

Job Description:

Position	School Librarian (Local-Hired Contract)
Line manager	Head of Librarian
Managing	Assistant Librarian
Dated	January 2023

Wellington College International School Bangkok is fully committed to safeguarding and promoting the welfare of children and young people.

This Job Description should be read and understood in conjunction with WCIB Teacher Job Descriptions, the WCIB Teacher Standards, the Staff Handbook and the teacher's contract.

1. Duties and Responsibilities

a. Library:

- Working collaboratively with the Head of Library and Teachers to provide outstanding education to students.
- Planning and preparing high-quality delivery to students, in collaboration with other staff as appropriate and in accordance with the School's Curriculum Policy.
- Responding professionally, sensitively and caringly to the needs of all students and actively promoting their progress and wellbeing.
- Providing library skills training and activities for students.
- Maintaining the WCIB Destiny Library Management System, including cataloguing new titles.
- Ensuring all Library stock lists are up to date and updated.
- Keeping the Library in excellent order.
- As appropriate, establishing and guiding the development of e-book collections and/or other digital resources.
- Sourcing, and organising visits for, interesting and well-known writers to speak and present to students.
- Organising displays of books and other materials and items to promote particular authors, topics of interest etc.
- Advising all students, in groups and individually as necessary, on suitable book and reading choices.

- Working with the Head of Library, selecting, acquiring, maintaining and withdrawing library stock, ensuring a balance between subjects and ability levels, working closely with appropriate teaching staff.
- Creating thematic banks of books for Teachers to use in their classrooms.
- Maintaining and renewing library wall displays and generally ensuring that the Library has an inviting environment.
- Supervising and training volunteers and Student helpers.
- Working with the wider community, especially parents.
- Directing, supervising and managing the performance of Library Assistants.
- Attending and participating in meetings relating to any of the roles and responsibilities outlined in this Job Description.
- As required, accompanying students out of school on trips including residential.
- Actively supporting and taking part in the School's programme of co-curricular, House and other activities.
- Maintaining up-to-date knowledge of relevant book awards, nominated books etc and ensuring that the titles are all available in the library.
- Keeping up to date with all relevant new titles, including their content and age range, and guiding students towards them as appropriate.
- Creating sections for foreign books, including Thai, Mandarin, French and Spanish, and ensuring these are organized and as wide-ranging as possible.
- Promoting reading for pleasure initiatives throughout the school.

b. Professional Development:

- Playing a positive and constructive role in the School's Professional Development programme, including a minimum of thirty-five hours of professional development activity annually and active membership of at least one group per year.
- Taking a full part in the School's Performance Management process.
- Taking part in regular in-service training and continuing professional development, as agreed with the School.

c. Child Protection, Behaviour Management, Health and Safety:

- Promoting and safeguarding the welfare of children and young people for whom you are responsible, and with whom you come into contact.
- Maintaining high standards of behaviour and safeguarding students' health and safety both on School premises and during School activities elsewhere.

d. Administration:

- Registering student attendance and supervising before and after school, if required.

e. General:

- Actively supporting the Values, Identity and Ethos of the school.
- Any other reasonable duties as requested by the Head of Library, Heads of School or the Master.

2. Safeguarding and Legal

Please note the College's positions are subject to enhanced police clearance. The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Wellington College International Bangkok is also committed to equality and diversity. Candidates should be aware that all posts in the College involve a degree of responsibility for safeguarding students.

3. Application

If you are interested in the position, please send together with a letter of introduction and an up-to-date CV, including the names and contact details of three referees, should be sent to recruitment@wellingtoncollege.ac.th