

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	Library Teaching Assistant	Reference: 220506
Function/Department	Specialist - Library	Location: Hong Kong
Manager Title	Health and Safety Principal / Teacher Librarian	
Position Type	Permanent	
Position Status	Full time	

Position Objective

The Library Teaching Assistant helps keep the library running smoothly during daily operations. They perform responsible and varied clerical and physical work in circulation, interlibrary loan, materials processing and shelf maintenance. They provide friendly, high quality customer service to all Library patrons.

Responsibilities

Relationships:

- Developing trusting and effective relationships with the all the children in the library.
- Establishing supportive and positive working relationships with all other members of staff
- Becoming a presence across the whole school and a representative of it within its wider community

Library & Educational Role:

- Process loans of library resources, including print and digital devices
- Handle user enquiries on any library or information matter
- Process library resource orders
- Catalog and process library materials
- Perform book repair and maintenance
- Shelf library books and materials, and do shelf-reading, on a daily basis
- Ability to create library displays and interactive bulletin boards
- Conduct inventory and follow up on the return of overdue books and circulation of materials
- Physically handle books and library equipment
- Update online documents and webpages as needed
- Collect and distribute resources to classrooms (i.e. Unit Resource Lists)
- Interact with students, including assistance with book selection and storytelling
- Build resource lists as needed for grade levels, curriculum units and projects.
- Other duties as directed

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 teacher librarian during times of emergency
- Supervising the library and students at break/lunch and other unstructured times
- Assisting with the children's safe use of school transport arrangements
- Ensuring that the children are safe and secure at all times

General:

- To provide any other reasonable duties delegated by the School Management

Position Requirements

- Two-year post-secondary degree
- Keen learner who is adaptable and is able to work effectively in a small team
- Ability to communicate fluently (e.g. interact confidently with students, teachers, and parents in both written and spoken English)

- Ability to effectively work and communicate with individuals from a variety of cultural backgrounds
- Experience in interacting and working with both elementary and secondary school students and parents
- Excellent digital and information literacy skills (e.g., ability to learn and use the library databases and do searches for patrons)
- A self-starter with the ability to work independently and complete job duties as assigned
- Comfortable with on-the-job training and development
- Ability to work under pressure with a high turnover of patrons and staff in the library
- Flexibility to work with a variety of students and in a variety of environments
- Love of books, reading, and libraries – and willingness to learn the collection
- Ability to work under pressure and use of initiative is essential
- Good references on request
- Proficient in using computers

Qualifications

- At least 1 year of experience in working with children or relevant educational certificate/diploma required

Contacts

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

Working Conditions

- School Environment
- Working hours 7am to 4pm, Monday to Friday, plus occasional staff meetings and trainings (subject to change)
- 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

- Medical Benefits: Medical insurance provided where applicable
- Probation Period: 3 months from date of commencement
- 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.