



POSITION DESCRIPTION

Position Title: Head of Primary Library Services

Reporting to: Head of Primary

'We develop a resilient, intrinsically driven community of learners who have a global perspective, a passion for life and care for self, others and the world.' -GIS Vision

PURPOSE

To lead our Primary and Early Years school libraries. To promote both reading for pleasure and information literacy skills directly and in close collaboration with our curriculum leads; to lead and support activities that contribute to the development of lifelong learners and informed digital citizens.

SPECIFIC RESPONSIBILITIES

Leadership

- Will oversee the management of budgeting, selection, acquisition, cataloguing and processing of the collection and of online subscriptions.
- Will oversee and support the professional and technical goals that the librarians set for themselves annually; focussing on library and resource development.
- Oversee the maintenance of the library management system to ensure that all resources are accounted for and easily accessible.
- Work collaboratively with the Secondary School Teacher Librarian

Strategic Development

- Engage with and work towards the whole school strategic focus areas for the year
- Align personal and team goals with strategic priorities through the professional learning cycle

Promotion of Love of Reading

- Will actively promote and support literacy throughout the school community, both by planning and delivering literacy based activities and by collaborating with other teachers, both curricular and super curricular.
- Will develop and maintain a broad collection of books and online resources, representing the diversity of the school community.
- Will expose students to a wide range of genres and text formats through resource selection and activities.
- Organise and manage special events, author visits, competitions, collaborations and activities

that promote literacy and the love of reading.

Teaching and Learning

- Will support students and staff in accessing, evaluating, and using information from a variety of sources.
- In liaison with specialist teachers, will encourage the use of the library across all subject areas; especially Learning Support, English as an Additional Language and World Languages.
- Will liaise with the wider professional teacher librarian community, both in Kuala Lumpur and in S. E. Asia to share good practice.
- Will collaborate with curriculum leads in the establishment and implementation of suitable academic integrity strategies and expectations.

COLLECTIVE RESPONSIBILITIES

- Build positive relationships with students, parents and colleagues
- Have a commitment to professional growth and be a reflective practitioner

POSITION SPECIFICATIONS

MINIMUM ACADEMIC/PROFESSIONAL QUALIFICATION:

- Appropriate degree and teaching qualification

RELATED EXPERIENCE

- Minimum 2 years of teaching experience
- Experience leading libraries preferable

COMPETENCIES

- Models the GIS values
- A proven track record of outstanding practice
- Collaborates effectively with others
- Engages in professional learning to improve practice
- Actively participates in the wider life of the school
- Proficient in the use of technologies to support and enhance learning
- Reflective, emotionally mature and self-aware
- Flexible and adaptable with the ability to think creatively and take risks
- Have a strong learning-focused philosophy with high expectations
- Motivates and supports children, staff and parents
- A conceptual and analytical thinker
- Curious and eager to learn
- Strong social and emotional skills and intercultural awareness

This job description may be adapted to best fit the skills and needs of the appointed candidate. Over time, the job description may be modified through consultation between the post holder and the management.

Garden International School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As such, all offers of employment are subject to a criminal record check (ICPC or equivalent).