

## Early Years Librarian

The Swiss International Scientific School in Dubai is a leading day and boarding school where future generations are inspired to become confident and enthusiastic life-long learners, ready to embrace the opportunities of a global world. Our school follows the full continuum International Baccalaureate (IB) programme in English with additional languages or in two bilingual English-French and English- German streams. SISD is an IB Continuum World School authorised to offer and teach the IB Primary Years Programme (PYP), IB Middle Years Programme (MYP) and IB Diploma Programme (DP). Our unique curriculum offers an engaging learning experience, the challenge of developing a real understanding of cultural diversity and the support of a thriving international community. Our large eco-friendly campus ensures that we can offer a wide range of sporting facilities that make the most of our location adjacent to Dubai Creek.

<b>Job title</b>	Early Years Librarian	<b>Department</b>	Early Years
<b>Start date</b>	August 2019	<b>Location</b>	Dubai, UAE
<b>Reports to</b>	Head of Early Years	<b>Position(s) Supervised</b>	Library Assistant

<b>Job Scope</b>	The Early Years Librarian is responsible to set up and oversee the Early Years Library in line with the International Baccalaureate PYP Programme and KHDA requirements, and in close collaboration with the Head of Early Years.
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<b>Main Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Responsible for providing library and research services (i.e. maintenance, budget planning, inventory etc.)</li> <li>• Provide effective access to the library collections and resources</li> <li>• Train teachers in the uses of new library information technologies and their applications to instructional activities</li> <li>• Teach students to use a library with growing independence, helping them learn to locate, select and use resources for informational and recreational needs and providing skills for life-long learning</li> <li>• Provide guidance for parents as they share reading, listening and viewing experiences with their children and help them use electronic information sources</li> <li>• Promote reading enjoyment and an appreciation of literature</li> </ul>
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<b>Key Relationships</b>	
<b>Internal</b>	Students, PYP Coordinator, Head of Early Years, Teachers
<b>External</b>	Parents, Suppliers

Position Requirements	
<b>Education</b>	Bachelor Degree in Library Science or related degree
<b>MUST HAVE SKILLS</b>	<ul style="list-style-type: none"> <li>• Proficiency in English and excellent communication skills</li> <li>• Proficient knowledge of library policies, methods, ethics and professional standards</li> <li>• Ability to work in a multi-culture environment and high level competencies in IT and electronic resources and devices</li> <li>• Organization and structure of the library systems for cataloguing, acquisitions, and searching online bibliographical utilities</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of 2 years of librarian experience</li> <li>• Previous international experience highly valued</li> </ul>
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Creative thinker, devising new ways of research and information gathering services</li> <li>• Ability to build trust, drive execution, foster innovation, and focus on academic library structure</li> <li>• Innovative, motivated, resourceful, flexible, self-starter</li> <li>• Able to inspire others and passionate about being part of the start-up team</li> <li>• Organized, efficient and clear in thought</li> <li>• Approachable and calm with a good sense of humor</li> </ul>
<b>Additional Requirements</b>	Proficiency in a second language such as French, German and/or Arabic preferred.
<b>Salary &amp; Benefits</b>	The salary and benefits package is competitive, will be commensurate with the qualifications and experience of the successful candidate and is in line with UAE Labor Law.
<b>Contract</b>	Unlimited on Free Zone
<b>Application</b>	<p>Candidates are requested to submit the following documents:</p> <ul style="list-style-type: none"> <li>• Cover letter, no longer than one page, explaining your strengths as a candidate and why you are interested in this particular position</li> <li>• Current CV, not to exceed two pages</li> <li>• A list of 3 professional referees with current contact details (position, phone number and e-mail address) not older than 5 years</li> </ul> <p>Please send your application to: <a href="mailto:hr@sisd.ae">hr@sisd.ae</a></p> <p>SISD is committed to safeguarding and promoting the welfare of all of its employees and students. Satisfactory references and a police check is a pre-requisite for all appointments.</p>

