



Secondary School Librarian

The Swiss International Scientific School in Dubai (SISD) is a leading international day and boarding school where future generations are inspired to become confident and enthusiastic lifelong learners, ready to embrace the opportunities and challenges of a global world. Founded in 2015, our school currently welcomes more than 1150 students of more than 70 different nationalities on its cutting-edge campus, in the centre of Dubai. From Pre-KG to Grade 12, SISD follows the full continuum International Baccalaureate (IB) programme in three streams focusing on personalised learning and the development of 21st century skills. Students choose between the English with additional languages/STEAM stream or the bilingual English-French/German streams. We pride ourselves on being a fully accredited IB Continuum World School, offering the IB Primary Years Programme (PYP), IB Middle Years Programme (MYP), IB Careers Programme (IB CP) and IB Diploma Programme (DP). Our personalised international 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 state of the art, eco-friendly campus adjacent to Dubai creek, ensures that we can offer a wide range of sporting and after school activities tailored to the personal needs and preferences of every student.

Function	Secondary Librarian	Department	Executive Management
Start Date	Immediate	Location	Dubai, UAE
Reports to	Library Coordinator	Direct reports	-

Job Scope/Purpose	The Secondary School Librarian is responsible to set up and oversee a diversified school library in line with the International Baccalaureate Middle Years Programme and IB DP Programme having regard to KHDA requirements, and in close collaboration with Early Years and Primary Librarians and Library Assistants
Main Duties and Responsibilities	<p>Administrative:</p> <ul style="list-style-type: none"> • Responsible for providing library and research services (i.e. maintenance, budget planning, inventory etc.) • Provide effective access to the library collections and resources • Train teachers in the uses of new library information technologies and their applications to instructional activities • Teach students effective use of the library, assisting them to locate, select and use resources for informational and recreational needs and providing skills for life-long learning • Collaborate with other librarians and teachers to share new ideas, approaches and professional knowledge • Communicate accurately and regularly with parents • Participate in school activities outside regular school hours to include, but not limited to, ASA's, Boarding House(s) support, school trips, staff meetings, parent's evenings, open days, INSET days, professional development training

	<p>sessions, conferences and workshops, induction and if applicable examination supervision</p> <p>Reading Across the Curriculum</p> <ul style="list-style-type: none"> • Nurture meaningful relationships with students and provide the individual attention they need • Take responsibility for creating and implementing resources which allow students to access and enjoy reading • Promote reading enjoyment and an appreciation of literature • Lead small group reading interventions • Manage, track and monitor reading data and liaise with teachers in order to raise attainment • Co-ordinate group tasks in reading lessons so that all students make progress over time • Co-ordinate the schools GL Reading Initiative, ensuring that is embedded and delivers impact on student outcomes • Train, develop and supervise student leadership roles for the library • Promote reading for pleasure through book displays, assemblies, book events and author visits, including activities for the national book week • To accompany school trips to promote reading and literacy • Assist and complete KHDA data requirements for Reading Across the Curriculum
Key Relationships	
Internal	Students, Teachers, Librarians, Library Assistants, Programme Coordinators, Head and Deputy Heads of Secondary School
External	Parents, KHDA, IB Organization

Position Requirements	
Education	<ul style="list-style-type: none"> • Bachelor's Degree • Professional Teaching Qualification • Relevant recent professional development that qualifies the candidate for this post
Experience	<ul style="list-style-type: none"> • Extensive international library experience in a Secondary IB school
Competencies	<ul style="list-style-type: none"> • Cross cultural awareness and ability to impact the secondary students by being engaging and visible in the library • An abundance of energy, initiative, vision, drive and humour • Committed to ensuring high standards of 21st century teaching and learning and able to model best teaching and learning practice • A keen understanding and promoter of wellbeing for students • Exceptional communication skills • Strong collaboration skills to foster partnerships with other school librarians
Additional Requirements	<ul style="list-style-type: none"> • Any additional language a plus (French, German or Arabic)
Salary & Benefits	Competitive remuneration and benefits

Contract	Limited Contract
Application	<p>Candidates are requested to submit the following documents:</p> <ul style="list-style-type: none">• Cover letter of one page, explaining your strengths as a candidate and why you are interested in this position• Current CV not to exceed two pages• 3 professional references with current contact details (position, phone number and e-mail address) not older than 5 years. One must be your current or last Line Manager <p>Please send your application to: hr@sisd.ae</p> <p>Due to the expected volume of applications we will only contact those applicants that are shortlisted for interview.</p> <p>We are committed to providing a safe and happy environment for all our employees and in which our students can thrive and learn. We are committed to safeguarding and promoting the welfare of all our employees and students. All employees are subject to appropriate vetting procedures including satisfactory criminal record checks from both country of residence/home country and any other country of residence.</p>