

LOCATION	INTERNATIONAL COLLEGE SPAIN, MADRID
JOB TITLE	IB Primary Years Programme Teacher Librarian
JOB PURPOSE	The ICS Primary School Library is ready to change. We will be developing the resource into a 'PYP Learning Centre' during the 2015-16 academic year and are looking for a person with PYP, teaching and learning centre skills to lead this change.
REPORTING TO	PYP Coordinator
DIRECT REPORTS	Head of Primary School
OTHER KEY RELATIONSHIPS	PYP Upper and Lower Primary School Coordinators, Key members of the Primary Leadership Team, PYP Subject Coordinators.
PACKAGE	Competitive
KEY RESULT AREA	
<p>This is an organic, developmental role and the post requires the PYP Teacher-Librarian to be service-orientated, ensuring that key stakeholders are included in the change programme and that the changes meet the requirements of these stakeholders. Ultimately, the PYP Learning Centre will exist to resource, support and enhance the PYP at ICS.</p>	
<p>Main Responsibilities:</p> <p>The PYP Learning Centre supports the curriculum needs of students and teachers and professional development and curriculum innovation at ICS. The PYP teacher-librarian's management of the centre's day-to-day functions is critical to its success as a support for learning at ICS. This work ensures the accessibility of current and relevant resources to PYP teachers and students.</p>	
<p>Leadership Qualities:</p> <ul style="list-style-type: none"> • Demonstrate a current understanding of curriculum across the PYP, and of curriculum initiatives at ICS • Promote an appreciation of children's literature and enjoyment in recreational reading <ul style="list-style-type: none"> ○ Help children to become familiar with a range of authors and genres in both print and digital formats ○ Guide students and teachers in their reading choices ○ Use selection tools / reviewing journals to keep informed about current children's literature 	
<p>Consultative Service:</p> <p>The teacher-librarian works to support the ongoing professional development of teaching staff.. The teacher-librarian will:</p> <ul style="list-style-type: none"> • Provide informal one-on-one support to teachers regarding resources in a variety of formats and strategies for their use • Work with Coordinators, class teachers and specialist teachers to support curriculum innovations at ICS • Actively promote student information literacy across the curriculum • Maintain a collection of current professional resources for teachers including online access to journals • Help teachers to become independent users of the Learning Centre • Maintain bibliographies of UOI and Learner Profile resources 	

Program Administration:

There are important behind-the-scenes responsibilities. The teacher-librarian oversees the continued growth and maintenance of the collection, ensures that circulation, cataloguing and processing services function effectively, and supervises support staff. In this work the teacher-librarian will:

- Circulation and Processing:
 - Follow ICS procedures for circulation and the processing of new resources
 - Train support staff in these procedures as needed
- Cataloguing:
 - Ensure the standardization of cataloguing shared across the two ICS sites
 - Suggest revisions of the Cataloguing Conventions as needed and share these recommendations with other ICS Teacher-librarians
 - Train support staff to maintain a level of quality in preliminary cataloguing
- Collection Development:
 - Work with the other ICS Teacher-librarians to create a Collection
- Development Policy which includes a Selection Policy, and recommendations for long term growth
 - Maintain records of teachers' recommendations of resources
 - Use reviewing journals to keep up-to-date on new titles
 - Identify gaps in the collection for new purchase and replacement
 - Weed out-dated or worn materials regularly
- Budget:
 - Identify gaps in the collection and select resources accordingly
 - Prepare resource orders
 - Maintain budget records of Learning Centre expenditures
- Purchase of New Resources
 - Maintain contacts with local suppliers

Teaching Qualities

- PYP Teaching
 - Measure impact in teaching and learning in the PYP Learning Centre
 - Understand, implement and promote the inquiry cycle within the PYP Learning Centre
 - Develop research and learning strategies that complement the PYP
 - Develop a programme for developing information literacy
 - Develop assessment strategies to inform the impact of all facets of provision
 - Work, plan and deliver collaboratively with colleagues across the PYP

5. Marketing the school

- Actively market the school at every opportunity
- Meet with new parents, when requested, to market the unique features of International College Spain
- Create publicity materials for dissemination to the school community and for wider marketing
- Contribute to the school's marketing goals
- Contribute to strategies to promote and inform current and potential parents of the school, assist admissions with school tours and questions from perspective families.

Other Professional Requirements

Commitment to Teacher Professionalism

- Have a working knowledge of teachers' professional duties as specified in the school's handbook;
- Take account of wider curriculum developments and requirements within the relevant IB programme;
- Maintain an up to date knowledge of good practice in teaching techniques and seek to engage in professional conversation within the school and the company through Nord Anglia University;
- Inspire trust and confidence in pupils and colleagues;
- Model and implement the ICS Code of Conduct in a consistent, firm and non-confrontational manner and contribute to the development and / or implementation of school policies, and whole school annual objectives;
- Promote the wider aspirations and values of the school to parents and students both current and prospective;
- Any other reasonable request by The Principal of the school.
- The job description is to be renewed at the end of the 3 year period.

Budgeting

- Plan for and coordinate the development of the ICS Early Years budget.
- Monitor and approve all budget expenditures.

Commitment to Personal and Professional Development

- Participate in and fully engage with the school's performance management and appraisal process. Demonstrating continuous professional and personal development through the identification and implementation of your own individual development plan arising from company and school performance management and appraisal processes
- Undertake professional development to enhance teaching and pupils' learning, identify impact, apply and share outcomes with colleagues;
- Improved performance
- Contribute to the professional development of others, giving support and willingly sharing ideas and materials;
- Performance appraisal
- Personal Development Plan

Commitment and engagement to the following Company and Professional Values and Dispositions:

- **Seeking and maximising opportunity within the organisation** - For us, opportunities need to be meaningful, about achieving potential and making progress.
- **Recognising and pursuing impact within your role**- For us, impact is about making a difference. It needs to be immediate, positive and lasting.
- **Encouraging and accepting leadership** within the organisation- 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.

- **Nurturing and modelling respect in all professional and personal interactions** - For us, respect is about listening, being inclusive, showing tolerance and getting the little things right
- **Complying with legal, contractual and company requirements** – including statutory responsibilities, Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation.

Any other appropriate duties - as assigned by the Principal of the School or as directed by the Chief Executive Officer or his Regional Representative

PERSON SPECIFICATIONS

Qualifications/Training	
▪ Bachelor's degree in a related subject	Essential
▪ QTS/PGCE, or equivalent teaching qualification	Essential
▪ Evidence of personal commitment to continuing professional development	Desirable
Experience / Knowledge	
▪ Experience of IB PYP, at least 2 years' experience	Desirable
▪ Experience in full time teaching 7-11 year olds in schools	Desirable
▪	Essential
▪	Essential
▪	Essential
Skills	
▪ The ability to communicate effectively (written and verbal) to a variety of audiences	Essential
▪ A demonstrable ability to successfully create, motivate and inspire students	Essential
• The flexibility and ability to adapt personal teaching style to suit a student body coming from different educational systems and cultures	Essential
▪	Essential
▪	Essential
Personal Attributes	
▪ Internationally minded with a demonstrable passion for and deep understanding of the ICS mission and the identity of the school, including the ability to clearly and positively communicate the ethos and ideals of the school in theory and practice.	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 and able to prompt others to ensure deadlines are achieved	Essential
▪ Self-motivated and enthusiastic	Essential
▪ Ability to work independently	Essential
▪ Continually strive for improvement	Essential
▪ Adaptability	Essential