

Library Assistant

Location: RLS, Dubai

Reporting to: Head of Faculty – Language, Literacy and Communication

About RLS

At Rashid and Latifa School Establishment (RLSE), our people are at the heart of everything we do. Our pioneering “People Policies” create the happiest place to work, aligning ourselves with the Sheikh's vision of “a future that belongs to those that can imagine it” His Highness Sheikh Mohammed Bin Rashid Al Maktoum, Vice President and Prime Minister of the UAE and Ruler of Dubai.

Rashid and Latifa School (RLS) was created as a unique entity by Royal Decree and is committed to providing world-class education in Dubai to **inspire future leaders of the UAE and beyond**. We seek to employ aspirational professionals who are fully engaged with the school's vision: **to nurture futurists and visionaries who contribute globally as courageous and empathetic leaders, igniting a mindset of possibility.**

Our Principles

An education like no other to nurture:

- **Culture:** Passionate and proud UAE leaders
- **Wellness:** Kind, healthy and empathetic leaders
- **Play:** Curious, inquisitive and courageous leaders
- **Innovation:** Inventive, enterprising and creative leaders
- **Community:** Ethically informed, responsible global leaders

Once you step into Rashid and Latifa School (RLS), prepare to embark on a captivating journey where the rich tapestry of culture seamlessly intertwines with the cutting-edge world of innovation, shaping future leaders who honour tradition in a rapidly changing world.

Rashid and Latifa School is more than just a school. It stands today as a transformative force, ready to serve the UAE and beyond, where dreams are nurtured, and future leaders are forged.

What we offer

We offer a supportive and collaborative work environment, where your contributions are valued and recognised. In addition to opportunities for professional growth and development, we provide a competitive salary and benefits package.

Rashid and Latifa School (RLS) is committed to being a diverse and inclusive workplace and welcomes applications from all candidates who meet the job profile.

We are committed to safeguarding the welfare of all children. As an establishment, we recognise our responsibility to take all reasonable steps to promote safe practice and protect children from harm, abuse, neglect and exploitation. Our safeguarding infrastructure

will ensure best practice is followed and therefore applicants will be subject to rigorous checks and our interview process will prioritise safeguarding.

As part of our application process, we will ask you to provide details of your full employment history and at least three professional references for the past 10 years (including current Head of School or organisation), which will be verified during the interview process. Please ensure you have a copy of your passport, birth certificate, attested educational certificates, police check for every country where you have lived and experience letters for the past 10 years.

Department: Operations

Reporting to: Head of Faculty – Language, Literacy and Communication

Main Purpose

We are seeking an experienced passionate and innovative School Library Assistant to join our educational institution. This role is integral in fostering a love for reading and learning among students, while also managing the library's resources and programmes. You will work collaboratively with teachers, students, and parents to create an engaging environment that promotes literacy and research skills.

Responsibilities

Leadership and Management

- Set an exemplary tone for the RLS community through modelling the RLS Purpose, Principles, Practices and Values
- Assist in the daily operations of the school library, including cataloging, circulation, and inventory management
- Assist in the implementation of technology in the library, including digital resources and cataloging systems
- Support the Librarian in developing and implementing library services and instructional programs that align with the curriculum
- Engage with students and staff to promote library programs and resources, fostering a love for reading and research
- Collaborate with teachers to integrate information literacy into classroom instruction
- Provide assistance to students in locating and using library materials effectively
- Maintain an inviting and organised library environment conducive to learning
- Encourage student participation in reading programs, book clubs, and literacy initiatives.
- Stay current with library trends, technology, and best practices through continuous professional development.
- Engage positively in the school appraisal and performance enablement process
- Support the RLS strategy for embedding digital innovation in learning and teaching
- Foster a global mindset and promote the real-life, contextualised application of skills, transformative competencies and experiences within all areas of Language, Literacy and Communication

Other Responsibilities

- Adhere to library policies in line with safeguarding, copyright and digital use regulations
- Assist in the training and supervision of student librarians and volunteers
- Responsible for promoting and safeguarding the welfare of children and young people at RLS
- Support the purpose and principles of the school by adherence to its policies and practices including those on Safeguarding and Child Protection, Code of Conduct, Health and Safety and Security
- Assist with the effective deployment of resources and budget, building an inventory of resources and monitoring the quality of resources within the library
- Ensure the appropriate security, safety and state of repair of all areas under your jurisdiction
- Remain up to date with changes to international best practice and KHDA/DSIB developments in regard to English requirements across all subjects
- Undertake other reasonable duties as requested by the Senior Leadership Team deemed necessary for the effective operation of the school
- Support and promote the RLS Sustainability Policies
- Support and promote the RLS Leadership Pathways

Essential Qualities

- Appropriate Bachelor's degree in Library and Information Science, English, Education or a related field
- 5 years' experience of working in a library
- Experience in library management in a through school setting, valuing student-centred learning
- Experience of using library systems, databases and e-resources
- Strong knowledge of children's and young adult literature
- Excellent ICT and digital literacy skills
- Strong organisational and time management skills
- Ability to inspire and engage young people in reading and research
- Effective communication and interpersonal skills to work with students, staff and parents
- Valid police checks, supportive references, and appropriate qualifications

Desirable Qualities

- Experience in developing strong community links to create a sense of belonging and enhance the culture of the school
- Teaching qualification or experience of delivering lessons/workshops to students
- Knowledge of current trends in education, literacy development and information literacy
- Experience of organising whole school reading or literacy initiatives
- Ability to speak Arabic is desirable

Personal Qualities

- Kind and compassionate with a great sense of humour
- Exceptional work ethic with a positive, solution-focused attitude and a growth mindset
- Valuable team player, demonstrating respect for all members of the school community
- Globally minded with community-orientated professional values
- Experience supporting dual language learners in a high-impact learning and teaching environment
- Commitment to ongoing professional development and professional learning with evidence or a willingness to undertake school-focused action research
- Embrace the unique opportunities the RLS campus will offer