



POSITION: Primary School Teacher Librarian

ABOUT US

Huili School Shanghai provides an education instilled with the traditional values and progressive approach to learning synonymous with Wellington College, UK. As a school we create a caring, bilingual community that develops well-rounded individuals with strong values and the skills to thrive within an ever-changing global society. Everyone in the school community lives-out the Wellington College aspiration that its students develop into inspired, intellectual, independent and inclusive individuals who act with courage, respect, integrity, kindness and responsibility.

Bilingual teaching is central to Huili and is the responsibility of all our educators. The bilingual approach is also fundamental to making learning relevant - integrating identity, culture and language in the classroom and around the school. High quality teaching underpins student learning and enables them to flourish. Students connect to their learning, display positive and respectful relationships and experience a strong sense of belonging. The Huili learning community also embraces student agency by explicitly planning opportunities for pupils to develop skills and dispositions that will support them as lifelong learners. Pupils experience choice, achievement of meaningful goals, positive relationships, personal growth and enjoyment through learning. We are relentless in our commitment to continuously developing and improving in all that we do so that pupils can thrive within and beyond school.

At Huili we believe that young people and adults can only reach their full potential to learn and teach in a positive school environment where everyone feels valued, safe, connected, and respected; a space where a positive sense of identity and culture flourishes, and participation of all is elicited. We believe that creating and maintaining this environment is the shared responsibility of staff, students, and families. Caring for each person's cognitive, emotional, social, physical and spiritual wellbeing is central to all we do.

Huili students are offered a broad range of curricular and extracurricular learning opportunities. The school's learning program is based on a model that establishes a strong understanding of the rich heritage and culture of China and being Chinese while also establishing the values, aptitudes and knowledge needed to be an effective global citizen.

Wellington College China Schools are committed to safeguarding and promoting the welfare of children. Assessing the suitability of applicants to work with children is an integral part of the selection process.

Job Information			
TITLE	Primary Teacher Librarian	DEPARTMENT	Academic
LOCATION	Shanghai	POSITION TYPE	Full-time
SUPERVISOR	Head of Library, Assistant Head of Primary		
ANNUAL LEAVE	According to School Calendar		
QUALIFICATIONS	<ul style="list-style-type: none"> • Bachelor's degree, teaching certificate • Librarian qualifications 		
ESSENTIAL EXPERIENCE, KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Experience in a primary school library environment • Excellent written English and effective interpersonal communication skills • Excellent technological literacy across a range of applications • Excellent IT knowledge and capacity to assist others with relevant programs, resources and applications • An outstanding capacity to engage respectfully and positively with students, parents and staff • The ability to work collaboratively with other members of staff • An applied understanding of concept-based learning • Effective administrative and organisational skills 		
DEMONSTRATED VALUES	<p>All staff are expected to uphold the school's values by:</p> <ul style="list-style-type: none"> • safeguarding and promoting the welfare of children • supporting and promoting the School's culture, reputation and strategic objectives • complying with the School's Code of Conduct and other policy and regulatory requirements • building relationships with students, staff and parents based on respect, trust and shared purpose • behaving ethically and with appropriate confidentiality and sensitivity • modelling punctuality and adherence to organisational deadlines • supporting the Huili Values 		
PREFERRED APTITUDES	<ul style="list-style-type: none"> • minimum four years teaching experience • ability to assess student interests, needs and development • open, proactive, patient and caring • proficient in Microsoft Office and other educational software • international and bilingual school experience • cross-cultural work experience 		

THE ROLE

The Huili Shanghai Primary School Teacher Librarian is responsible to the School Master through the Head of Library and the Head of Primary. The Huili Shanghai Primary School librarian has the professional responsibility to live-out the purpose and values of the school in and out of the classroom.

The Huili Primary School Teacher Librarian is both a teacher and an information specialist. The librarian oversees the day-to-day operation of the Primary Library. The librarian is responsible for creating a stimulating educational environment and for working closely with other members of staff to plan, provide, and curate learning resources. The librarian manages the physical and virtual library for Grade 1 to 5 students, parents and teachers, ensuring resources permeate the school.

The Huili Librarian supports all students and teachers to progress and become better inquirers, consumers and creators of information. The Librarian models high impact teaching and works alongside other academic school leaders to further enhance and embed the school's pedagogical vision.

All teachers contribute to the overall pastoral care of students. In addition, all teachers are required to demonstrate a commitment to the school's co-teaching model; developing effective and respectful professional connections with other educators to enhance pupil learning.

KEY RESPONSIBILITIES

The Teacher Librarian provides support to teaching and learning by:

- cultivating and maintaining an environment that is welcoming, inclusive and respectful of the needs of all students, their families and teachers
- assisting students and teachers to find resources to support their learning, teaching, research and interests
- monitoring borrowing habits and finding ways to support student interests, capabilities and promoting a wide range of materials
- creating a physical learning space that is engaging and aesthetically pleasing, where learning is visible
- creating and maintaining a physical learning space that offers diverse of learning materials for students to explore, promote inquiry and entice rich language exchange
- engaging and challenging learners in a supportive and inclusive, information rich learning environment
- ensuring that the library resources, facilities, programs and services support the school's concept-based inquiry approach to learning
- instilling a love and appreciation of Chinese and English literature within students, working in partnership with form tutors to fulfil this endeavour
- collaborating with other staff to plan and co-teach sequential learning programs that enable students to develop digital, information and media literacy
- promoting the joy of reading and the services offered by the library within the broader school community using the school's communication channels
- offering ongoing training to other staff to support and embed the student research framework

The Teacher Librarian is responsible for all administrative tasks related to the successful operation of the library services by:

- liaising with the Head of Huili Library Services and other members of the library team both within Huili Shanghai and across other Wellington China schools to ensure efficient procedures and systems
- upholding all school policies and feed into review processes for continual refinement
- planning an annual calendar of events for the library to complement other school happenings and to support the ongoing development of our students' international mindedness
- preparing and managing the annual library budget, coordinating this with other members of the Huili Library staff and academic leaders
- maintaining an effective and supportive printing and preparation area to support students and staff

The Teacher Librarian proactively collaborates with other teachers by:

- networking with and supporting other teacher librarians both within and beyond Wellington College China
- actively participating in the school's annual review, offering proactive assistance to drive initiatives forward
- staying current with copyright requirements and legislation; sharing this with other stakeholders
- staying up to date with new multimedia and IT resources and supporting teachers with appropriate information and training
- offering professional training and support to teachers in areas related to information literacy and the development of student research skills
- engaging with school-wide pedagogical training opportunities

The Teacher Librarian manages the library resources by:

- ensuring the collection is continually enriched by drawing on student voice, collaboration with other Huili Shanghai educations and through the acquisition of high-quality materials that meet government requirements
- collecting and analysing data to inform the ongoing development of the collection, programs and services within the allocated budget
- overseeing all aspects of the library collection, including resources in other parts of the school beyond the library
- maintaining the library database system
- managing staff and student library records
- overseeing the circulation, borrowing, organisation and cataloguing of all books, publications and equipment
- managing and promoting the school's e-book library and subscriptions
- coordinating regular stocktaking and updating of publications and resources