

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	Librarian	Reference: 211011
Function/Department	Academic	Location: Hong Kong
Manager Title	Head of School and Principal(s)	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

Manage the Library as well as support and instruct in relation to the curriculum model of the school.

Responsibilities

Educational Role:

- Foster and promote literacy
- Develop and maintain a collection, physical and digital, that supports the curriculum, fosters literacy and appreciation for different genres, and reflects internationalism
- Work collaboratively with library staff across both campuses.
- Work collaboratively with all members of the community (whether curriculum leaders, department heads, grade level teams, students, parents, or staff) to support teaching and learning and all forms of literacy.
- Manage the library as a learning environment and public space, including patron services and library staff.
- Lead the development and promotion of the library as a center dedicated to the spread of ideas, information, and learning.
- Organize visiting authors.
- On a weekly basis, teach in the library or integrate into the classrooms using the library scope and sequence
- Lead parent information sessions on how to use and access library resources and other relevant topics.
- Manage library assistants and parent volunteers.
- Any other responsibilities as directed by the head of department or Early Years Principal

Extended Professional Role:

- Contributing towards the whole-school team spirit by taking every opportunity to promote the philosophy and policies of the Stamford American International School
- Taking responsibility for the class during times of emergency
- Supervising the children at break/lunch and other unstructured times
- Ensuring that the children are safe and secure at all times

Position Requirements

- At least two years of teaching experience in an international school
- At least two years of managing a library in an international school
- Possess highly developed interpersonal and teamwork skill.
- Excellent verbal and written English skills
- High levels of competency in the use of technology
- Excellent digital and information literacy skills
- Good references on request

Qualifications

- Minimum Bachelor's degree in Education or equivalent is required
- Master's degree in Education preferred
- Library Professional Certification

Contacts

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

- PTA

Working Conditions

- School Environment
- School holidays are paid and free except staff days and training days (please refer to the website to see the school calendar with school holiday dates)

Terms of Employment

- Working Hours: 7:30 am – 4:30 pm, Monday to Friday
- Medical Benefits: Group medical insurance provided the applicant is not currently covered
- Probation Period: 3 months from date of commencement
- Pre-medical exam: N.A.
- Referee request: Required
- Background Check: Required

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Safeguarding

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere 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, s/he must report any concerns to the School's Designated Safeguarding Lead or to the Head of School or indeed to the Regional CEO or Safeguarding Manager - Asia so that a referral can be made accordingly to the statutory services.