governors;
- is responsible for applying for and managing the generous annual library budget.

Tasks:

The School Librarian will;

- lead the library team in providing an excellent library service to the whole school;
- promote the library and reading to students of all ages, parents, teachers, and other school staff;
- work collaboratively to team-teach research skills and raise information literacy levels across the school;
- coordinate and control the borrowing/return of books to ensure that resources are safeguarded and use is maximised, working closely with teachers to coordinate the weekly/biweekly library visits of all classes in Year 1 – Year 6, EY when appropriate;
- organise special events to promote reading, such as Fully Booked (book week) and author visits;
- continue to develop our collections of books, ebooks and online resources, providing;
  - Excellent fiction and non-fiction for all age-groups;
  - Books to support curriculum topics across the school;
  - High-quality books and magazines in languages other than English;

- A strongly international collection of fiction, CDs and DVDs;
  - Online resources to support student research;
  - Ebooks that can be accessed outside of library opening hours/location;
  - Regularly updating reading lists for students of all ages, in collaboration with teachers;
  - Books on parenting and teaching skills for the adults using our library.
- will coordinate and provide quality-control for cataloguing, processing, repair and weeding of resources;
  - will present weekly activities to promote reading, including Storytimes and after school activities;
  - will maintain/improve the attractive physical library space, and further develop the online library spaces (including but not limited to: Follet Destiny, LibGuides, Firefly, Pinterest, Overdrive, Instagram, Twitter, and the library blog) to increase function and appeal;
  - will maintain a positive working atmosphere where all library staff are encouraged and empowered to improve their contributions to the library service;
  - will maintain close contact with SMT/Phase Leaders/Year Team Leader/ Admin staff and establish respectful working relationships with each through close collaboration on decision making.

Professional  
Expectations:

The School Librarian will:

- enjoy working with children and young people of all ages;
- enjoy reading pleasure;
- demonstrate leadership skills in promoting the library throughout the School;
- be highly ICT literate, with a desire to constructively integrate new technologies into the library;
- be an excellent team leader, willing and able to adapt their

management style to the different cultures of other members of library staff;

- be a skilful and reflective teacher, able to plan and teach activities for a variety of learning styles;
- work to support information literacy and the development of strong research skills throughout the school;
- have an excellent knowledge of children's fiction;
- take a strong interest in and respectful approach towards the different cultures of staff and students;
- be confident in administering the Library Management System (Destiny) and other online library resources;
- will have in-depth knowledge of current library developments and demonstrate a strong enthusiasm to keep up-to-date with these;
- will have a strong commitment to teamwork and be highly proactive in working with staff, students and parents;
- will demonstrate excellent interpersonal skills in dealing with parents, teachers and students;
- will have excellent organisation skills, demonstrating a clear understanding of priorities and delegation;
- enjoy taking a creative approach towards developing the library service;
- will pay close attention to the Health and Safety issues associated with the library.

Essential

A minimum of 3 years teaching experience

Criteria:

Teaching in the UK and/or with the English National Curriculum will be an advantage.

Child

Safeguarding:

**Shrewsbury International School is committed to Safeguarding and promoting the welfare of children.** The successful candidate will be required to

- attend in-house Child Safeguarding programmes
- promote and safeguard the welfare of all students in the school
- report to the Child Protection Officer any concerns they have for the welfare of a student. This may include unsafe practices witnessed within the school as outlined in the school's Whistleblowing Policy
- keep professional relationships with students where personal boundaries are respected and maintained
- seek advice from a Line Manager or Child Protection Officer with issues or concerns related to Child Safeguarding.

Requirements:

- International Child Protection Certificate (ICPC) or similar record checks as appropriate prior to the start of contract.
- Formal proof of identity with photo ID (Original Driving License / Passport).
- 3 signed, confidential references (one of which will be from the candidate's current head teacher before the start of contract.
- Verification of original qualifications.

How to Apply:

Applications will only be accepted on the official Shrewsbury International School Application Form, which is available on the school website 'Job Vacancies' page.

<https://www.shrewsbury.ac.th/city/recruitment/vacancies>

Further Details:

Full details of the school are available on our website at

<https://www.shrewsbury.ac.th/city>

Any queries should be forwarded to Amanda Dennison, Principal  
Shrewsbury International School City Campus

[amandad@shrewsbury.ac.th](mailto:amandad@shrewsbury.ac.th)