



KING'S COLLEGE INTERNATIONAL SCHOOL  
BANGKOK

## Job Description

*"Intellectually exhilarating yet principled...A real golden ticket."  
The Good Schools Guide on King's College School, Wimbledon*

Job title	Librarian
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King's College International School Bangkok is a King's College School Wimbledon International School opening in August 2020, initially for boys and girls aged 2-11. We will grow over time to eventually cater for 1,500 students aged 2-18, offering IGCSEs, A levels and pathways to the world's best universities.

We work closely with King's Wimbledon to provide a well-structured education that aims to instil a love of learning, creativity and interdependence in our students. We want our alumni to be successful in their own way. We do this with the values of kindness, good manners and wisdom in a friendly, welcoming and attractive environment.

### The Post

King's College International School Bangkok is growing quickly in preparation for an August 2020 opening for children aged 2-11. We are now looking for a Librarian who can assist Head of Founding Team in providing an efficient and caring service to our school employees. We believe in treating each other with kindness and good manners at all times. Due to the mixed nature of our community, the Librarian will need to speak, read and write English to a good standard, be very well organised and have a passion for customer service.

### Overall Responsibilities

From May 2020, the school wishes to appoint a well-qualified librarian to set up the library and help make it the centre of our school. They will also support whole-school literacy events and have a role in delivering extra-curricular activities, library lessons for the students as well parent workshops to engage the wider King's community.

If you have a kind heart, a drive to help us become one of the best schools in Asia and a vision for literacy as an enabling force in education, we would like to hear from you. If you value colleagues who will support you, are excited by a start-up environment in which we all work hard for each other and have a nurturing approach to education, we would welcome you to apply for a position with us.

### Key Responsibilities

- To ensure that each child makes the maximum possible progress, feels safe and enjoys their time at school.
- To be a role model for the children in the values of kindness, good manners and wisdom, work ethic and high standards.
- To have a clear understanding of the needs of all students, including those with SEN, EAL or disabilities and to use distinctive teaching approaches to extend and support all children.
- To take an active role in the co-curricular and extra-curricular programmes.
- To be dedicated to pastoral care.
- To contribute to the effective and efficient running of the school.
- To promote high standards in the use of English as the common language.
- To follow all agreed school policies in the staff handbooks.
- To contribute positively to the ethos of the school.
- To attend meetings and school events, which may take place in the evenings or weekends as required.
- To do any reasonable duties as requested by the school.



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### Library

- Supervise library technicians, volunteers, and student assistants
- Organizing and managing collections of journals, books, magazines, newspapers, electronic documents, and other data resource
- Foster a love of learning and reading in each student
- Ensure access to information for all students of varying abilities
- Remain a visible and active leader within the school community
- Advocate for the school library program by serving on school committees
- Take a role in school improvement and accreditation activities
- Share instructional practices, and collaborate with teaching staff
- Encourage instructional technology to engage students and to improve learning,
- Maintain active memberships in professional associations
- Managing the library electronic management system including the input of new books
- Managing the labelling and cataloguing of new books
- Keeping the library organised and tidy as well as decorating it to be an exciting place for children and adults.
- Develop a library curriculum for nursery – year 6 and help deliver these lessons to children
- Looking after and updating electronic resources in due course
- Managing librarian assistants
- Ordering new books
- Organising events and activities (such a children's book readings)
- Chasing and collecting books back and enforcing fines
- Ordering and displaying new books
- Maintaining a quiet environment in the library
- Sign out and manage classroom libraries

### Professionalism

- To be dedicated to professional development and take part in, and contribute to, INSET.
- To be committed to self-reflection and improvement through the annual review system.
- To promote high standards of behaviour through being positive, friendly and supportive with students.
- To foster strong relationships with parents so we all work to help our students.
- To liaise with colleagues and be a supportive and cooperative team player.
- To cover lessons for colleagues if required.



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*Teaching and learning*

- *To teach timetabled library lessons to all ages from nursery upwards.*
- *To plan and prepare well-structured lessons to engage, inspire and extend each student in the class.*
- *To lead co-curricular and extra-curricular activities from the early years and upwards.*
- *To work across the whole age range to design and support events and performances.*
- *To ensure that students reflect on their work and progress and set themselves targets to improve.*
- *To be knowledgeable and interested in the areas you teach and to keep up to date with initiatives.*

*Applications*

- *Send a completed application form, along with a full CV and a covering letter in support of your application by email to [careers@kingsbangkok.com](mailto:careers@kingsbangkok.com).*
- *Candidates will be invited to a face-to-face interview in Bangkok.*

*All staff are expected, in the spirit of teamwork and for the welfare of the school, to perform any other related tasks, within reason, for the department and from time to time, support other departments as requested by his/her immediate supervisor.*

**Please note**

*King's College International School Bangkok is fully committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Any offer of employment will be subject to the receipt of a suitably translated criminal records check, satisfactory references and medical clearance.*