

LOCATION	British International School – Ho Chi Minh City
JOB TITLE	Secondary School Librarian
JOB PURPOSE	The School Librarian is an information specialist who will manage, develop, organise and promote the Library within the school to ensure access to an effective learning resource and information service which supports learning and teaching.
REPORTING TO	Senior Leadership Team
DIRECT REPORTS	
OTHER KEY RELATIONSHIPS	Students, Teachers, Form Tutors, Teaching Assistants
KEY RESULT AREA	
<ul style="list-style-type: none"> • Develop and implement a policy for the management and use of the Library to support learning and teaching in the school, in collaboration with other staff. • Manage and organise resources, facilities and services provided by the Library, in conjunction with the school management team, to allow flexible access and support for curricular activities, study support and independent use. • Monitor and evaluate the effectiveness of the service provided by the Library and implement changes, preparing a Library improvement plan • Select, purchase, advise on and promote learning resources and recreational reading material in all formats which support the curriculum, learning and teaching, and information literacy; • Utilise Library Management System to index, catalogue and classify learning resources, and develop and maintain an accurate and reliable catalogue • Collaborate with teaching staff in the planning, development, delivery and evaluation of relevant Information, research and study skills programmes in the Library • Contribute to the development and promotion of the use of relevant ICT applications to support learning and teaching in the Library, including on-line database, and keep abreast of learning technologies which have an impact on the delivery of a school library service. • Promote the use of the Library to the school community and foster an atmosphere which is conducive to positive learning experiences, including ensuring a high standard of display and promotional materials. • Disseminate information on resources and services through the production of curriculum-based bibliographies of Library resources and, where appropriate, organise book events, author visits, book fairs and exhibitions. • Contribute to relevant policy development in the school through liaison with appropriate members of the school community • Participate, when requested, in other appropriate working groups. • Attend meetings, courses and training relevant to continued professional development. • Be aware of current developments in education and maintain a professional library to support staff development. • Collaborate with Primary Librarians to promote one school initiatives. • Encourage student leadership and involvement in the life of the Library. • Make a positive contribution to the overall school ethos. • Offer exciting Co-Curricular Opportunities that meet the needs of the students, actively engaging with Global Campus to encourage collaboration across the Nord Anglia family of schools; 	

PERSON SPECIFICATIONS	
Qualifications/Training	
▪ Education to Degree level	Essential
▪ Higher degree or recognised professional qualification (or working towards)	Desirable
▪ Evidence of continued professional learning	Desirable
Experience / Knowledge	

▪ A minimum of three years recent and relevant experience	Essential
▪ Knowledge of Follett library management system	Desirable
▪ Experience of an international school environment	Desirable
▪ Experience of teaching students with diverse needs, especially EAL	Desirable
▪ Relevant curriculum knowledge, including CIE and IB programmes	Desirable
Skills	
▪ High level of IT competence	Essential
▪ Establish and maintain good relationships with all members of the school community	Essential
▪ Communicate effectively in English, both orally and in writing	Essential
Personal Attributes	
▪ High levels of personal integrity	Essential
▪ Excellent organisational and time-management skills	Essential
▪ Attention to detail	Essential
▪ Ability to work under pressure and remain calm	Essential
▪ Willingness to take on multiple tasks	Essential
▪ Proactive	Essential
▪ Self-motivated and enthusiastic	Essential
▪ Ability to work independently	Essential
▪ Continually strive for improvement	Essential
▪ Adaptability	Essential
▪ Sense of humour	Essential

OTHER CONDITIONS

Compliance with visa requirements for working in **Vietnam**

At Nord Anglia Education we are committed to providing a world class, safe, happy environment in which children and young people are able to thrive and learn. We are committed to safeguarding and promoting the welfare of all our pupils irrespective of race, ability, religion, gender or culture.

All post holders in regulated activity (having regular unsupervised contact with children) are subject to appropriate national and international vetting procedures including satisfactory criminal record checks from both Country of residence/birth and any Country of residence within the last 10 years.

Dear Applicant,

Thank you for your interest in working at a Nord Anglia Education school.

By joining one of our schools, you will be welcomed into a global community of approximately 9,000 people working together in 47 schools located in 18 countries around the world. Together, we educate approximately 45,000 students globally from ages 2 to 18 across China, Southeast Asia, the Middle East, The Americas and Europe.

Each of our schools are unique in character and offer an education tailored to meet the needs of its community. However, all our schools are united by our 'Be Ambitious' philosophy – we are ambitious for our students, our people and our family of schools. This means that we want every student to achieve more than may have ever thought possible which we ensure through personalised learning enhanced with unique global opportunities.

As a fast-growing family of schools, we also offer unique opportunities for you to grow professionally and develop your career. In addition to gaining exceptional experience in our schools, our teachers have access to a wide range of resources and support to enhance their success. We offer every teacher extensive training and resources through Nord Anglia University, our vibrant professional development community. Nord Anglia University connects you to colleagues around the world in our online international staffroom and also provides access to courses, seminars and the support of educational experts.

Through unique collaborations with The Juilliard School and the Massachusetts Institute of Technology (MIT), you will also get unrivalled access to world leading experts in the performing arts and STEAM subjects (science, technology, engineering, arts and maths). Also, our collaboration with King's College London, exclusive to Nord Anglia staff, gives you a chance to earn your Executive Master's in International Education.

You can find out more information about what makes our schools a great place to teach at www.nordangliaeducation.com/careers

Good luck with your application.