

Beech Hall School Riyadh

Librarian Job Description

Job Purpose

The Librarian plays a crucial role in developing a love of reading across our inclusive and innovative international school. The postholder will work with the English team, and home room teachers, to support the development of reading and ensuring the library is a central and critical resource in the school.

The ideal candidate will have a background in working in schools and supporting the library function. They will also have excellent organizational skills, and a commitment to promoting a culture of reading school-wide.

Accountability

Line managed by the Head of English.

Key Responsibilities:

1. Management of reading resources

- Ensure that there is the correct software to list and manage the books coming in and out of the library
- Lead on keeping the library orderly and welcoming, as a safe haven for reading and quiet work
- Ensure that all books and materials in the library are culturally sensitive and acceptable

2. Procurement:

- Have a keen eye on new literature (fiction and non-fiction) coming out for children and young adults, and work within the given budget to keep the books in the library up to date and engaging
- Work with the IT lead to consider digital resources as well as hard resources as part of this procurement process

3. Initiatives:

- In liaison with the Head of English, develop and support initiatives to engage the community with reading tasks, to develop a love of reading across all age ranges
- Ensure that the library is well used throughout the day to promote a love of reading

4. Assistance and Support – Teaching and Learning

- Assist teachers when classes are using the library
- Listen to readers 1:1 when free to do so
- Lead a reading club as part of the extra curricular programme
- Provide technical support for teachers when children are taking and returning books

5. Professional Development:

Engage in ongoing professional development that supports the role, and also supports working in an inclusive learning environment

Safeguarding, Inclusion and Wellbeing

- Taking a proactive approach to safeguard all children and members of the School community.
- Commit to upholding all school policies and procedures.
- Be part of a fully inclusive school where all members of staff work together to provide a fully inclusive environment and working practices, free of bias and prejudice.
- Promote the general progress and well-being of all students and report concerns to a staff member.
- Provide guidance and advice to students on educational, pastoral and social matters.
- Ensure that students experience an educational programme that is personalised to their particular needs, developing their skills and abilities.
- Ensure positive behaviour for learning for all students in line with the School's policy.
- Work to foster a positive working environment in the subject area that supports students' learning.
- Provide an effective role model for students in terms of your own professional practice.
- Ability to plan learning opportunities with other colleagues, including best transition processes.

Qualifications:

- Bachelor's degree in a relevant field
- Previous experience working in a library would be advantageous
- Fluency in English language.
- Excellent organizational and time management skills.
- Effective communication and interpersonal abilities.
- Ability to work independently as well as part of a team.
- Commitment to promoting a positive and inclusive learning environment.

Application Process:

Interested candidates should submit a resume, cover letter, and any relevant certifications or credentials to the school's human resources department. Shortlisted candidates will be contacted for interviews and may be asked to demonstrate their laboratory skills during the selection process.