



THE BRITISH SCHOOL JOB DESCRIPTION

Job Title: Teacher Librarian	Department: Primary
Reports to: Assistant Principal- Wellbeing & Pastoral	
<p>Role:</p> <p>Organise and manage the daily running of the Library, including supervision and execution of routine clerical duties including filing, issuing and recovering stock. Create a climate which enables other staff to develop and maintain positive attitudes towards the library and independent learning. Select, acquire, organise promote and maintain book and non-book resources to cover the age, ability and curriculum range of the school; disseminate as appropriate.</p>	
<p>Key Accountabilities</p> <ul style="list-style-type: none"> • Classification and Cataloguing of newly acquired resources for the library. • Provision and delivery of programmes of library induction for staff and students and Teaching of Information Literacy. • To maintain a high level of professional competence and awareness of current trends by undertaking school based INSET and professional development. • Support the literacy coordinator in the delivery and development of literacy across the school by: <ul style="list-style-type: none"> ○ Promoting the pleasures of reading - finding ways to engage pupils to read. ○ Developing cross-curricular reading. ○ Maintaining Class Reading boxes. ○ Setting up reading events to raise the profile of reading. • Management of the library budget, including funds allocated for purchase of library materials, equipment, furniture and the development of information services and independent learning from school funds and other sources. Develop, maintain and use links with external library services, suppliers, and retailers to enhance and develop schools' resources according to the principals of 'best value'. • Responsibility for maintaining and managing the library as a tidy, accessible and vibrant resource center which reflects the ethos of the school; this includes pupil management. • Organise and run clubs and activities for children. 	



- Contribute to curriculum development through attendance at management meetings, faculty and departmental discussions and liaison with individual teachers. Work with teaching staff in the planning and development of the school's information skills and language programmes.
- With advice from the line manager, produce and keep up to date the library development plan as part of the School Improvement Plan.

Other Responsibilities

- Supervisory Management: Library Assistant and pupils
- Financial Resources: Library Annual Budget
- Physical Resources: Office supplies / Information systems, book and □ Non-book resources.
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Experience

- 3-5 years of post-qualification experience of working in an international school environment.

Qualification/skills

- A master's level program in library and information studies accredited or recognised by the appropriate national body (M.Lib or B.Lib) is desirable.
- Qualified Teacher

Personal Attributes

- Demonstrable knowledge of spreadsheets and word processing
- Knowledge of library practice and procedures.
- Demonstrable experience of budget monitoring and financial control.
- Demonstrable experience of using computerised library databases and other relevant IT packages.
- Demonstrable knowledge of technical developments in ICT.
- Knowledge of internet and database technology like EBSCO etc.
- Demonstrable organisational skills.
- Excellent communication skills.
- Good knowledge and interest in children's literature.

Competencies:

Will follow teaching competencies

This Job Description does not define all duties and responsibilities of the position and the school may assign other tasks from time to time to help operationalise the role.



The school may review and modify or amend the Job Description as needed after discussion with the position holder.

Safeguarding Information

The British School and all its personnel are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo comprehensive child protection screening including but not limited to checks with past employers.

Job Holder's Signature:

Date: