



Job Description: Librarian (Secondary School)

Park House English School is committed to safeguarding and promoting the welfare of pupils and expects all staff members to share this commitment.

Line Manager: Head of Secondary

Overseen by: Principal

CHILD PROTECTION, STUDENT WELFARE, HEALTH AND SAFETY	<ul style="list-style-type: none">• Promote and safeguard the welfare of all pupils• Have a full understanding of and follow the school's Child Safeguarding Policy and associated procedures• Maintain good order and discipline amongst the pupils and safeguard their health and safety both when they are on the School Premises and when they are engaged in authorised School activities off site (in line with policy)• Ensure that every pupil has the opportunity to discuss concerns and issues• Ensure Trips & Visits Procedure is followed at all times when planning educational visits
PURPOSE	<p>The purpose of the role of the Librarian is to plan and implement the school's library policy in consultation with the Head of Secondary and Principal. They must ensure all students and staff members are effective users of information with the effective use of the Library and its resources. The librarian would empower students to be critical thinkers, enthusiastic readers, skilful researchers and ethical users of information as well as instil a love of learning in all students and ensure equitable access to information. The incumbent would provide leadership and expertise necessary to ensure that the school library program is aligned with the mission, goals, and objectives of the school as per MOEHE standards and collaborate with teachers as necessary. They will ensure that library lessons are productive and that the accelerated reader programme is followed to support progress.</p>
KEY DUTIES AND AREAS OF RESPONSIBILITY	<ul style="list-style-type: none">• Play an active role in school's advancement and accreditation activities with a view of fulfilling the mission statement of the school• Create an environment that is targeted towards active and participatory learning, resource-based instructional practices, and collaboration with teaching staff to meet the school's overall goal• Participate in developing and updating district policies concerning issues like material selection, circulation, reconsideration of materials, copyright, privacy, and acceptable use• Encourage the use of modern teaching technology to commit students and to improve learning, providing all day access to digital information resources for the entire learning community, therefore meeting with global update• Ensure active membership of professional associations for local and international integration and manage the school subscriptions for online digital learning resources.



- Remain current and updated on professional practices and developments, information technologies, and educational research, pertinent to school library programs
- Keep and file historical records and documents relating to the existence of the library
- Protect and keep the library's information, books, and other materials
- Make necessary books and materials available to students and other people who have come for research and under supervision.

Promoting Reading and Information Literacy

- Ensures that the library plays an integral role in supporting inquiry, and that students have easy access to eResources.
- Work closely with teaching staff to plan and deliver the information curriculum through the accelerated reader scheme.
- Lead reading lessons across all key stage 3 classes, supporting weaker readers to make more progress.
- Manage the accelerated reading program including the assessment of student reading
- Provide regular reports to class teachers of students reading progress
- Coordinates school-wide guidance and training for all staff and students in effective use of resources, online catalogue and database
- Develops a collection that has relevant resources in a variety of formats to support inquiry learning
- Supports students across any key stage with study skills and independent learning

Library Management

- Ensure that resources are catalogued, organised and maintained in line with accepted standard library practice.
- Stay aware of developing trends and facilities for storage and access to eResources
- Develops a buying plan and strategies that ensure the library delivers appropriate, high quality material—print and online
- Manages the Integrated Library System effectively by updating and editing of bibliographic and catalogue data on the system
- Promotes the library services and resources to all staff and students
- Maintains up-to-date school library procedures documents
- Work with teaching staff to take a strategic approach to cultivating a love of reading in children
- Develops and contribute to the school wide reading culture through reading programmes, initiatives and events.
- Provides leadership and support to teachers on reading engagement and developing life-long readers.
- Provides a wide range of quality reading material, catering for diverse needs and interests
- Performs all service point routines related to the circulation of stock e.g. book issues, book returns, reservations and maintains records of over dues, lost books and fines



	<ul style="list-style-type: none">• Monitors student use of the library and library equipment as set out in the library policy document• Ensures the safety at all times of students and academic staff whilst in the library• Assists in the preparation of display boards/bulletins and scheduled library events• Prepare financial estimates for the school library and manage the budget by selecting, acquiring, maintaining and withdrawing library stock, ensuring a balance between subject and ability levels and show an active engagement in diversity and equality issues• The school librarian provides leadership and expertise in the selection, acquisition, evaluation, and organization of information resources and technologies in all formats, as well as expertise in the ethical use of information.• The school librarian ensures equitable access and responsible use of information• Ensures that in accordance with School Policy, develops and maintains a collection of resources appropriate to the curriculum, the learners, and the teaching styles and instructional strategies used within the school community• Sets up cooperating and networking with other libraries, librarians, and agencies to provide access to resources outside the school• Evaluates, promotes, and uses existing and emerging technologies to support teaching and learning, supplement school resources, connect the school with the global learning community, communicate with students and teachers, and provide 24/7 access to library services• Understands copyright, fair use, and licensing of intellectual property, and assists users with their understanding and observance of the same• Organizing the collection for maximum and effective use <p>Health and Safety</p> <ul style="list-style-type: none">• Emphasizes the importance of safety in all areas of the curriculum, communicating to the pupils the importance of a responsible attitude towards personal safety, the safety of others and respect for Park House English School's property and equipment• Perform all playground duties on time and with due diligence to safeguard Park House students• Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities• Assist in implementing all policies and rules governing student life and conduct• Ensure that, all the necessary health and safety rules and procedures are being followed• Maintain an awareness of all the health and safety measures to be taken when in school
PROFILE	<ul style="list-style-type: none">• Bachelor's in relevant discipline• 3 years' experience – advantage in an appropriate field• English is mandatory



	<ul style="list-style-type: none">• Arabic is an advantage
SKILLS AND ABILITIES	<p>Competencies</p> <ul style="list-style-type: none">• Knowledge of maintaining an effective public relations program• Strong ability to cooperate and network with other libraries, librarians, and agencies to provide access to resources outside the school for mutual development• Very good time management skills needed to carry out tasks within schedule and accurately• Strong ability to communicate effectively both verbally and written with all levels of staff in the organization• Efficient organizational, problem solving skills; ability to multitask and deliver projects before deadline is reached• Ability to think strategically, innovatively and creatively, as well as having an eye for detail• Ability to use library management systems and other ICT software• Safeguarding and welfare of children• Excellent communication skills and command of the English language, in spoken and written form• A collaborative team-player with excellent interpersonal skills.• Behaviour management• Ability to involve children to develop a reading habit• Creative and energetic• Excellent command of the English language, in spoken and written form• Willing attitude to be a part of the school team• Strong sense of professionalism• Safeguarding and welfare of children• Engaging interpersonal skills and excellent communication skills• Ability to respond effectively to the needs of a diverse community• Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)• Excellent organizational skills and ability to prioritize workload• Excellent interpersonal and communication skills, in person, telephone and written• Excellent Customer Service Skills, with the ability to use discretion, patience, tact and respect for confidentiality• A collaborative team-player with excellent personal skills• Willingness to undertake appropriate Professional Development <p>Attributes</p> <ul style="list-style-type: none">• Collaborative team player, empathetic listener• Emotional intelligence• Kind, considerate and welcoming• Integrity, professionalism and confidentiality• Internationally minded• Sound judgement and emotional intelligence• Intercultural awareness, creative



	<ul style="list-style-type: none">• Flexible and a can-do attitude
OTHER	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.</p> <p>As a member of the staff of PHES you will need to comply with the below:</p> <ul style="list-style-type: none">• Compliance with the school's Vision, Mission and Policies• Positive Professional Relationship with all staff members are maintained• Contact with students is on a strictly professional basis with the physical and emotional safety of students being of paramount importance• The hours of work as arranged with the principal are strictly followed• This position entails working with information, much of which is held in confidence. Under no circumstances is this confidentiality to be compromised

Approvals	
Line Manager:	Principal:
Employee:	HR:

The International Schools Partnership

Park House English School is part of The International Schools Partnership (ISP).

The International Schools Partnership (ISP) is a growing group of committed colleagues in financially responsible schools around the world, all of which aim to be the school of choice in their local area. Learning is at the heart of everything we do for our pupils, colleagues and parents. We are committed to getting better, all the time.



ISP was founded by an experienced team of committed educationalists and commercial operators who have worked together over many years. Our growing group of private schools located in the UK, the USA, Europe, Costa Rica, Chile, Colombia, Ecuador, the United Arab Emirates, Qatar, Malaysia, Mexico and Peru educate children and pupils from 2-18 years of age. We have now expanded to 45 schools delivering multiple curricula and building on local brands and reputations with around 45,000 pupils and 7,000 staff located across the globe.

We believe that successful schools are the ones that put learning at the heart of everything they do, always aiming to create rounded individuals that are able to forge successful careers and lives in a rapidly changing world. Our goal is to enable our schools as the leading school of choice in their local area. We are a truly international group working in different cultures and speaking different languages. We work across countries and cultures, too, by working with each other and with other schools and communities. At ISP we continue to engage with schools around the world who are interested in becoming part of our global group of schools and look forward to welcoming more pupils and staff to the group.

All our schools:

- Help children and pupils learn to levels that amaze them.
- Inspire children and pupils to be successful now and equip them to be successful later.
- Are truly international, working in partnerships within and across regions, cultures and languages.
- Aim to be the schools of choice for children, pupils and their families, wherever we are.

Park House English School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All shortlisted candidates and post holders are subject to appropriate International Criminal and Child Protection Background Checks or equivalent, covering the previous 10 years of employment history. Park House English School recruit teachers in several ways including direct application to the school and through international teacher recruitment agencies and organizations.