

DUBAI COLLEGE

A tradition of quality in education



Job Title	School Librarian
Start date	January 2024
Job Type	Full time, permanent
Reporting to	Bursar

JOB SUMMARY

The Librarian will work in a highly collaborative, innovative, and forward-looking setting in our new state-of-the-art library. This role plays a key role in providing a dynamic and enthusiastic service to all students and staff. The role involves reference, teaching, collection development, and partnering with our diverse student and teaching body on innovative research initiatives. Program development and participation in tiered information literacy programs are required.

The Librarian will develop creative strategies to understand the information needs, build partnerships with staff, and actively engage in outreach to sustain strong, consistent, and effective communications between the library and its affiliated programs. The librarian will develop and maintain print and electronic subject-related collections to support teaching, learning, and research needs of students and staff.

Ideally, we are seeking an applicant who is already residing in Dubai.

PRIMARY RESPONSIBILITIES

Planning and Development

- Assist in implementing and developing the short, medium and long-term strategy for the library.
- Selecting, ordering, organising, promoting and maintaining library resources to support all curriculum areas, covering the full age and ability range of the school.
- Creating and implementing a policy for the library which incorporates the educational aims and objectives of the school, and complies with data protection, copyright, health and safety legislation.
- Taking responsibility for managing the library budget.
- Contributing to curriculum and policy development by liaising with all departments through group meeting attendance, as well as collaborating with individual members of staff.
- Ensuring equality of access for all students and staff to high quality learning resources.

LEARNING AND TEACHING RESPONSIBILITIES

Climate Conducive to Learning

- Creates welcoming and respectful climate in library.
- Provides for diverse student needs in resources and support.
- Provides opportunities for students to use the library for class-related research, individual investigation, independent reading, and personal inquiry.

- Supports educational events in the library, such as pedagoos, career days, and reading programs (e.g., book fairs, book clubs, author visits, book reviewing).
- Continually rotates, replaces, and updates displays of books and student work to reflect current subject themes.
- Marking and feedback on Years 7, 8 & 9 Lower School Reading Challenge.

Collaborative Planning and Promotion of Research, Reading and Enquiry

- Collaborates with Heads of Department to ensure reading lists are updated and integrated into the use of the library with classroom curriculum.
- Shares responsibility with teachers for integrating inquiry, information literacy and technology skills into school curriculum.
- Helps students with HPQ and EPQ assignments for deeper thinking and research.
- A leader and partner with teaching staff in the collaborative design and implementation of information literacy programmes throughout the school.
- Providing support to staff and students in the selection and use of information resources to meet their requirements.
- Planning and delivering a programme to support the development and teaching of information literacy and learning skills in partnership with teaching staff and reinforcing these skills where appropriate.
- Promoting reading and publicising the services provided by the library to the whole school community.
- Any other duties assigned by the line manager.

Professional Development

- Driving own professional development, sharing INSET opportunities with colleagues, as well as maintaining a comprehensive awareness of current developments in information and library management, education and children's literature.
- Network with other School Librarians and relevant organisations, attend meetings and actively participate in professional groups.
- Provide support to teaching staff in the creation of classroom resources.
- Evaluate students' progress in library-based learning and monitor students' participation, progress and responses to learning.

Knowledge Skills and Abilities

- Exceptional English communication skills with above average proof-reading skills.
- Previous library experience in an educational environment.
- Computer literate and adequate knowledge of Office 360 suite.
- Knowledge of Literacy Management System
- Ability to work well under pressure. Take initiative and maintain a flexible schedule.
- High degree of emotional intelligence.
- Proactive in methodical planning and organisation skills.
- Experience of working with secondary-age children would be an advantage.
- Knowledge of the iSAMS platform would be an advantage.

Working Hours

This position provides the opportunity to work within a dynamic, highly qualified team, in very pleasant surroundings with excellent facilities.

This position requires a 40-hour work week, Monday to Friday.

Salary & Benefits

The contract of employment provides a salary range of between AED16,900 – AED19,000 per month, subject to verification of previous related experience.

Benefits may include sponsorship, airfare allowance, family medical insurance, and discounted tuition fees, as outlined in the school policies. Complimentary lunch is provided daily.

Terminal gratuity will be applied as per UAE labor law. Eligible UAE or GCC nationals will receive appropriate contributions through the pension authority.

Application Process

Applications should be submitted using the online application form available on our website. We will only consider applications that are fully completed and submitted through the online application form.

We welcome applications from UAE Nationals who have the relevant qualifications and experience

Application Deadline: 26th October 2023

For further information please visit our [website](#); [recruitment page](#).

Safer Recruitment

Dubai College is an equal opportunities employer and is committed to safeguarding and promoting the welfare of young people and we select staff that understand and share this commitment. All applicants must be willing to undergo a rigorous child protection screening, including checks with past employers and providing Police Certificates for the last five years from all countries that the applicant has resided in.