



**Stamford American**  
INTERNATIONAL SCHOOL

## JOB DESCRIPTION

**Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.**

Position Title	Secondary Librarian	Reference: Dec24TLib
Function/Department	Teaching and Learning	Location: Stamford
Manager Name & Title	Director of Teaching and Learning with functional report to Divisional Principals	
Position Type	Fixed Term	
Position Status	Full Time	

### Position Objective

The School Librarian will support Stamford's Middle School, High School, and Preparatory Course of Secondary (PCS) students and faculty. The ideal candidate will inspire a love of reading and learning while equipping students with essential research, information literacy, and digital skills needed for success in rigorous academic programs, including IB and AP. This librarian will collaborate with faculty to enhance students' academic experiences, support teachers in developing skills and knowledge for teaching these literacies, and foster an inclusive, welcoming library environment.

### Responsibilities

**The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom they are responsible, or with whom they come into contact will be to adhered to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.**

#### Key Responsibilities:

#### Library Management and Development

- Maintain and expand a balanced, diverse collection of print, digital, and multimedia resources, supporting across all curricular offerings (IB, AP, BTEC, PCS and Stamford courses)
- Organize and catalog resources for easy accessibility, conducting annual stocktaking of library materials in the Adams Library.
- Create and sustain an inclusive library environment that fosters exploration, reading, and inquiry.
- Promote library services through weekly newsletters to parents and faculty.
- Ensure consistent application of library policies, offering input during regular reviews to align with school goals and needs.
- Contribute to processes for evaluating the library programs' impact on student learning and use feedback and performance data for continuous improvement.
- Provide input into the development and review of strategic initiatives related to library services and resources
- Stay current on educational technology trends, recommending tools to enhance digital learning in the library.
- Collaborate with the ES librarian and library assistants to align library services across the school.

#### Teacher Support and Professional Learning



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- Collaborate on interdisciplinary projects requiring complex research and analysis
- Collaborate with Curriculum Coordinators and teachers to design and deliver lessons on information literacy, media literacy, research skills, and digital citizenship.
- Provide professional development and resources to teachers on information literacy, media literacy, and digital citizenship, supporting integration into the curriculum.
- Serve as a resource for staff, promoting library resources and supporting classroom instruction.
- Deliver professional learning for secondary staff on copyright, licenses, information/data legislation, and other library-related topics.
- Assist staff with digital tools, research databases, eBooks, and library management software.

### **Curriculum Integration**

- Support the development and ongoing review of K-12 digital and information literacy learning progressions.
- Align library resources with curricular needs for IB, AP, BTEC, PCS and Stamford courses.
- Collaborate with Curriculum Coordinators and the Secondary Digital Learning lead to integrate digital resources into the curriculum, focusing on information literacy, research methods, and digital citizenship, while aligning with technology and library resources.

### **Student Literacy**

- Teach research methodologies, guiding students in ethical information use, data literacy, and effective academic research for IB, AP, and independent projects.
- Provide personalized support to students in locating, evaluating, and using information for coursework, assessments, and personal inquiry, particularly for IB, AP, BTEC, PCS and Stamford courses. .

### **Reading Advocacy and Literacy Promotion**

- Organize events and programs to promote reading for pleasure and academic growth.
- Curate and recommend diverse reading materials for students, classes, and the broader school community.
- Host author visits, book clubs, and other literacy programs to foster a lifelong love of reading.
- Engage with parents and the school community to promote library resources and literacy initiatives.

### **Administration and Operational Support**

- Manage the library's budget, orders, and inventory, tracking expenditures and resources.
- Supervise library assistants, student workers, and volunteers.
- Contribute to staffing decisions, supporting recruitment, deployment, and professional development of library staff.
- Assist in planning the professional development and time management of library assistants during PTC and PD days.
- Manage and maintain Follett Library Manager according to international standards.
- Provide an annual Library Report to the Line Manager and Principals of MS, HS, and PCS.

### **Position Requirements**



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- Minimum 3 years of library management experience, ideally in an international school.
- Experience managing a diverse collection of print, digital, and multimedia resources.
- Experience collaborating with teachers and Curriculum Coordinators to support unit and lesson planning, particularly in IB and AP programs.
- Expertise in teaching digital literacy, research skills, and media literacy, with knowledge of IB course requirements.
- Familiar with library management software (e.g., Follett Destiny, Follett Library Manager).
- Strong understanding of copyright, licensing, and data legislation in relation to library resources and technology.
- Ability to design and deliver professional development for staff.
- Proficient in managing library operations, including budgeting, inventory, and supervising staff.
- Strong interpersonal skills for collaboration with faculty, staff, students, and parents.
- Ability to work independently, prioritize tasks, and meet deadlines.
- Commitment to staying updated on library trends, pedagogy, and technology.
- Understanding and commitment to equality and diversity in a multicultural environment.
- Excellent verbal and written communication skills in English.
- Demonstrates Stamford Values: Courage, Ingenuity, Compassion, Integrity.

**Qualifications**

- Master of Library Science or School Library Professional Certification
- Minimum Bachelor’s degree or equivalent is required
- Relevant Teaching qualification

**Contacts**

- Other Stamford Teaching and Non-Teaching Staff
- Parents and Students
- PTA

**Working Conditions**

- Based at the Stamford American International School Woodleigh campus with occasional travel for training/professional development.
- 5 days/week plus weekend and holiday duties as required.
- Work hours are 8am to 4:30pm, Monday to Friday, and until 5pm on Wednesdays).

**Terms of Employment**

- Working Hours: 8:00 am – 5:00 pm, Monday to Friday
- Annual Leave: 30 working days
- Medical Benefits: Medical insurance provided where applicable
- Sick Leave/Hosp: 60 days hospitalization leave including 14 days sick leave
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background Check: Required

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**We are an equal opportunity employer and disallow discrimination of age, ethnic origin, nationality, gender, religion, sexual orientation, family status, pregnancy, marital status, medical or mental health history, physical characteristics or disability. We welcome applications from all qualified candidates.**

**Please note that only shortlisted candidates will be notified.**