



Dubai
English
Speaking
Schools

Job Description and Person Specification

Job Title: Librarian

Reports to: Director of English

OBJECTIVE OF THE ROLE

The DESS College Librarian manages and operates the library and is responsible for the organisation and development of learning resources as per the needs of all staff and students at the College.

MAIN RESPONSIBILITIES

Administrative Duties/Library Operations:

- Keep the DESS College library in order, both in the physical lay-out of the library and the online library system, ensuring a welcoming, orderly and resource-rich environment.
- Check resources in and out of the library by using the Follett Accessit system.
- Catalogue and arrange all physical books according to alphabetic labelling by author surname.
- Maintain and update the library catalogue using appropriate systems and classification standards.
- Review and evaluate latest book publications, book reviews and award nominations in order to select and order the latest resources as per the College's needs.
- Curate book collections in line with UAE cultural sensitivities and school values.
- Compile weekly notices of overdue books and notify borrowers that their books are overdue.
- Make sure that disciplinary rules are being followed by all library users.
- Supervise students during break times, encouraging positive library use.
- Analyse best practices for the library to ensure that the services provided are up to date.
- Keep professionally informed by communicating with other secondary school librarians.
- Manage the College's range of online resource platforms including Jstor, First News, Curriculum Press and the Hatchet Educational Magazine, including subscription renewal and staff/student engagement.

Leadership & Mentoring:

- Select, train, supervise and evaluate Library Assistants, as well as Student Librarians, including Senior Student Librarians in the Sixth Form Centre.
- Supervise Duke of Edinburgh volunteers assigned to the library, providing meaningful tasks and mentorship.

Budget & Resources:

- Manage the library budget, including procurement of books, digital resources and supplies.
- Monitor spending and maintain records in line with school financial procedures.
- Place orders for new library resources when needed and keep up to date and accurate records of outstanding library orders.

Learning & Teaching:

- If required, to deliver 'Library Lessons' to students, following the library lesson structure utilised by the English Department.
- Provide library orientation to students and staff by developing and delivering a 'Library Introduction' lesson to all new students in Year 7.
- Support the administration and follow-up of NGRT (New Group Reading Test) assessments, helping to interpret results and guide reading interventions.

Student Engagement & Enrichment:

- Organise and promote student competitions, reading challenges and book-related events.
- Coordinate with the English department to publish three student anthologies per year, featuring poetry, creative writing and Arabic stories. These publications are led by the librarians and showcase student voice and talent.
- Run regular activities to promote the use of the library and encourage reading amongst all students.
- Plan and lead short educational trips related to literature, publishing, or library science, subject to approval.
- Develop creative book promotions and thematic displays to inspire reading across all age groups.
- Collaborate with the English department to align library activities with English curriculum goals.

Community & Communication

- Represent the library during parent information events and liaise with parents about reading support.
- Coordinate with teaching staff to integrate library resources into classroom learning.

PERSON SPECIFICATION

The successful candidate will be:

- Qualified librarian or equivalent experience in library management.
- Strong organisational and communication skills.
- Knowledge of children's and young adult literature, including culturally appropriate materials.
- Experience working with students in an educational setting.
- Ability to lead and inspire student volunteers.

This list is not exhaustive and is designed to provide a framework for areas of development the successful candidate will have responsibility for within the College.