

<b>LOCATION</b>	British International School of Shanghai, Pudong	
<b>JOB TITLE</b>	<b>Librarian</b>	
<b>JOB PURPOSE</b>	The Librarian works as part of the team to support the mission of the Learning Centre to: “foster inquisitive minds and to inspire passion for exploration, investigation and creativity to achieve information literacy, sound research skills and a love of reading across all year groups thus preparing them with the confidence to face any challenge and succeed”. This is accomplished through various programs to support students and to promote the Learning Centre to the entire School community.	
<b>OTHER KEY RELATIONSHIPS</b>	Learning Centre Assistant(s), Volunteers, Student assistants, Teachers, Learning Support Specialist teams e.g., Literacy, Staff, Parents	
<b>KEY RESULT AREA</b>	<b>MEASURES OF PERFORMANCE</b>	
<b>Effectively promote Learning Centre resources</b> <ul style="list-style-type: none"> <li>Teach School community how to use the Learning Centre and the catalogue system to find appropriate information, particularly at the start of the new school year</li> <li>Guide students in choosing appropriate books for their age and reading level and/or research topic</li> <li>Help students to utilize online databases and the internet</li> </ul>	<ul style="list-style-type: none"> <li>Further develop the presence of the Learning Centre to the school community.</li> </ul>	
<b>Maintain Learning Centre collection</b> <ul style="list-style-type: none"> <li>Catalogue, process and prepare resources</li> <li>Liaise with teachers on curriculum topics to ensure that the Learning Centre can serve student needs</li> <li>Participate in selection and acquisition of materials according to Collection Management policy and budget guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Source appropriate materials to support learning and reading in the school community.</li> </ul>	
<b>Assist in administrative processes</b> <ul style="list-style-type: none"> <li>Process borrower information and circulation records</li> <li>Participate in a periodic stock check</li> <li>Contribute to documentation and development of Learning Centre policies and procedures</li> <li>Ensure Learning Centre has proper staff coverage</li> </ul>	<ul style="list-style-type: none"> <li>Support the management of record-keeping and improve service of the Learning Centre.</li> </ul>	
<b>Care for Learning Centre resources</b> <ul style="list-style-type: none"> <li>Supervise the use and care of Learning Centre equipment, materials and furniture</li> <li>Repair books</li> <li>Keep resources in order and displays attractive</li> </ul>	<ul style="list-style-type: none"> <li>Assure that Learning Centre materials are available for its users.</li> </ul>	
<b>Organize outreach activities</b> <ul style="list-style-type: none"> <li>Coordinate book promotion opportunities for students to purchase materials from an external supplier</li> <li>Liaise with specialist teams e.g., Literacy, to promote activities during book week (usually March).</li> <li>Arrange competitions and other activities as appropriate throughout the year to promote literacy and reading</li> <li>Provide outreach service to all year levels as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Improve involvement of the school community in Learning Centre activities.</li> </ul>	
<b>Personal Development</b> <ul style="list-style-type: none"> <li>Continual development through the identification and implementation of your own Personal Development Plan</li> </ul>	<ul style="list-style-type: none"> <li>Improved performance</li> <li>Performance appraisal</li> <li>Personal Development Plan</li> </ul>	
<b>OTHER</b> <ul style="list-style-type: none"> <li>Promote and adhere to BISS Vision and Values: <ul style="list-style-type: none"> <li><b>Opportunity</b> - For us, opportunities need to be meaningful, about achieving potential and making progress.</li> <li><b>Impact</b> - For us, impact is about making a difference. It needs to be immediate, positive and lasting.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Valued member of the team and organisation</li> </ul>	

<ul style="list-style-type: none"> <li>▪ <b>Leadership</b> - For us, leadership is about considering the team's needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility.</li> <li>▪ <b>Respect</b> - For us, respect is about listening, being inclusive, showing tolerance and getting the little things right</li> <li>▪ All staff are required to manage effective personal development as part of the Company's commitment to invest in staff as the key resource in the organisation</li> <li>▪ Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation</li> <li>• Any other appropriate duties as allocated by the Chief Executive Officer</li> </ul>	
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<b>PERSON SPECIFICATIONS</b>
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<b>Qualifications/Training</b>	
<ul style="list-style-type: none"> <li>▪ Degree or postgraduate qualification in Librarianship/Information Science, Chartered Librarian status or equivalent professional Librarian qualification</li> </ul>	Essential
<b>Experience / Knowledge</b>	
<ul style="list-style-type: none"> <li>▪ Minimum 2 years working experience in a school library or similar</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>▪ Familiarity with UK curriculum standards</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>▪ Teaching experience</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>▪ Competent in research techniques including : journals, books, databases, Internet</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>▪ Knowledge of books and popular authors representing a global perspective appropriate to international Schools</li> </ul>	Desirable
<b>Skills</b>	
<ul style="list-style-type: none"> <li>▪ Familiarity with library management software</li> </ul>	Essential
<ul style="list-style-type: none"> <li>▪ Knowledgeable of general Learning Centre/library procedures</li> </ul>	Essential
<ul style="list-style-type: none"> <li>▪ Excellent communication skills; fluent spoken and written English</li> </ul>	Essential
<ul style="list-style-type: none"> <li>▪ Literate in computers and technology e.g., MS Office Suite, Internet</li> </ul>	Essential
<b>Personal Attributes</b>	
<ul style="list-style-type: none"> <li>▪ Enjoys working with students at all year levels</li> </ul>	Essential
<ul style="list-style-type: none"> <li>▪ Passion for promoting research and information literacy skills</li> </ul>	Essential
<ul style="list-style-type: none"> <li>▪ Ability to work alone or part of a team and build relationships</li> </ul>	Essential
<ul style="list-style-type: none"> <li>▪ Good attitude, sense of initiative, responsible, trustworthy</li> </ul>	Essential
<ul style="list-style-type: none"> <li>▪ Flexible and willing to take on new tasks and challenges</li> </ul>	Essential
<ul style="list-style-type: none"> <li>▪ High level of personal integrity</li> </ul>	Essential
<ul style="list-style-type: none"> <li>▪ Excellent organisational and time-management skills</li> </ul>	Essential
<ul style="list-style-type: none"> <li>▪ Attention to detail</li> </ul>	Essential
<ul style="list-style-type: none"> <li>▪ Ability to work under pressure and remain calm</li> </ul>	Essential
<ul style="list-style-type: none"> <li>▪ Willingness to take on multiple tasks</li> </ul>	Essential
<ul style="list-style-type: none"> <li>▪ Proactive and able to prompt others to ensure deadlines are achieved</li> </ul>	Essential
<ul style="list-style-type: none"> <li>▪ Self-motivated and enthusiastic</li> </ul>	Essential
<ul style="list-style-type: none"> <li>▪ Continually strive for improvement</li> </ul>	Essential
<ul style="list-style-type: none"> <li>▪ Adaptability</li> </ul>	Essential

**OTHER CONDITIONS**

Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.D

Compliance with visa requirements for working in Shanghai.

Dear Applicant,

Nord Anglia Education is the world's leading premium international School organisation with 28 Schools in China, Europe, the Middle East, South East Asia and North America, with two new Schools opening in Hong Kong and Dubai this September. Our organisation has been operating premium international Schools for over 20 years. Within the last three years we have been particularly successful and have doubled our size and seen significant growth both within our existing Schools and through the acquisition of new Schools. We are a fast growing, successful education company. Our Schools are mostly British International Schools and follow the English National Curriculum plus the International Baccalaureate Diploma at 16-18, plus, in some locations, A-levels, the French Baccalaureate and the Swiss Maturité.

We educate students from early years through to eighteen in through-Schools. Our students come from a wide mix of backgrounds and cultures and a typical School may have up to 60 different nationalities represented. Many of our parents are ex-pats working away from their home country but we also educate local students.

Currently employing over 3,500 staff and educating over 18,000 students our Schools are seen as the premier School in almost all of the cities in which we operate and are a very popular choice for parents. Each Nord Anglia Education School is unique in character and tailored to meet the needs of their specific location, but they are united by the quality of education they offer, the efficiency with which they are managed and the excellence of the student experience. We position our Schools as at the forefront of contemporary educational practice while preserving traditional educational values.

Outstanding teaching professionals and our distinctive educational model create exciting high performing learning environments.

A Nord Anglia Education student will benefit not only from the richness and expertise within their own School environment but also from other Schools across the Nord Anglia Education family.

The academic achievement in our Schools is improving year on year across every Key Stage. Nord Anglia Education Schools are non-selective yet, on average, our student's score four points above the global average in their IB diploma, as well as being offered and accepting places at the world's top 30 Universities.