



SECONDARY LIBRARIAN

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IB schools in the UAE



SISD.AE

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BEST IB CURRICULUM SCHOOL IN THE UAE

BEST SCHOOL FOR POST-16 EDUCATION IN THE UAE

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2021**

SECONDARY LIBRARIAN

The Swiss International Scientific School in Dubai (SISD) is a leading international day and boarding school where future generations are inspired to become confident and enthusiastic lifelong learners, ready to embrace the opportunities and challenges of a global world. Founded in 2015, our school currently welcomes more than 1470 students of more than 70 different nationalities on its cutting-edge campus, in the centre of Dubai. From Pre-KG to Grade 12, SISD follows the full continuum International Baccalaureate (IB) programme in three streams focusing on personalised learning and the development of 21st century skills. Students choose between the English with additional languages/STEAM stream or the bilingual English-French/German streams. We pride ourselves on being a fully accredited IB Continuum World School, offering the IB Primary Years Programme (PYP), IB Middle Years Programme (MYP), IB Careers Programme (IB CP) and IB Diploma Programme (DP). Our personalised international curriculum offers an engaging learning experience, the challenge of developing a real understanding of cultural diversity and the support of a thriving international community. Our state of the art, eco-friendly campus adjacent to Dubai creek, ensures that we can offer a wide range of sporting and after school activities tailored to the personal needs and preferences of every student.



Job Title	Secondary Librarian	Department	Secondary
Start Date	1 August 2022	Location	Dubai, UAE
Reports to	Head of Secondary	Direct reports	

Job Scope	<p>The Secondary School Librarian is responsible for managing the secondary library. He/she will create an environment where collaboration and creative problem solving thrive. The Secondary School Librarian will be an excellent communicator who encourages and promotes enthusiasm in others. He/she will assist the Subject Coordinators with raising the profile of the library throughout the secondary school and will contribute to the development and delivery of the school's vision and values. He/she will empower students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information. He/she will instill a love of learning in all students and ensure equitable access to information. He/she will collaborate with teachers and specialists to ensure appropriate library resources are available to support teaching and learning. He/she will provide the leadership and expertise necessary to ensure that the library provision at SISD is aligned with the mission, goals, and objectives of the school and materials are appropriate for use in the UAE.</p> <p>He/she will share in the wider pastoral and co-curricular life of the school. This will include, inter alia, leading at least one extra-curricular activity per week and providing Boarding House support in terms of supporting a group of students as a Tutor at least once a week. Occasional participation in outreach or promotional activities may be required, but every effort will be made to ensure that this request is reasonable and shared equitably amongst all teaching staff.</p>
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Main Duties and Responsibilities

This not an exhaustive list of duties/responsibilities:

General:

- To be responsible for the annual secondary library plan, self-review of the plan and presentation to Secondary Leadership Team as required
- To adhere to and implement all school policies including Behaviour Management, Health and Safety, Child Protection, Equal Opportunities and Teaching and Learning and to actively support the school's policies and vision
- To be responsible for Health and Safety practices and procedures to ensure that the students and staff within the library operate in safety and the school complies with the requirements of current legislation as these relate to learning resources, including undertaking risk assessment
- To ensure that all aspects of the responsibilities of the post take into account the school's diversity and inclusion policy and enable equal access to the school's library resources, including e-reading resources
- To support during exam season, acting as a scribe for students in assessments and examinations as required

Library:

- To be responsible for the management and development of the library environment and resources, including information and communication technology (ICT), contributing to and supporting the IB curriculum
- In conjunction with Subject Coordinators, to evaluate, select and acquire resources in all required formats, balancing the need to develop ICT resources with the need to provide book-based resources
- To be responsible for all aspects of stock maintenance, including purchase, classification, cataloguing and regular stock auditing
- To use and maintain the library software used
- To contribute to the library policies and development plans, delivering CPD training to staff on library and literacy topics as required
- To develop a library user education programme which develops students' independent access to the library and its resources, including ICT.
- To liaise with teaching staff to design and plan lessons that satisfy IB curriculum needs and teach information skills
- To be proactive in promoting the library and its resources to staff and students by means of displays, assemblies and MS Teams
- To provide guidance to groups and individual students, ensuring that students can access and progress through the IB curriculum at appropriate levels
- To take active responsibility for managing behaviour and maintaining a learning environment in the library, following school policies and procedures and utilising support from the English department where required
- To supervise and develop the skills of student librarians actively promote student librarianship responsibilities within the library
- To manage the library's budget, including preparing financial estimates and to provide reports and statistics on the use of resources and effectiveness of policies
- To keep the Head of Secondary, teachers, students and parents informed about the needs and development of the library and information service
- To promote library display and events using social media
- To provide e-reading opportunities for students who prefer this option
- To collaborate with other librarians and teachers to share new ideas, approaches and professional knowledge
- Manage, track and monitor reading data and liaise with teachers in order to raise attainment

	<ul style="list-style-type: none"> To coordinate group tasks in reading lessons so that all students make progress over time To coordinate the schools GL Reading Initiative, ensuring that is embedded and delivers impact on student outcomes <p>Literacy:</p> <ul style="list-style-type: none"> To support the school's literacy strategy in liaison with the Language and Literature Coordinators and Head of Secondary To actively promote a love of reading amongst students To facilitate student library and reading clubs, including a Book Club for students To promote the development of a reading culture using changing displays and activities within the library To lead library related initiatives To support small groups of students with literacy support sessions if required
Key Relationships	
Internal	Students, Secondary Leadership Team, Curriculum/Subject Coordinators, Heads of Depts, Teachers
External	Parents, KHDA, IB

Position Requirements	
Education	<ul style="list-style-type: none"> Bachelor's Degree Professional Librarianship qualification Relevant recent professional development that qualifies the candidate for this post
Experience	<ul style="list-style-type: none"> Experience in managing library services, ideally in the education sector Experience in working in an international school setting Experience or familiarity with a Library Management System Proven track record of excellence and tangible outcomes Show commitment to the inclusion of all students Evidence of outstanding library practice. Experience of working in an international environment is preferred, however not essential. Knowledge of technology to contribute and to support the curriculum and the need to develop ICT and book-based resources An understanding of learning resources and how media impacts on learning
Competencies	<ul style="list-style-type: none"> A fluent first language English speaker A second language such as French, German, Russian or Arabic desirable A positive, flexible, 'can do' work ethic The ability to think creatively, as well as having an eye for detail with a willingness to be flexible and to innovate A commitment to ensuring high standards of teaching and learning Exceptional communication skills Strong collaboration skills to foster partnerships with teachers, students and parents A clear personal philosophy on inclusive education and how this informs practice. A genuine interest in progressive student-centred approaches to pedagogy.

	<ul style="list-style-type: none"> • An interest in social enterprise, charity and service learning, and how these can be embedded formally into the curriculum. • A desire to be involved in the life of the school beyond the classroom and an understanding of the importance of this to student learning • Excellent standards of personal presentation. • Enjoyment of working in a positive, collaborative team environment with the values of honesty, integrity and mutual support at the core. • An enthusiasm for engaging with diverse cultures tempered only with high levels of patience and adaptability • Inter-culturally aware with well-developed interpersonal skills.
Salary & Benefits	Competitive remuneration and benefits
Contract	Fixed Term contract
Application	<p>Candidates are requested to submit the following documents:</p> <ul style="list-style-type: none"> • Cover letter of one page, explaining your strengths as a candidate and why you are interested in this position • Current CV not to exceed two pages • 3 professional references with current contact details (position, phone number and e-mail address) not older than 5 years. One must be your current or last Line Manager <p>Please send your application to: hr@sisd.ae</p> <p>Due to the expected volume of applications we will only contact those applicants that are shortlisted for interview.</p> <p>We are committed to providing a safe and happy environment for all our employees and in which our students can thrive and learn. We are committed to safeguarding and promoting the welfare of all our employees and students. All employees are subject to appropriate vetting procedures including satisfactory criminal record checks from both country of residence/home country and any other country of residence.</p>

I am very grateful to be part of the SISD team for the 2020/21 academic year. Since joining SISD, I have been made to feel extremely welcome by each member of staff. The positivity that flows through the school is contagious and energizing. The support, I receive from other members of staff, motivates me to raise my standards and become a better educator, colleague, and person. The huge focus on Well-being is evident and the impact is clear to see in the outstanding teaching and learning being done throughout the school. The rapport you see between colleagues, teachers and students really shows of the unity that SISD thrives upon.

– Jonathan Harkin, Primary Teacher

I have had the pleasure of experiencing first hand, the development of the French/ English bilingual stream at SISD, which has grown and developed and is now fully imbedded into the students daily lives. Students naturally speak both French and English in our classroom and it has been a joy to see students progress in multiple languages. I have worked at SISD for 5 years as an English teacher, KG2 coordinator and now Grade 1 coordinator. I have had such a positive experience working in both the Early Years and Primary schools and have enjoyed co – teaching with some incredible teachers.

– Tamara Grannell, Grade 1 Teacher

I think SISD has a vibrant faculty, where talented professionals collaborate to provide excellent results for our students. With outstanding facilities and infrastructure, the environment is an inspiring workplace with a warm community of staff, parents and students alike.

– Samantha Hodges, Well-being Coordinator

