



WELLINGTON COLLEGE  
INTERNATIONAL SCHOOL  
BANGKOK

## Job Description: Librarian

Wellington College International School Bangkok is fully committed to safeguarding and promoting the welfare of children and young people.

The following list is not exhaustive but represents the main professional duties of a WCISB Librarian. This Job Description should be read and understood in conjunction with the WCISB Teacher Standards, the Staff Handbook and the teacher's contract.

### 1. Library

- 1.1. Working collaboratively with Teachers to provide outstanding education to students
- 1.2. Planning and preparing high-quality delivery to Students, in collaboration with other staff as appropriate and in accordance with the School's Curriculum Policy
- 1.3. Responding professionally, sensitively and caringly to the needs of all Students and actively promoting their progress and wellbeing
- 1.4. Providing library skills training and activities for Students
- 1.5. Setting up and maintaining the computerised Library system
- 1.6. Ensuring all Library stock lists are up to date and updated
- 1.7. Keeping the Library in excellent order
- 1.8. As appropriate, establishing and guiding the development of e-book collections
- 1.9. Sourcing, and organising visits for, interesting and well-known writers to speak and present to Students
- 1.10. Organising displays of books and other materials and items to promote particular authors, topics of interest etc
- 1.11. Advising all Students, in groups and individually as necessary, on suitable book and reading choices
- 1.12. Selecting, acquiring, maintaining and withdrawing library stock, ensuring a balance between subjects and ability levels, working closely with appropriate teaching staff
- 1.13. Creating thematic banks of books for Teachers to use in their classrooms
- 1.14. Maintaining and renewing library wall displays and generally ensuring that the Library has an inviting environment
- 1.15. Supervising and training volunteers and Student helpers
- 1.16. Working with the wider community, especially parents
- 1.17. Directing, supervising and managing the performance of Library Assistants.
- 1.18. Attending and participating in meetings relating to any of the roles and responsibilities outlined in this Job Description
- 1.19. As required, accompanying students out of school on School trips including residentials
- 1.20. Actively supporting and taking part in the School's programme of co-curricular, House and other activities
- 1.21. Maintaining up-to-date knowledge of relevant book awards, nominated books etc and ensuring that the titles are all available in the library
- 1.22. Keeping up to date with all relevant new titles, including their content and age range, and guiding students towards them as appropriate
- 1.23. Creating sections for foreign books, including Thai and Mandarin, and ensuring these are organized and as wide-ranging as possible.

### 2. Professional Development



WELLINGTON COLLEGE  
INTERNATIONAL SCHOOL  
BANGKOK

- 2.1. Playing a positive and constructive role in the School's Research and Development programme, including a minimum of thirty-five hours of professional development activity annually and active membership of at least one R&D group per year
- 2.2. Taking a full part in the School's Performance Management process
- 2.3. Taking part in regular in-service training and continuing professional development, as agreed with the School

**3. Child Protection, behaviour management and health and safety**

- 3.1. Promoting and safeguarding the welfare of children and young people for whom you are responsible, and with whom you come into contact
- 3.2. Maintaining high standards of behaviour and safeguarding students' health and safety both on School premises and during School activities elsewhere

**4. Administration**

- 4.1. Registering student attendance and supervising before and after school, if required

**5. General**

- 5.1. Actively supporting the Values, Identity and Ethos of the school
- 5.2. Any other reasonable duties as requested by the Head of Junior School or the Master.