



深 圳 市 宝 安 区 查 特 豪 斯 学 校
CHARTERHOUSE SCHOOL
SHENZHEN

Job Descriptions

School Librarian

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Charterhouse Asia schools work towards a pedagogical approach that emphasises imagination, discovery, and learning by doing. Guided by The Charterhouse Asia mission: Charterhouse Asia operates schools where students and teachers study, create, and inspire, to develop their capacities to build better lives for themselves and for others, the school librarian will collaborate with class teachers to support the children as they acquire a secure grounding in the knowledge and skills of the subject.

School librarian at Charterhouse Asia schools are professionals with a high level of commitment to support the teaching, the safety and well-being of the children in their care and to the values of the Charterhouse Asia mission. This includes supporting the dual-language nature of the programme. The school librarian must also be able and willing to work in English.

Charterhouse Asia schools are totally committed to safeguarding children and young people and expects the same from its employees. All new staff will be subject to enhanced DBS clearance, or similar depending on their country, identity checks, qualification checks, and employment checks to include an exploration of any gaps within employment, two satisfactory references and registration with the Disclosure and Barring Service (DBS) (if applicable).

In addition, the school librarian supports the team-teaching elements of the House based system of Charterhouse Asia sections. This will mean participating in Homerooms and discussion-based activities in the Ethics and Society and 'Spectra Smarts' programmes, participating in house events or other school activities.

Working times will ordinarily follow the school calendar with additional time for training prior and throughout the school year. Occasional participation in outreach or promotional activities may be required but every effort will be made to ensure that this demand is reasonable and is shared equitably amongst all colleagues.

Specific Duties

1. To be responsible for understanding and applying the School's Safeguarding and Child Protection policies and procedures, including identifying and reporting any potential risk to a student's safety.
2. To set up and maintain the computerized library lending system and ensure all publications meet Chinese national requirements.
3. To prepare and support suitable reading resources for students depending on their abilities and interests.

4. To establish and maintain a good library environment supportive of reading in the spirit of 'the environment as the third teacher'.
5. To ensure that the environment, materials, and equipment are safe, clean, attractive, challenging, functional, anti-bias, and developmentally appropriate.
6. To organize displays of books to promote particular authors, topics or interest etc. to create the reading culture in the campus.
7. To use non-contact time during school hours to participate in trainings, prepare for upcoming activities, to participate in team meetings and to be available for cover.
8. To interact with children using a positive, supportive, respectful and open-minded attitude, language and tone, and to support and sustain the school codes of conduct.
9. To establish and guide the e-book collections development.
10. To work with the team to support and provide resources include information, media, visual, digital and technological literacy for school curriculum, Spectra Smarts Programme, Independent Learning Projects etc.
11. To maintain visual and auditory supervision of children at all times to ensure their safety in the library activities.
12. To support dual language reading programmes that help children dual language abilities and proficiency.
13. To attend and participate in staff meetings, team meetings, and other meetings as required.
14. To liaise with school leadership team for preparing budgets for annual school books purchasing and school book events.
15. To help and support documentation panels, newsletters, curriculum plans, and other forms of documentation of the children's learning and teachers' work
16. To provide documentation and to communicate with the class teachers, parents and outside specialists for reading resources support.
17. To communicate in a positive, supportive and professional manner with staff, parents and students (written and verbal) on an ongoing basis.
18. To maintain confidentiality in terms of children, staff, and parents when communicating with parents.
19. To help conduct effective project-related events for families including presentations when required.
20. To encourage and provide opportunities for parents to participate in library reading experiences.
21. To establish and maintain a positive relationship of cooperation and respect with co-workers.
22. To contribute to the development of community among staff by having open and constructive communication and to be proactive in feeding ideas and suggestions for school improvement to the relevant responsible persons.
23. To maintain an attitude of continuous personal and professional improvement.

24. To maintain confidentiality and to model a professional work ethic.
25. To represent the Charterhouse Asia identity, ethos, and values to parents, staff, and community, and to refrain from public criticism of colleagues and school programmes.
26. To maintain regular attendance and punctuality.
27. To attend professional development workshops and trainings including, but not limited to, internal training events, and to engage constructively in systems of professional appraisal and development.
28. To perform other duties as necessary and to work closely with all staff to ensure programme compliance and quality services to children and parents.
29. To decline, politely, any offers of gifts or hospitality from parents or any other person or persons who have, or who are seeking to have, a relationship with the school community.
30. To recognise that as a role model for young people, one's own personal conduct and the example of behaviour set must be of the highest standards.