

[Home](#)[Staff](#)[Web Mail](#)[Primary](#)[Secondary](#)[Sports](#)[Music](#)

> [Home](#)
 > [Positions](#)
 > [Head of School](#)
 > [About the school](#)
 > [Staff Reflections](#)
 > [Rewards and Benefits](#)

Bangkok Patana School

* Information for Cross Campus Teacher Librarian (August 2019) *



Mission

Our mission is to ensure that students of different nationalities grow to their full potential as independent learners in a caring British international community.

Vision

We develop Global citizens who shape their world through independence, empathy, creativity, and critical thinking.

Values

Well-being

We are

Protected, safe and secure
 Motivated and engaged
 Responsible and honest
 Kind and compassionate
 Balanced and fulfilled

Learning

We are

Rigorous
 Inquisitive and creative
 Critical, reflective thinkers
 Collaborative and confident communicators
 Passionate, resourceful and resilient

Global Citizenship

We are

Committed to integrity
 Active volunteers
 Diverse and inclusive
 Ethical and informed
 Empowered by our Interculturalism
 Inspired to improve global sustainability
 Respectful contributors to digital and local communities

Student safeguarding and safe recruitment

Bangkok Patana School is committed to safeguarding and promoting the welfare of its students and expects all staff to share the same commitment.

As part of the recruitment process applicants must provide:

- The name and contact details of three referees. One referee should be the applicant's current or most recent employer. In addition to the written references, referees may be contacted to obtain a verbal reference.
- An up-to-date DBS Disclosure if from UK or police check.
- Documentation from universities and colleges verifying attendance and successful completion of courses undertaken.
- An up-to-date medical.

For August 2019, Bangkok Patana School seeks a successful Teacher Librarian who is committed to achieving high academic standards and creating a stimulating and positive classroom ethos, which is child centred, creative and success-orientated. The willingness to be an effective team player and work closely with parents is essential. Experience of successfully teaching the English National Curriculum is beneficial and implementing recent UK initiatives is highly desirable.

The Extra-Curricular Programme is considered a vital and integral component in the education of our student community. Therefore, applications are particularly welcome from teachers with experience, passion and talent in the areas of visual and performing arts, community service, debate, outward-bound activities and sports.

Title of Post: Cross Campus Teacher Librarian

Responsible to: Head of Libraries

Teaching Commitment 70%

Role & Position in the Organisation

The Cross Campus teacher librarian has a vital role to play in the development and delivery of a library curriculum which will support the learning of all students and enhance and develop in them a passion for reading.

The Cross Campus teacher librarian will work with both Academic and Business staff. They will plan and teach in accordance with agreed schemes of work developed with the Primary Leaders of Learning and Welfare/Leaders of Learning and Curriculum and the Secondary Heads of Year/Heads of Faculty. As a teaching professional, s/he will work to create a situation in which students become independent learners in the library and achieve their full potential in a positive, caring and stimulating learning environment.

The teacher librarian has specific responsibility for:

- developing the Library Curriculum with a particular emphasis on ensuring that cutting edge IT provision in the library is provided;
- delivering Library sessions across all Key Stages;
- liaising closely with the whole library team to maintain a focus of student learning being central to library provision at Patana.

Responsibilities, by area:

Goal 1: We focus on continually improving learning.

Strategic Area 1 – Learning and Teaching - The Cross Campus teacher librarian will:

- adhere to the school's Professional Standards for Learning and Teaching;
- promote reading as a facet of literacy and voluntary, recreational reading as a skill and pleasure and contribution to lifelong learning;
- promote skills of using information, with a specific focus on Information Technology, and researching effectively to support learning;
- liaise with relevant staff members to promote the library role in the learning and teaching process;
- promote positive behaviour management and practices in both libraries;
- provide resources to support teaching aims focusing on the breadth and depth of the whole school curriculum;
- promote the use of Home Language books and resources across the whole school.

Strategic Area 2 – Professional - The Cross Campus teacher librarian will:

- work closely with the Head of Libraries and be a key player in building a cohesive team dedicated to achieving the library service goals, as identified in policies and the development plan;
- support staff of the school by providing and informing them of new information about pedagogy and resources, particularly in relation to databases and online journal provision;
- keep abreast of current educational thinking and ideas for curriculum development;
- commit to an ongoing programme of continued professional learning (CPL), both formally and informally;
- be actively involved in the school's Performance Management system;
- contribute fully to school life through the Extra Curricular Activities (ECA) programme and through whole school events;
- support the Business Library team in general administrative tasks as well as cataloguing classification of resources.

Strategic Area 3 – Culture and Communication - The Cross Campus teacher librarian will:

- communicate with students, staff, parents and the wider community regarding all aspects of library provision;
- proactively seek feedback and comments on resources and services, which can be fed back into library provision;
- use and contribute to the libraries' established systems of communication e.g. Library website;
- communicate to parents, students and staff issues related to student safeguarding in order to promote a safe environment for all students.

Goal II – We align our structures, policies and practices to support learning

Strategic Area 1 – Policy and Planning - The Cross Campus teacher librarian will:

- ensure that library services and resources promote the school's guiding statements and development plan;
- develop the curriculum to support learning and teaching within the whole school.

By:

1. ensuring that planning is differentiated.
2. liaising closely with teachers and Library staff in planning an age appropriate progressive library curriculum.
3. organising attractive displays to ensure a positive library environment.
4. organising with the Head of Libraries curriculum enhancing activities, such as book weeks and visiting authors.
5. working closely with the Media Librarian and the IT faculty.

- understand and adhere to the student safeguarding policy, code of conduct and methods of reporting a concern.

Strategic Area 2 – Finance and Resources - The Cross Campus teacher librarian will:

- contribute ideas to the Library resourcing and budget plan, specifically in relation to IT provision in the library;
- with the Head of Libraries contribute to the selection, maintenance and editing of collections to ensure that quality levels remain high.

Strategic Area 3 – Admissions - The Cross Campus teacher librarian will:

- assist new students and ensure they are successfully introduced to the Library;
- take a central role in ensuring new students transfer smoothly into the Secondary School from the Primary School.

Strategic Area 4 – Health and Safety - The Cross Campus teacher librarian will:

- be aware of health and safety issues in the spatial arrangement of the libraries;
- ensure that staff, students and parents are aware of and adhere to the health and safety and student safeguarding policies when using the libraries;
- be proactive in reporting any health and safety matters to the Head of Libraries.

Strategic Area 5 – Facilities - The Cross Campus teacher librarian will:

- use facilities to achieve a positive and motivating physical learning environment;
- contribute to the development of the Library facility.

These duties will be developed into short and longer-term targets in consultation with the Head of Libraries and the post-holder

[Home](#)

[Staff](#)

[Web Mail](#)

[Primary](#)

[Secondary](#)

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