



The Wykeham Collegiate

Member of the Independent Schools' Association of Southern Africa

July 2017

JUNIOR SCHOOL LIBRARIAN JOB DESCRIPTION

FULL TIME POST

Starting 1 January 2018

The successful candidate will:

- Contribute positively to the ethos and values of the school
- Have SACE accreditation
- Have evidence of clearance with the Child Protection Act and Sexual Offences Register
- Have the ability to use technology to enhance learning
- Possess effective communication skills, verbal and written
- Be energetic and innovative
- Have positive interpersonal skills
- Have effective time management skills
- Have strong organising, planning and reporting skills
- Be self- motivated and organised

Core responsibilities include:

- Teaching research skills
- Facilitating the use of library resources
- Managing a relevant collection of books and materials
- Marketing and promoting books, literacy and the overall enjoyment of reading
- Have the ability to effectively collaborate and work closely with others in a team environment
- Having a vision, competency and knowledge to develop enquiry-based learning activities for 21st Century learners

Requirements:

- A library qualification or matching experience in a school library
- Knowledge of children's literature and reading trends
- Interest in, and awareness of, the changing role of librarians and libraries
- Excellent use of relevant technology