

KIS International School Reignwood Park

Job Description: Library Assistant – Early Years and Primary

Employment Arrangements

- Full-time contract
- 5 working day per week / 7:00-16:30
- Vacation as per administrative staff

Report to: Primary School Principal

Position Overview

Library Assistants at KIS International School Reignwood Park are expected to give the highest possible standard of care and ensure the quality of teaching and learning is commensurate with the world class standards and practices of the IB Primary Years Programme.

Library Assistants work closely with the Librarian and teachers to ensure students develop the skills, knowledge and attributes they need to excel, not only academically, but also in their personal growth as internationally minded citizens. The Library Assistant Is one who loves to engage in collaborative and effective teamwork and puts student learning and wellbeing at the heart of everything they do.

Academic & Professional Qualifications

- A Bachelor's Degree in the field of English Teaching or Library Media Studies is an advantage.

Skills, Experience, & Attributes Sought

- Sound knowledge of library organization.
- An ability to establish good rapport with students, teachers and families.
- Strong organizational and multitasking skills.
- Attention to detail and a commitment to safety.
- Good communication and interpersonal skills.
- Ability to work independently and as part of a team.
- English Language skills.

Key Responsibilities

Supporting Learning:

- Ensure the Early Years and Primary libraries are a safe, welcoming and productive learning space for all students.
- Support teachers and students for effective use of the library resources.
- Catalogue new library acquisitions, including print books and magazines.
- Complete check in and check out procedures for library materials.
- Reshelve returned books and ensure good shelf order and appealing display of the collection.
- Promote a reading culture in the libraries through displays, signage, recommendations, activities and other reading promotions.
- Unpack shipments and check new books and equipment.
- Keep the library tidy and well-organised.
- Maintain book circulation/status records.
- Complete other duties as assigned by the PYP Librarian.

Collaborative planning:

- Collaborate with teachers and other staff to support information literacy.
- Assist in the development of library-related curricular materials and resources.
- Work collaboratively with colleagues to develop and resource teaching and learning experiences.
- Assist the PYP Librarian in completing inventory of the library collection.

Communication:

- Demonstrate clear and open communication based on understanding and respect.
- Develop and maintain clear lines of communication with colleagues utilizing the schools digital tools and software effectively.
- Check school email at least twice daily and use professional etiquette when communicating with all members of the school community in a timely manner.
- Respond to email within 24 hours of receipt.
- Providing a link where necessary in consultation with the teacher, between parents and teachers, supporting with translation as necessary.

Wellbeing:

- Be familiar with the KISRP Child Protection policy and associated procedures.
- Help to ensure that learning and play areas are a safe and healthy environment for students.

Community and Culture:

- Participate in professional learning, staff meetings, school and community events as required by the school.
- Participate in and share professional learning experiences that support the school's mission and vision, aligning individual and school goals to foster and support a culture of continuous improvement.
- Contribute to the wider life of the school via the house system, working parties, committees, sports teams, after school activities or other events and/or areas that help to develop a positive school community and culture.
- Possess a positive disposition, model a growth mindset and is optimistic in the face of challenges.
- Work to foster strong, trusting and positive relationships between local and expat staff within the school, being respectful and tolerant of cultural differences.
- Be a happy and hardworking member of the team.

KISRP International School is committed to creating a safe and supportive environment in which our students can feel secure in all of their experiences within the school community. All members of the community should at all times show respect and understanding for an individual's rights, safety, and welfare, and understand that all play a role in the safeguarding of our students, conducting themselves in a way that follows the law and reflects the ethos and values of the school.

KISRP uses the comprehensive international standards developed by the International Taskforce for Child Protection as this provides a framework for the implementation of safeguarding policies and procedures. Our school's child safeguarding policy and supporting policies and procedures are written in support of the United Nations Convention on the Rights of the Child and aim to follow procedures stated by the Thai Ministry of Education, Thai Employment Law, and the Thai Child Protection Policy.

Developed: 20 March 2024

Approved:

Reviewed: