**NORTH LONDON COLLEGIATE SCHOOL JEJU**

*Seeks a*

**HEAD OF LIBRARIES**

*Effective August 2020*

An immensely exciting opportunity has arisen to join NLCS Jeju as Head of Libraries.  The Library is central to the school and the ethos of scholarship under both in terms of location and ethos.  The Head of Libraries works closely with the Heads of Department and the Academic Societies which are student led and help to drive the development of scholarship. We are looking for a dynamic, enthusiastic and forward looking individual to lead a team of librarians in the main Senior School Library but also in the Junior School (First School and Upper School). The Head of Libraries has a strategic role in the school and is line managed by the Vice-Principal (Academic).

NLCS (UK)

North London Collegiate School (UK) was founded in 1850 by Frances Mary Buss; her aim was to offer an academically ambitious education to girls, similar to that available to their brothers. The School has pioneered women’s education for over 160 years and remains among the highest achieving schools in the UK. Exam results regularly top the UK league tables and the School has repeatedly outperformed other prestigious schools in terms of Oxbridge success rates.

**INTERNATIONAL SCHOOLS**

In 2011, NLCS opened its first international ‘branch’ school in South Korea: NLCS Jeju.

In September 2017, NLCS opened its second branch school in the UAE: NLCS Dubai. The School is now in its third year of operation and is a co-educational, day school. This year, the first school cohort will graduate and take the IB Diploma.

NLCS (Singapore) is due to open in August 2020 and will be the third school in the NLCS family. It will be a co-educational day school and follow a similar curriculum to NLCS Dubai.

**NLCS JEJU**

North London Collegiate School Jeju (NLCS Jeju) is a leading British International school providing an exceptional educational experience for over 1,330 day and boarding students aged 3-18. The first international school to be opened in the vibrant Global Education City on the spectacular South Korean Island of Jeju, NLCS Jeju has rapidly established itself as a centre of educational

excellence in South East Asia.

The School, now entering its ninth year of operation, has nearly 1400 on the roll. NLCS Jeju offers the IB Diploma to all in the Sixth Form and has achieved outstanding results since its first cohort of graduating in 2014. The average IB Diploma score in 2019 was 37, with two achieving a perfect 45.

**THE ETHOS**

The ethos of NLCS Jeju echoes that of NLCS (UK) – every effort is made to recreate the ethos of the UK ‘parent’ school, whilst taking into account and remaining sensitive to the local culture and context.

The School aims to provide a first-rate ambitious academic education for every child, which inspires a life-long love of learning and gives the knowledge, attitudes and confidence to flourish.

At North London Collegiate schools, academic success is gained, not through an emphasis on results, by creating an atmosphere of rigorous scholarship; students are encouraged to study beyond the examination syllabus in order to develop their intellectual independence and love of their subjects. The pastoral well-being is of the utmost importance and good relationships are fostered between students and staff, as well as between the students themselves.

The co-curricular life of NLCS schools is vibrant, both in academic and non-academic fields. Students participate in a wide range of subject-focussed clubs and societies, from weekly book groups to Debating, to ‘Mad Scientists’ and ‘Model United Nations’. In the UK School, over forty academic clubs and societies operate weekly meetings and events, in order to give every opportunity for students to develop their intellectual curiosity, independence of thought and genuine love of subject; there are a large number of student-produced academic journals which reflect the particular interests of these societies.

Non-academic activities also thrive as NLCS schools aims to create an environment in which the whole personality can grow. Co-curricular Sport, Music, Art and Drama are all of excellent quality and over seventy activities take place at lunch times and after school each day, with large numbers involved. In sports students participate in a range of competitions both within Korea and internationally through FOBISIA and ACAMIS.

**THE CURRICULUM**

The curriculum will reflect the academic ambition and aspirations of NLCS (UK), and schemes of work will broadly reflect the curriculum of NLCS (UK). Students take IGCSEs and then follow the IBDP. This will be supported by an extensive co-curricular programme of Sport, Music, Drama and other activities, which closely reflects that at NLCS (UK), are provided to enrich and broaden the education offered, developing the talents and confidence of students.

**LIFE IN JEJU**

Jeju Island, 130km off the southern coast of the Korean peninsular, is often described as one of Asia’s best kept secrets. Jeju’s temperate climate, natural scenery and beaches make it a popular tourist destination for South Koreans as well as visitors from other parts of East Asia.

In 2007, UNESCO’s World Heritage Committee listed Jeju Volcanic Island and Lava Tubes as a World Natural Heritage site. The island also possesses outstanding geological features and special properties as a habitat for a variety of rare and endangered species.

Jeju provides NLCS staff and their families with a safe, peaceful and breath-taking environment in which to live. The employment pages on the NLCS Jeju website contain further practical information about life in Jeju.

**TERMS AND CONDITIONS**

A competitive package will be offered to the successful candidate, which will include the following:

* Competitive salary
* Accommodation
* Relocation costs
* Annual return flights to home country
* Health insurance
* Tuition fees for eligible children

**JOB DESCRIPTION**

**NLCS Jeju believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.**

**Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee, nor NLCS Jeju, to only the work identified. It is the expectation of the school, that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organisation.**

**Our School is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, non‐teaching staff and volunteers to share and uphold this commitment.**

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| **Position/Job Title** | Head of Libraries (whole school) |
| **Classification** | Academic |
| **Reporting to** | Vice Principal (Academic) |
| **Duties and****Responsibilities** |  Overview:To lead and manage a team of librarians to maintain and develop first class libraries at NLCS Jeju that inspire and support our students.Main areas of responsibility:1. Promotion and support for the academic ethos of the school.
2. Ensure that the library is at the academic heart of the school.
3. To engage with and support academic departments.
4. To actively promote our use of English policy and to promote English acquisition.
5. To collaborate with the growing family of NLCS librarians.
6. To provide relevant support for our Academic Societies.
7. To provide focused support for the IB Extended Essay writing process.
8. To run engaging book promotion events.
9. To maintain a strategic overview of book usage.
10. To support school improvement.
11. To spend the library budget strategically.
12. To create and deliver a library development plan.
13. Work with curriculum areas to provide and develop library skills training for all year groups across all subjects.
14. To develop library ICT resources.
15. To manage the library information system.
16. To manage the supervision of the use of the library and to select, train and organise pupil librarians.
17. To monitor and evaluate the usage of the library.

Person Specification:The postholder will:1. Have recent experience of working in an educational/academic environment.
2. Be educated to degree level.
3. Will be, or working towards becoming, a Chartered Librarian.
4. Have good organisational and interpersonal skills.
5. Be organised, have a good eye for detail and endeavour to achieve high standards of service.
6. Be confident in the use of IT and knowledgeable as to how it can be used in the learning environment.
7. Be able to work well under pressure whilst retaining a good sense of humour.
8. Have an empathy with the notion of public service and in particular an appreciation of the importance of providing high quality educational services.
9. Have high personal standards of conduct and dress, and act as a role model for pupils.

Safeguarding:1. Abide by the school safeguarding policy and keep abreast of any changes.
2. Have regard for and promote the need to safeguard students’ well-being and be aware of cultural differences and related matters of dealing with mainly Korean students in their own country.
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| **Last JD Review** | December 2019 |