



## Job Description Librarian

### Spes Audacem Adjuvat (Hope Favours the Bold)

Lady Eleanor Holles International School has been founded to provide students in Foshan and the rest of Guangdong province with the opportunity to experience a British curriculum, learning style and environment, combining high academic standards with a wide range of extra-curricular activities. The school will be a dynamic, inspirational and joyful learning community where boys and girls enjoy working in a creative and collaborative environment.

State of the art classroom and extra-curricular facilities, combined with carefully designed boarding facilities, will attract students from Foshan, Guangdong Province and Southern China. When full, Lady Eleanor Holles International School Foshan (LEHF) will educate 850 students from age 6 to 18.

The School, opened in September 2021, is a joint venture with TrumpTech, a leading provider of education services in China and Hong Kong, and Lady Eleanor Holles School, one of England's oldest and most successful girls' schools.

Following the tradition of our sister school in the UK, LEHF is a place of opportunity, challenge and friendship; a place for students and staff to take risks and become bold; a place to discover passions and talents; a place that nurtures remarkable people. Our goal is that LEHF students become expert learners, unafraid to tackle new and challenging ideas, prepared to take risks, and able to learn from failure.

We encourage our students to:

- be exactly who they are, whatever their current interests or future aspirations.
- benefit from the warmth, respect, and support of the entire School community as they stretch themselves to become their best, most confident selves, as students, and as citizens of the world.
- have the freedom to experiment, express opinions, explore and take on new challenges.
- be supported by strong role models and inspired by their peers.
- find confidence and strength and, acquire and build the skills they need to succeed throughout their lives.

### Staff

We are seeking to recruit the finest teachers and staff, providing them with the resources to nurture outstanding students and exemplify the pioneering spirit and traditions of Lady Eleanor Holles School.

## Librarian Job Description

To manage and be responsible for the day to day management of the school library. To organize and maintain effective resources that supports the learning needs of pupils and provides an effective learning and information resource which supports learning and teaching across the school.

### Main duties and responsibilities

- Organize and manage the library, ensuring its effective use by classes, groups and individuals
- Manage resources and record loans via the library management system (Accessit)
- Selecting, organizing and promoting library resources to support teaching and learning throughout the school.
- Provide and develop a relaxing environment to promote and encourage reading for pleasure.
- Taking responsibility for and manage the library budget.
- Supervise pupils using the library for independent study and recreational reading and maintaining a welcoming supportive atmosphere to encourage a positive learning experience.
- Support and promote literacy initiatives and key events for example World Book Day.
- Monitor and evaluate the effectiveness of the service provided by the library and its impact on teaching and learning.
- Be responsible to the Headteacher and Head of Academic for the provision of a school library in line with the school's mission and ethos.

### Key duties

- Promote reading and the enjoyment of reading.
- Implement a library induction program for all new pupils providing a clear understanding on how to use the library and locate resources.
- Organizing library resources so they are easy to locate.
- Working with the English department to provide a reading scheme to support and promote reading in KS3
- Promote reading via displays, events, competitions and book lists.
- Maintain stock and keep in good condition.
- Supplement the library stock with new and up to date publications.
- Catalogue and process new books.
- Maintain the library stock via the library management system (adding and deleting books)
- Manage book loans to students and staff.
- Good communication with other departments in school in order to provide adequate learning resources.
- Support and advise with the prep school library.

## Person Specification

### Essential:

- Excellent communication and interpersonal skills.

- Excellent written and spoken English
- Experience of working with an automated library management system.
- Excellent organization skills
- Experience of working in a library environment.
- Excellent research skills
- An awareness of popular teenage fiction and authors.
- A strong academic background
- A commitment to personal professional development
- A willingness to participate in the programme of extracurricular activities, fixtures and trips
- Committed to the safeguarding and well-being of children and young people

**Preferred:**

- International librarian work experience
- A good degree in library management or other closely related subject and related Certificate of Public Librarianship obtained either before or within two years of employment.
- Experience teaching students whose first language is not English.

*LEH International School, Foshan is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS), International Child Protection Certificate (ICPC) or equivalent.*

*Lady Eleanor Holles International School Foshan is a non-smoking site and staff and families may not smoke on the School grounds or within sight of the School.*

## Rewards & Benefits

Remuneration	A competitive international salary based upon experience and proven ability to lead and inspire.
Contract	An initial contract of 2 years will be offered with a mutual option to extend
Professional Development	Excellent opportunities exist for personal and professional development in a caring and supportive environment. All staff are encouraged to identify their professional development needs and we offer regular professional INSED and the opportunity to attend external courses and other CPD activities. We fully support our employees' desire to progress and will look to support where possible and appropriate.