



SHREWSBURY INTERNATIONAL SCHOOL

BANGKOK

Shrewsbury International School Bangkok, Riverside

Job Opportunity

Position / Job Director of Librarian Services

Specification:

Posting Date: 11th January 2019

Closing Date: 11th February 2019 (Applications will be considered as they arrive.)

Department: Whole School

Salary: Shrewsbury International School QTS salary scale applies.

Benefits: An excellent international package of benefits including:

- Two-year contract;
- Excellent accommodation in Central Bangkok is available subject to availability at The Chatrium, adjacent to the school (www.chatrium.com) or at Bangkok Garden, only minutes from the school (www.bangkokgarden.com). The accommodation is provided free of charge, although a small tax deduction is made at source.
- Flights at the beginning and end of each contract;
- Relocation allowance at the beginning and end of employment;
- Medical insurance with Aetna (Thailand);
- Generous support for personal professional development.

Position Summary: 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 be subject to modification at any time after consultation between the postholder and The Principal.

This position carries a Responsibility Allowance (negotiable depending upon experience & qualifications) which is paid in addition to the Basic Salary.

General: Shrewsbury is one of South East Asia's outstanding international schools, with enrolment of 1700 students from Early Years to Sixth Form, exceptional examination results and particular strengths in the creative arts, design and sport. The school itself enjoys a delightful and spectacular setting, right on the banks of the Chao Phraya River in the heart of Bangkok. The school is readily accessed by road and boats, which provide an easy and quick link to Bangkok's Skytrain and the city centre. The link with Shrewsbury School UK (www.shrewsbury.org.uk) is taken very seriously and, year-on-year, develops into a world-class educational partnership.

Key Responsibilities: The Director of Librarian Services

- is responsible to The Principal, and works closely with Vice Principals and the Director of Business Services;
- is responsible for the Line Management of all Library Staff including Performance Management;
- will work collaboratively as a key school leader to maintain our strong reading culture and raise standards of information literacy across the school;
- is responsible for building successfully 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 Director of Librarian Services 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;
- work with key staff to support the 6th Form Reading the World programme, and EPQ with regards research skills;
- 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 9;
- 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 in Junior and Senior 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 and HODs;
 - Books on parenting and teaching skills for the adults using our library.

- coordinate and provide quality-control for cataloguing, processing, repair and weeding of resources;
- present weekly activities to promote reading, including Storytimes and after school activities;
- maintain/improve the attractive physical library space, and further develop the online library spaces (including but not limited to: Follett Destiny, LibGuides, Firefly, Pinterest, Overdrive, Instagram, Twitter, and the library blog) to increase their function and appeal;
- maintain a positive working atmosphere where all library staff are encouraged and empowered to improve their contributions to the library service;
- maintain close contact with Senior Leader / Heads of Department / Year Team Leaders / Admin staff and establish respectful working relationships with each through close collaboration on decision making.

Professional
Expectations:

The Director of Librarian Services will:

- enjoy working with children and young people of all ages;
- enjoy reading for 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 colleague, 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 and teen fiction;
- take a strong interest in and respectful approach towards the different cultures of staff and students;

- be confident in the administration of the Library Management System (Destiny) and other online library resources;
- have in-depth knowledge of current library developments and demonstrate a strong enthusiasm to keep up-to-date with these;
- 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;
- have excellent organisational skills, demonstrating a clear understanding of priorities and delegation;
- enjoy taking a creative approach towards developing the library service;
- pay close attention to the Health and Safety issues associated with the library.

Child
Safeguarding:

Shrewsbury International School is committed to Safeguarding and Child Protection 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 Speak Out (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) prior to the start of contract.
 - Formal proof of identity with photo ID (Original Driving License / Passport).
 - 2 signed, confidential references (one of which will be from the candidate's current headteacher) 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.

Further Details: Full details of the school are available on our website at www.shrewsbury.ac.th.

Any queries should be forwarded to The Principal, Mr. Chris Seal (Chris.S@shrewsbury.ac.th).