

## LIBRARIAN JOB DESCRIPTION

<b>LOCATION</b>	Dover Court International School
<b>JOB PURPOSE</b>	To provide a stimulating environment that provide students with the opportunities to learn and gain maximum attainment
<b>REPORTING TO</b>	Principal and Head of Secondary or Head of Primary
<b>DIRECT REPORTS</b>	None
<b>OTHER KEY RELATIONSHIP</b>	BDP Coordinator, Senior Leadership Team, Heads of Year, Progress Leaders, Subject Leader for English, Primary, NAU Coordinator, Global Campus Coordinator.

KEY RESULT AREA	MEASUREMENT OF PERFORMANCE
<b>Engagement and Interaction – School Ambassador to Internal Community</b>	
<b>Student Attainment and achievement</b> <ul style="list-style-type: none"> <li>▪ Fully support the school’s Safeguarding policy and know the reporting procedures to follow in case of a Child Protection issue</li> <li>▪ Promote and maintain a positive learning environment that nurtures a love of literature as well as high academic standards amongst the students in the library</li> <li>▪ in which all students thrive and are able to pursue a love of learning and reading</li> <li>▪ To promote the ‘Be Ambitious’ programme</li> <li>▪ Liaise with Tutors/Class Teachers and/or Progress Leaders/Year Group Leaders regarding all students accessing Library materials</li> <li>▪ Liaise with Learning Support Dept and the EAL Dept regarding provision of Resources</li> <li>▪ Lead library sessions according to the needs of the students in the class including digital citizenship, information literacy, study skills and revision techniques, across KS2/3/4 and IB</li> <li>▪ Sharing good practice with other colleagues</li> <li>▪ To be at the forefront of library technologies and to develop the use of technology to enhance learning in the library</li> <li>▪ Contact parents on Library matters.</li> <li>▪ Liaise with Subject Leaders/Teams to contribute to an annual requisition.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Students are safe and ready to learn</li> <li>▪ Student attainment meets or exceeds target</li> </ul>

<ul style="list-style-type: none"> <li>▪ Be involved in the organisation of Library aspect of special days, festivals, House events, assemblies, public speaking, special focus Weeks etc</li> <li>▪ Contribute to the whole school communications, including newsletters to parents</li> <li>▪ Maintain good quality display in the Library and public areas which relate to the children's learning</li> <li>▪ Offer exciting Extra Curricular Opportunities that meet the needs of the student cohort</li> <li>▪ Supervise students on a duty rota</li> <li>▪ Be responsible for personal health and safety and know how to report H&amp;S concerns</li> <li>▪ Any other reasonable task assigned by the Principal or Head of Secondary</li> </ul>	
<b>Learning and Teaching</b>	
<ul style="list-style-type: none"> <li>▪ Provide students with appropriate information that allows them to know where they are and what they need to do to improve with regard to Library use</li> </ul>	<ul style="list-style-type: none"> <li>▪ Work Scrutiny shows clear progression of students' work in the Library and a clear dialogue of feedback</li> </ul>
<b>Planning and Preparation</b>	
<ul style="list-style-type: none"> <li>▪ Plan and prepare the Library for lessons and sessions</li> <li>▪ Work collaboratively with teaching staff at all levels to ensure the Library is being used to its full potential and that curriculum links are being made.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The delivery of lessons/sessions that are good or outstanding</li> </ul>
<b>Professional and Personal Development</b>	
<ul style="list-style-type: none"> <li>▪ Continual development through the identification and implementation of your own Personal Development Plan.</li> <li>▪ Lead a team of colleagues to ensure good practice in the Library, ensuring all team members are challenged to meet their full professional potential.</li> <li>▪ Play a full part in internal and external CPD opportunities including staff meetings</li> </ul>	<ul style="list-style-type: none"> <li>▪ Improved performance</li> <li>▪ Performance appraisal</li> <li>▪ Personal Development Plan</li> </ul>
<b>PERSONAL SPECIFICATIONS – Skills Knowledge and Experience</b>	
<b>Qualifications/Training</b> <ul style="list-style-type: none"> <li>▪ Degree</li> <li>▪ Librarian qualification and/or experience</li> <li>▪ Teaching qualification and experience</li> <li>▪ CELTA/DELTA or Equivalent</li> </ul>	Essential Essential Desirable Desirable
<b>Experience/Knowledge</b> <ul style="list-style-type: none"> <li>▪ Good working knowledge of the English National Curriculum and IGCSE</li> <li>▪ Excellent skills in working with children across the age range</li> <li>▪ Understanding of IB Structure and Philosophy</li> <li>▪ Good working knowledge of the IBDP</li> </ul>	Essential  Essential Essential Essential

<ul style="list-style-type: none"> <li>▪ Good working knowledge of the Extended Essay component of the IBDP</li> <li>▪ An understanding of how to stay safe on the internet</li> <li>▪ An understanding of the skills needed for accurate online research</li> <li>▪ Understanding of effective teaching and learning theory and practice of providing effectively for the individual needs of all children through classroom organization, differentiation and learning strategies</li> <li>▪ International Experience</li> <li>▪ Knowledge of EAL in the mainstream</li> <li>▪ Good working knowledge of the IPC</li> <li>▪</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>
<b>Skills</b> <ul style="list-style-type: none"> <li>▪ Able to work as part of a team</li> <li>▪ High level of IT competence</li> <li>▪ Use of iSams</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Desirable</p>

#### Other

- Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.
- Compliance with visa requirements for working in Singapore.
- A commitment to safeguarding and promoting the welfare of all pupils. And the willingness to undertake appropriate child protection training when required.

**We are ambitious for our students, our people and our family of schools. We believe that:**

- There is no limit to what every person can achieve.
- Creativity and challenge help us get better every day.
- Learning should be personalised.
- Unique global opportunities enhance the learning experience.

**The NAE Commitment**

At Nord Anglia Education, we work every day to inspire our schools, our students and our employees to be the best they can be, and we are ambitious for them all to achieve more than they thought possible in their personal, social and academic endeavours. Within our family of schools, this aspiration is underpinned by a commitment to always act with **respect, integrity, openness, courage and ambition**. These qualities are the foundation of how we approach our work and roles within NAE and are shared by everyone in our global family.

**Promote and embodies *The CORE 7 Leadership Capabilities:***

- **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.
- **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
- **Collaborative** – Works collaboratively with others to achieve organisational outcomes
- **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success
- **Enabling** – Drives excellence through valuing and developing others
- **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment
- **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations

- Role-model the 'Be Ambitious' philosophy each day
- Feedback as a valued member of the team and the wider organisation