

Secondary School Job Description

Title: Secondary School Librarian

Grade of post: NA

Job purpose:

To maintain and develop the Secondary School Library as an essential tool for learning and teaching within the Secondary School.

Applicable contract terms and duties:

This job description follows a common format with other job descriptions in the International School of Toulouse and is a complement to the published IST guidelines, procedures and policy documents in vigour. It is written in line with French employment law (Code du Travail) and in accordance with the signed Contract of Employment. A member of staff may hold two or more posts simultaneously, for example teacher and Curriculum Leader, if this is the case each job description applies and they should be seen as complementary. All employees will be expected to carry out any other duties associated with their posts as are reasonably assigned by the Head of Secondary or the Principal. The following list of responsibilities and tasks is neither hierarchical nor exhaustive.

Key responsibilities and tasks:

All the roles and responsibilities of a teacher automatically apply to the post of Secondary School Librarian, as required by the School; the following are in addition to those responsibilities and tasks. This job description only contains the main accountabilities relating to the post and does not describe in detail all of the duties required to carry them out.

Core purpose

- Successfully manage the library across the secondary school, establishing goals and expectations with both staff and learners to ensure that it is used to its maximum potential.
- Liaise with the Head of Secondary to contribute to the development of Secondary School strategic planning
- Lead the development of Library goals and targets that support the school goals and targets
- Engage students and staff in the development of Library goals and targets
- Communicate Library goals and targets to relevant staff and students
- Ensure that the resourcing of the library meets teaching goals across the school for the secondary curriculum
- Ensure the library meets all requirements for all external bodies that the school works with (CIS/NEASC/IBO/ CIE etc.)
- Be directly involved in teaching and learning across the school, aligning the use of the library to the school goals
- Promote and participate in staff learning, training and development
- Provide a safe emotional and physical environment in the Library which is culturally safe for students
- Develop and maintain a collegial and supportive culture in the Library that encourages all aspects of the IST Learner Profile
- Develop and implement effective systems for managing the routines and actions of the Library
- Develop and maintain the Library online presence using the appropriate school systems
- Effectively manage delegated budgets and assets
- Coordinate the management of an effective cataloguing system

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- Contribute to school wide curriculum development as required
- Establish and maintain Library review processes
- Identify professional learning needs and plan to meet them
- Work with the Head of Secondary, the IBDP Coordinator and the Grade Coordinators in coordinating and implementing the school's Academic Honesty policy, the School's Language Policy and any literacy-related initiatives
- Monitor journals, and other print and electronic sources for relevant curriculum material in response to learner and teacher requests and identified needs
- Manage the development and delivery of research based tasks including the Extended Essay under the guidance of the Head of Secondary, the IBDP Coordinator or an appropriate Grade Coordinator
- Lead special events such as visiting authors, book week and literary competitions
- Assist teachers and learners to become independent users of online resources through class/individual tuition
- Be available to cover classes or study periods ensuring high standards of learning that meet with the school goals and ethos
- Ensure the Library is open to students at the times required by the school, in line with normal contracted hours
- Ensure any students attending the library after the end of the normal school day leave the premises after the library closes
- Operate at all times within the stated policies and practices of the school
- Establish effective working relationships with colleagues and parents
- Set a good example through presentation and personal and professional conduct
- Contribute to the life of the school through effective participation in meetings and management systems necessary to coordinate the school as required
- Taking part in marketing and liaison activities such as Open Days and events as required

Training

- The post holder will be expected to undertake any appropriate training to assist them in carrying out any of the above duties.

Reports to:

- Head of Secondary
- Principal