



Job Advert Librarian of Pre-Prep

Date of advert: June 2021





BRIGHTON COLLEGE ABU DHABI WISHES TO RECRUIT A LIBRARIAN OF PRE-PREP SCHOOL

Brighton College Abu Dhabi, the sister school of Brighton College UK, is a leading Independent-style British International School located in the United Arab Emirates. With a prime location on Abu Dhabi Island and a purpose built state-of-the-art campus, which is nearing its seventh anniversary, the school is heavily over-subscribed.

A key component of Brighton's internationalization is the importance it places upon ensuring that its sister schools are authentically interpreting its values and ethos. Each school combines academic excellence with a wealth of extra-curricular opportunities, all underpinned by a deep commitment to the individual needs and enthusiasms of every child, and each values the importance of the individual: every boy and girl in the Brighton family of schools is valued for his or her own sake and encouraged to develop his or her talents to the full, in a community where there are no stereotypes and where every achievement, however small, is noticed.



Brighton's success is built upon recruiting genuinely inspirational teachers who can enthuse about their subject and will help to create an exciting and vibrant intellectual environment in which children can explore their interests, develop their existing talents and acquire new ones.

Pre-Prep School

The Librarian is central to the education of children in the Pre-Prep School. This is a demanding and varied role in which the candidate will need to have a genuine love of working with young children, to share in their wonder and to inspire them to learn. They will need to have a genuine passion for learning and understand how young children learn and grow both academically and socially and emotionally.

Vision of Brighton College Abu Dhabi Pre-Prep School

The Pre-Prep school aims to provide a quality educational environment that opens the eyes of the children to the world around them. Our specific aims are:

- To enthuse children with a love of learning in a happy, safe environment.
- Deliver an innovative, inspiring, and broad, holistic curriculum that enables everyone to become an effective and rounded learner, centred on the motto 'Be Good, Be Kind, Be Honest'
- Provide a warm, supportive and safe environment where each child is valued and encouraged to seek challenge, to value effort and to persist in the face of obstacles.
- Provide a stimulating learning environment, where positive learning behaviours are the norm and children are challenged in their thinking and encouraged to explore, dream and discover their world.
- Instil a learning culture that recognises and celebrates the national heritage and identity of the UAE, values and respects all people equally, where diversity is seen as a rich source of learning and all demonstrate tolerance and mutual respect.

Job Purpose:

The school librarian is responsible for managing the library at the Pre-Prep school. S/he will create an environment where collaboration and creative problem solving thrive. The school librarian will be an excellent communicator who encourages and promotes enthusiasm in others. The main purpose of the role is to ensure that pupils and staff are effective users of ideas and information.



The librarian will –

- Empower students to be critical thinkers, enthusiastic readers, skilful researchers, and ethical users of information.
- Instil a love of learning in all pupils and ensure equitable access to information.
- Collaborate with classroom teachers and specialists to ensure appropriate library resources are available to support teaching and learning.
- Provide the expertise necessary to ensure that library provision is aligned with the mission, goals, and objectives of the school and materials are appropriate for use in the UAE.

Roles and responsibilities

- To manage and oversee the library and always supervise users.
- To create an environment that is conducive to active and participatory learning, resource-based instructional practices, and collaboration with teaching staff.
- Arrange visiting authors, speakers, and poets in collaboration with Phase Leaders.
- To carry out regular maintenance of library stock including withdrawals and stock replacement to maintain a relevant collection that supports all learners at both school sites.
- To carry out classification and cataloguing of resources and supervising labelling, protection, display and shelving of library stock.
- To maintain a good knowledge and understanding of current and classic fiction and non-fiction materials.
- To support learners to identify, locate and access the information they require.
- Collect and analyse data to demonstrate correlations between the library use and pupil engagement and achievement.
- Remain current in professional practices and developments, information technologies, and educational research applicable to school library programs.
- Ensure appropriate security measures exist to protect library resources.
- Effectively manage the overdue system.
- Liaise with the Registrar and Finance Manager to ensure books are returned from pupils who are leaving or charges for fines/replacement raised in good time.
- Promote the library services to the school community.
- Explore options for extending the resources (e.g. through availability of free national resources)
- Manage the library budget and make reasoned bids for Capital and IT funding on a yearly basis.
- To promote awareness of resources and services at Inset days.
- Other duties reasonable to assist in the smooth operation of the library.

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job description of the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post.



Ability to deal confidently with enquiries from library users	✓	
Actively interested in the academic life of the school	✓	
Enthusiastic about working constructively with students and teaching staff	✓	
Enjoy working with young people	✓	
Support and contribute to the school's responsibility for safeguarding pupils	✓	
Ability to develop a culture of mutual respect with the pupils	✓	

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Health and Safety & Safeguarding

- To be familiar with in all the College's policies on Health and Safety and be proactive in ensuring the safety of all members of the College community at all times.
- To be aware of and act upon all policies regarding the safeguarding of children

Remuneration

In line with specific school policies

Applications

All applications must consist of the following completed documents:

1. Letter of application addressed to Mrs Louise Croker, lcroker@brightoncollege.ae P.A. to Head of Pre-Prep of Brighton College, Abu Dhabi
2. Completed application form (available on website)
3. CV (maximum 2 pages)

NOTE: We reserve the right to interview and offer to a strong candidate prior to the closing date. It is strongly recommended that candidates submit their applications as soon as possible.