

NORTH LONDON COLLEGIATE SCHOOL DUBAI

JOB SPECIFICATION

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

The 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.

North London Collegiate School Dubai seeks an enthusiastic and qualified Librarian to assist the Head Librarian in the management of the School’s libraries, with specific responsibility for the Lower School and First School Libraries.

He/ she will develop a strategic view for the curriculum in the School, which supports the vision, ethos and policies of the whole school. The appointee will support the implementation of the PYP action plan school development plan, and will use management data effectively to manage standards across the School.

Position/Job Title:	Librarian
Classification:	Junior School
Reporting to:	Deputy Head of Junior School
Professional qualifications:	<ul style="list-style-type: none"> • Qualified and experienced librarian • A recognised teaching qualification (preferred) • Excellent IT skills, and knowledge of how to apply them in a school library environment • Sound knowledge of literature for children and young people • Enjoyment of reading, and ability to communicate that enjoyment to students • Confidence in working with a cultural mix of students • Ability to plan and teach an information skills programme, and to support students in their research • Experience in an IB school would be beneficial • Good command of the English language
Professional experience:	<ul style="list-style-type: none"> • Sound knowledge of all MS Office applications, especially Word and Excel • Expertise in online searching using both the Internet and subscription services • Experience of using a library management package, preferably Heritage Cirqa

Personal qualities and skills:	<ul style="list-style-type: none"> • Energy, enthusiasm and a commitment to developing the library as the hub of the School • Flexibility and a willingness to undertake a wide range of library routines
Duties & responsibilities:	<ul style="list-style-type: none"> • Ensuring that an effective lending and reference service is provided throughout the school day • Arranging materials for effective retrieval, including the systematic classification (DDC21), cataloguing (AACR2), Subject Heading (LC), the dissemination of information (SDI). • Oversight of the running of the First and Lower School Libraries. • Assisting in the selection and organisation of resources • Ensuring the Lower and First School libraries provide engaging, attractive and welcoming environments • Promoting a love of reading through engaging with local and national initiatives • Working with Reading Champions and other relevant staff to ensure the School's Reading Policy is successfully implemented • Assisting in the provision of resources and supporting teaching staff, including planning, implementing library-based lessons and supporting professional reading • Assisting in the design and implementation of library induction courses and in the teaching of information skills as part of a formal programme throughout the School • Assisting in the management of the School's online subscription services, and training students and staff in their use • Producing statistical information on library usage • Conducting regular stock checks • Developing and maintaining the Library's e-book resources • Assisting in the development and implementation of library policies • Assisting in the monitoring and evaluation of library services • Training and supervising student librarians • Attending relevant school meetings and meetings of professional groups outside school • Deputising for the Senior School Librarian in his/her absence in the management of the School Libraries • Attending relevant training courses to ensure continuing professional development • Contributing to the cycle of improvement planning, and responding to the annual School priorities • Providing appropriate extra-curricular activities
Safeguarding:	<ul style="list-style-type: none"> • Bringing to the immediate attention of the designated safeguarding lead and the Principal any significant pastoral matters, including any safeguarding concerns • Abiding by the school safeguarding policy and keeping abreast of any changes

As with all posts, the Principal will reserve the right to vary the precise responsibilities should needs change and opportunities arise.

