



BRIGHTON COLLEGE
ABU DHABI

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Job Advert Librarian (Prep & Senior School)

Date of advert: April 2020



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Brighton College Abu Dhabi wishes to recruit a Librarian

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. Founded in 2011 at a prime location on Abu Dhabi Island on a purpose-built, state-of-the-art campus, the College is heavily over-subscribed and was rated outstanding in all six categories at the most recent ADEK inspection.



Brighton College Abu Dhabi benefits from a strong partnership with Brighton College, the UK's top co-educational independent school, and with Brighton College Al Ain, Brighton College Dubai and Brighton College Bangkok. The Brighton family of schools currently educates more than 5,000 pupils.

A key component of Brighton's internationalism 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 co-curricular opportunities, all underpinned by a deep commitment to the individual needs and enthusiasms of every child. All pupils in the Brighton family of schools are valued for their own sake and encouraged to develop their talents to the full, in a community where there are no stereotypes and every achievement, however small, is noticed.

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

This is a unique opportunity to join an exceptional and hardworking team with the united goal of ensuring that every child reaches their potential both academically and socially, by pushing boundaries and broadening horizons. Our positioning as one of the leading academic schools in the Middle East, is testament to the dedication and hard work of our common room.

PERSON SPECIFICATION

- Essential qualities will include the ability to work collaboratively and to present to parents, pupils and colleagues a warm, engaging and approachable personality.
- The successful candidate will have a Library qualification and experience in Librarianship.
- Computer literate in Word, Excel, databases and library management software.
- Ability to work on own initiative and develop a programme of activities to encourage Library use.
- A distinguished record of organisational skills to run the Library.
- A strong record of professional development.
- Enthusiasm.
- Excellent people-management skills.

JOB DESCRIPTION



Responsible for:	The College Library provides for the educational, cultural and recreational needs of the College community. The Librarian is responsible for the day to day operation of the Library and for providing an effective information service to students and staff. The Librarian should promote the Library so that users are aware of all services on offer. The Library should maintain an atmosphere that is welcoming and conducive to study.
Consulting with:	All staff.
Reporting to:	Head of Senior School

RESPONSIBILITIES

- To be an ambassador of the College at all times, in school and the United Arab Emirates
- To attend all meetings and INSET as required
- To actively promote the social, moral and cultural ethos of the College community
- To create an atmosphere of support by being aware of, and fully complying with, all the College Policies; including the Code of Conduct, School Rules, and the Anti-bullying Policy
- 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 always
- To be aware of and act upon all policies regarding the safeguarding of children
- To promote pride in the College among the pupil body through high standards of dress, behaviour and commitment
- To ensure that all communication is acted upon appropriately and in a timely manner

KEY RESPONSIBILITIES

- Ensure the effective operation of the lending service
- Provide an enquiry service to students and staff
- Select, catalogue, classify and process all acquisitions
- Maintain discipline within the Library to ensure an atmosphere conducive to study
- Maintain the computer catalogue
- Optimise the use of ICT in the Library
- Promote the Library throughout the College
- Produce literature to aid Library use and encourage students in recreational reading
- Work with academic staff to develop a programme of activities in the Library both within and outside of the school day
- Liaise with Heads of Departments to ensure stock provision meets curriculum needs
- Instruct students in the skills required to make full use of the Library both in structure lesson time and informally, on a day to day basis
- Assist staff in choosing learning materials appropriate to the whole range of courses and for their professional and personal reading
- Take responsibility for the review and update of policy pertaining to the Library and its use
- Be responsible for submission and management of the annual budget and Library orders in conjunction with relevant stakeholders (Prep School, Pre-Prep Librarian, Senior School)



- and Sixth Form), ensuring that purchases are prioritised in-line with the Library Policy
- Produce and maintain the annual Library handbook
- Review the Library Health and Safety report and update when necessary
- Provide statistics and information for the annual report to the Headmaster and Governors as required
- Attend meetings as required by the Head of Senior School
- Undertake a bi-annual stocktake and liaise with the Procurement department to ensure asset registers are kept up to date
- Communicate with local book vendors and arrange book fairs for the whole school

REMUNERATION

- To be agreed according to the College salary scale and experience of the successful applicant

APPLICATIONS

All applications must consist of the following completed documents:

- Letter of application (maximum one and a half sides of A4) addressed to Ms. Emma Parsons, Head of Senior School, Brighton College Abu Dhabi
- A completed Application Form (available on the TES website) including the names, email addresses and telephone numbers of two referees, one of which should be your current Head.
- CV (maximum of 4 pages)
- Your application should also include a scanned copy of your qualifications.

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.

SAFEGUARDING

Brighton College is committed to safeguarding and promoting the welfare of our pupils and expect all employees to share this commitment. All applications should read the College's child protection policy, which is available on our website, and are required to declare any information as requested on the application form. An ACRO check and/or a local police certificate will be requested for the successful candidate.