Job Description
DIRECTOR OF LIBRARIES

ABOUT US

We are Learners, Connectors and Changemakers
At Wellington College China, we offer a pioneering education to serve and help shape a better world. We inspire our children to be the best version of themselves, to take pride in where they come from and to be the change they wish to see in the world.

The Wellington College, United Kingdom (TWC)
Wellington College in England was founded by Queen Victoria in 1859 as a national monument to Britain’s most renowned military figure, the Duke of Wellington. Over 160 years later, the College is one of the most respected schools in the United Kingdom and one of its greatest educational institutions – pioneering, innovating, and transforming education for girls and boys.

Wellington College China (WCC)
Wellington College China (WCC) was established in 2009 and is the exclusive partner of The Wellington College (TWC) in China. WCC has established three premium

Kindness  Responsibility  Respect  Courage  Integrity
international schools under the Wellington brand, three private Huili bilingual schools and four nurseries in Tianjin, Shanghai, Hangzhou and Nantong. Wellington College international schools teach a curriculum based on the English National Curriculum, while Huili schools combine the best of the British and Chinese education systems for pupils aged 2–18.

Together our schools serve more than 5,000 pupils and employ over 1,200 staff, approximately 40% of whom are expatriates, with the majority being from the UK. Over the past 14 years, WCC has accumulated a wealth of experience in school establishment, campus construction, operation and management, talent development, curriculum design and teaching provision.

**School introduction**

The Wellington College Hangzhou campus opened in 2018, showcasing a world-class modern facility, educating pupils from age 2 – 18 years old. Our campus is home to three schools, creating a large and caring community which harnesses the diversity of both East and West cultures. Our schools are aligned using traditional Wellington Values to provide an education with academic excellence at its heart, complemented by the best pastoral care and a wide breadth of co-curricular opportunity.

Huili Nursery Hangzhou (HNH) provides a bilingual Early Years learning environment, developing strong language and communication skills through internationally proven play-based activities.

Wellington College International Hangzhou (WCIH) consists of a Primary and Senior School offering a uniquely British style curriculum delivering a world-class international education for children of expatriate families.

Huili School Hangzhou (HSH) comprises a Primary and Junior High School bringing together the very best of Chinese and British education delivered through a bespoke bilingual learning environment.
Pupils from both the Senior School and Junior High study IGCSE courses, which are globally renowned for quality, rigour and dependability.

Wellington College Hangzhou Sixth Form (WCCH SF) then offers a comprehensive A Level programme, Extended Project Qualification and individual career guidance resulting in a strong pathway to attend the best universities in the UK, USA and worldwide.

**Working for Wellington College China**

WCC is an inclusive community of unique individuals with passion, integrity and a commitment to each other. Grounded in the Wellington Values, we are a workplace where ideas are realised, bonds are forged and futures can be shaped together.

We empower our employees to grow, with a confidence that inspires our colleagues, opens new opportunities and adds real value to everything we do.

At Wellington, we are our people, and we pride ourselves on the care and opportunities we provide to our employees. Over 50% of our most senior leaders are promoted internally, and over 70% are female. We offer an exceptional range of learning and development opportunities. These include our internal and external coaching programmes, the WCC High Potential Leadership Programme and a wide range of academic and non-academic training courses designed to take employees through to middle leadership, senior leadership and beyond. To view our full directory of learning and development opportunities, please see the [WCC Course Directory](#).

Wellington College China has been awarded the HR Asia ‘Best Companies to Work for in Asia’ Award for 3 years running.
Role Description

JOB TITLE
Director of Libraries

DEPARTMENT
Academic

LOCATION
Hangzhou

LINE MANAGEMENT
Executive Master

OBJECTIVES
The Director of Libraries works collaboratively with teachers to provide education to pupils based on the Wellington College philosophy and ethos. The Director of Libraries must support each individual pupil’s growth and development, encouraging them as Wellingtonians to be inspired, intellectual, independent, individual and inclusive. The Director of Libraries must demonstrate an understanding of the wider curriculum and administration needs of the school, and achieve high standards by responding professionally, sensitively and caringly to the needs of the pupils.
KEY RESPONSIBILITIES

General

• Write, review and update library documentation including but not limited to library policies and procedures manuals.
• Plan, review and implement the library action plan and plan strategically for future development.
• Manage library budgets responsibly and prioritise spending accordingly, in line with the library strategic development plan.
• Develop and manage an engaging and diverse library collection, both physical and digital, in keeping with library policy.
• Ensure all catalogued publications meet Chinese national requirements.
• Monitor and manage loss and/or damage to the library collection and assess fines for materials as appropriate in accordance with library policy.
• Ensure the library catalogue is maintained and used effectively, including supervising the cataloguing and classification of materials.
• Manage the inventory process according to library policy.
• Embrace the bilingual nature of WCCH and ensure library provision reflects this.
• Advocate for patrons’ rights.
• Curate an inviting, engaging and informative environment for all library users.
• Manage and continue to develop the eLibrary system.
• Manage digital library services, including subscription services, effectively.
• Advocate for responsible information use, including the respect of intellectual property rights.
• Oversee the management of library spaces, include the booking of study rooms and bookings for class visits.
• Keep up to date with developments in children’s and youth literature.
• Share information about library services and events through articles and collaboration with the marketing department.
• Collaborate with the purchasing and finance departments to ensure the timely purchase of resources, and to keep abreast of current contexts regarding purchasing processes and import of titles.
• Collaborate with the IT department to connect library resources to other IT systems as needed.
Teaching and Learning

- Facilitate library skills tuition for all users, including the provision of CPD for academic staff.
- Take a leading role in developing and delivering information literacy across the College.
- Monitor weekly class library visits across the campus.
- Oversee the content of library sessions e.g. library skill development, information literacy, story times, book talks and other activities to promote and develop a love of reading.
- Collaborate with staff across the college to curate special collections and reading lists as required.
- Collaborate with academic staff to plan additional library and/or information literacy lessons according to need.
- Collaborate with appropriate staff across campus to plan events including, but not limited to Literacy Week, author visits, charity events and house events.
- Oversee the provision of lunchtime library programme for pupils, e.g. STEAM/Maker Space, puzzles, creative activities, reading and circulation.
- Lead and support relevant pupil clubs e.g. Junior High Reading Club.

People

- Line-manage the library team across campus, including target setting and annual appraisal.
- Develop the library team through internal CPD – both planned and point-of-need.
- Seek and promote external CPD as appropriate and in line with College policy.
- Actively seek collaboration opportunities across the campus in order to promote library collections and services, and to understand patron needs.
BASIC QUALIFICATION

• Bachelor’s degree or above.
• Library Science (essential) and Teaching certificate e.g. PGCE (desirable)
• Strong communication skills in English.

EXPERIENCE

• Work experience: Relevant experience as a librarian. Experience in overseas schools is preferable.
• Management experience: Experience managing staff. Prior experience of leading a school library.
• Teaching experience: Experience teaching within a school environment.

EXPERTISE

• Qualification in library science (e.g. MLIS).
• Significant experience working in a school library.
• Experience managing digital library software and services including LibGuides, Follett Destiny, EBSCO, Gale, JSTOR among others.
• Ability to analyse and interpret circulation, usage and other relevant data in order to plan strategically.
• Be hands-on with a strong sense of initiative and responsibility.
• Enjoy working with children and be able to effectively manage groups, encouraging reading and enjoyment of literature.
• Firm grasp of information literacy and understand how to implement best-practice models.
• Be aware of current trends in children’s and YA literature.
• A good eye for attractive displays in order to make the library a welcoming and inviting place.
• Confident in the use of IT.
• Effective team leader.
• Able to maintain the school’s code of confidentiality.

As an employer of choice, Wellington College China is committed to making professional learning and personal development central to its ethos and approach. WCC fully recognises its responsibilities for safeguarding children. Our safeguarding policy applies to all staff, governors and volunteers working in the Group.