



HUILI SCHOOL NANTONG JOB DESCRIPTION

POSITION: Librarian

ABOUT US

Wellington College China is excited to welcome another member into its family — Huili School Nantong. Aligned with Wellington College in England's five core values of Courage, Integrity, Kindness, Respect and Responsibility, Huili School Nantong adheres strictly to Huili's vision to cultivate talent through Virtue, Kindness and Integrity. The school is committed to providing a world-class bilingual education to Chinese pupils aged 3 to 18, instilling in them with the five characteristics of the Huili Identity: Inspired, Intellectual, Independent, Individual and Inclusive. Huili School Nantong will encourage its pupils to become outstanding Chinese nationals with a well-rounded, global perspective.

Offering a complete 15-year education system, Huili School Nantong has a total planned area of 80,000m² and will start admitting pupils in September 2022. Having an enrolment capacity of over 2000, the school also offers boarding options for approximately 900 pupils, starting from Primary School age. Huili School Nantong adopts the same Victorian architectural style as Wellington College in England with teaching areas, boarding accommodation, school halls, a library, an indoor sports hall, a swimming pool and outdoor football and rugby pitches. All facilities are designed to resemble its premium British counterpart.

Thanks to the network of talent Wellington College China has developed over the past 10 years, Huili School Nantong will have the organisation's full support in assembling an outstanding academic team and a top-quality learning environment.

This job description is a fluid document, and the list of responsibilities should not be seen as absolute. As this is a new and growing school, the job is likely to evolve. The post holder may be expected to carry out additional tasks that are reasonably deemed appropriate.

BASIC INFORMATION:

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| JOB TITLE | Librarian |
| DEPARTMENT | Academic |
| SUPERVISOR | Head Librarian |
| OBJECTIVES | |

The librarian works collaboratively with teachers to provide education to pupils based on the Wellington College philosophy and ethos. The librarian must support each individual pupil's growth and development, encouraging them as Wellingtonians to be inspired, intellectual, independent, individual and inclusive. The librarian 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:

- Provide library skills tuition and activities for groups of children
- Maintain the computerised library lending system
- Ensure stock lists are up to date
- Ensure all publications meet Chinese national requirements
- Keep all libraries in good order
- Maintain and manage e-book collections
- Organise displays of books to promote particular authors, topics of interest etc.
- Advise children on a suitable choice of book depending on their reading ability and interests
- Select, acquire, maintain and withdraw library stock, ensuring a balance between subjects and ability levels, working closely with appropriate teaching staff
- Created thematic (IPC) 'banks' of books for class teachers to use in their classrooms
- Maintain and renew library wall displays and generally ensure that the library has an inviting environment
- Supervise and train volunteers and student helpers
- Work with the wider community, especially parents
 - Maintain records and prepare statistical and analytical reports;
 - Assist users in the location of specific materials and information;
 - Guide users regarding internet resources;
 - Train users in the discovery and management of information
 - Conduct bibliographic searches to support user and organizational information needs;
 - Develop independent research and learning skills;
 - Conduct in-depth research using both online and print resources;
 - Produce abstracts and reports using the research data collected;

- Stay current with trends and developments by reviewing publications, attending professional events and receiving training from vendors;

Professional Integrity and wider responsibilities

- Be present in school from 07:45 each morning
- Be positive and build a good relationship with colleagues
- Complete tasks on time
- Provide cover for absent colleagues as and when deemed necessary by your Head of Department
- Play a full role in the weekly co-curricular activities (CCA) programme, which will take place outside of the prescribed teaching hours.
- Make a significant contribution to school assemblies and newsletters, highlighting the work being done by your students
- Promote an ethos of equity and equal opportunities for all pupils
- Protect the privacy of pupils, their families and your colleagues
- Maintain high standards of conduct both within and outside of the classroom. Always act in a way that conforms to the school ethos and values and is in the best interests of the pupils.
- Set high expectations and standards for the achievement of pupils and your personal performance.
- Emphasise the importance of safety and of safe methods of working methods in the classroom, and in all areas of the school and the curriculum
- Communicate to the pupils that they must take a responsible attitude toward equipment and materials they have been provided, and that they will be punished and possibly charged for damage inflicted upon school property
- Carry out duties as required. This will include playtime supervision, lunchtime supervision and after-school supervision
- Contribute as fully as possible to the annual calendar of School events, in whatever way possible
- All teachers will be a member of a house and are expected to attend and support house events and meetings.

JOB QUALIFICATIONS

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| BASIC QUALIFICATION | Bachelor degree Major in Librarianship or related education majors |
| EXPERIENCE | A minimum of 2 years of similar experience |
| EXPERTISE | Knowledge of running a school Library |
| PREFERRED APTITUDES | Have a qualification in librarianship and have had experience working in a library 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 Have a good eye for attractive displays in order to make the library a welcoming and inviting place Be confident in the use of IT be an effective team member and at the same time be able to work to one's own initiative Be able to maintain the school's code of confidentiality Embody the Huili Values Technical literacy with proficiency in Microsoft Office Cross-cultural work experience is preferred |

To apply for this position, please complete the [online application form](#) (in English). You will also be asked to attach your CV and cover letter, so we recommend having those ready in Word or PDF format. Please note that any application with missing materials will not be considered.

Huili School Nantong is totally committed to safeguarding the welfare of children and expects the same from its employees. All new staff will be subject to enhanced pre-employment clearance, including identity checks, criminal background checks, qualifications checks and employment checks to include an exploration of any gaps in employment.