

Job Description & Person Specification

Job Title: Secondary Librarian

Collaborates with: Secondary Staff

OBJECTIVE OF THE ROLE

The role of the Secondary Librarian is to promote a love of reading and learning across the secondary phase, ensuring that the future Learning Hub is a welcoming, engaging, and well-organised space.

KEY REQUIREMENTS

- A core function of the Secondary Librarian is to encourage and develop reading among students. The librarian's main requirement is to encourage and enhance a student's reading capability.
- To support teaching and learning across the curriculum through effective resource management and library services
- To ensure that the future Learning Hub is safe, inclusive, and aligned with the school's values
- The School Librarian is responsible for the overall organisation, management, and administration of the Secondary Library. This includes cataloguing, updating, and maintaining the library's collection of books, periodicals, and digital resources to ensure that it meets the needs of the students and curriculum standards.

- The Librarian will also collaborate with teaching staff and parents to integrate reading initiatives across the curriculum and at home.

MAIN RESPONSIBILITIES & DUTIES

- Actively support teachers and pupils during scheduled library sessions
- Managing the smooth and efficient day-to-day operation of the library and its routines
- Support with English language interventions as directed by teaching staff
- Lead library-based ECAs, such as a homework club or reading club
- Stock ordering, as necessary, replacing and repairing of books and resources
- Manage the future Learning Hub, including book issuance, stock control, cataloguing, and digital resource management
- Book issuing and processing returns
- Plan and deliver workshops on academic integrity and research skills
- Organise and promote library and literacy events such as author visits, book fairs, and literature festivals
- Keeping stock / shelves in good order
- Work closely with subject leaders and Heads of Year
- Develop the library in new directions (e-books, media, on-line resources)
- Managing overdue books system, notifications and fines / replacement charges
- Creating a climate to promote reading for pleasure across the school
- Annual ordering and managing a budget
- Remaining familiar with software updates / undergoing necessary training
- Attending staff briefings with specialist teachers
- Teach / mentor information literacy skills
- Demonstrate expertise in online searching / researching
- Provide lesson cover when needed

Person Specification for the role of Primary Librarian		
Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Qualified Librarian with a recognised library or information science qualification. 	<ul style="list-style-type: none"> Other professional qualifications
Knowledge and Experience	<ul style="list-style-type: none"> Experience working in a British International school or educational environment. Excellent understanding of Safeguarding and Child Protection policies and practices Proficient ICT user Awareness of innovative thinking and practice in education 	<ul style="list-style-type: none"> Up to date knowledge of library platform Awareness of innovative thinking and practice in education Knowledge and experience of the UAE ministry requirements for reading Experience of developing the practice of others
Professional Skills	<ul style="list-style-type: none"> High expectations and aspirations for students and staff Form and maintain excellent effective relationships with all in school Communicate effectively with all in school and wider community 	<ul style="list-style-type: none"> Inspirational role model to others in school

	<ul style="list-style-type: none"> • Be well organised and work within deadlines • Be a good team player and work cooperatively in different capacities 	
Personal Qualities	<ul style="list-style-type: none"> • Ability to use initiative • Ambitious and willing to learn • Flexible, creative and inspiring • Caring, positive, open and honest • Dedicated and hard working • Sense of humour • Demonstrated passion for children's literature and literacy promotion. 	<ul style="list-style-type: none"> • Champion for children • Proactive in self-development

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This list is not exhaustive and is designed to provide a framework for areas of involvement.