# HALCYON
## LONDON INTERNATIONAL SCHOOL

To provide an exceptional education that draws out the unique potential of each student
Innovation | Collaboration | Community

# Digital Librarian

The Digital Librarian is a member of the learning Community and is responsible to the IB Coordinators and for the effective oversight and management of the school's digital and physical learning resources.

The Digital Librarian reports to the IB Coordinators.

**The Digital Librarian is responsible for**

- Supporting the IB coordinators to provide relevant, innovative and creative resource support to the learning community
- Assisting the IB coordinators for the effective delivery of the curriculum
- Delivering support to the Student Wellbeing leader for the continued wellbeing and safeguarding of every student
- Liasing with the Digital Learning Leader for the effective use and promotion of Halcyon's digital learning environment
- Supporting the Director in developing and maintaining Halcyon's digital and physical learning resources in accordance with the Halcyon strategy and policy.

**1. General responsibilities**
   **The Digital Librarian  will**

- Safeguard and promote the welfare of children
- Support the IB Coordinators and Director to ensure alignment of relevant policies and practices to Halcyon's IB standards and Practices
- Be an active advocate for Halcyon's vision, mission and core aims
- Be an active advocate for Halcyon's curricular and philosophical commitments as an IB World School
- Maintain operational goals, aligned to the school's strategic planning
- Collaborate with the SLT and IB Coordinators to develop, implement and deliver Halcyon's curricular goals, aligned to the school's strategic planning
- Engage with staff, students, parents, consultants and the wider school community to create a dynamic, aspirational and innovative culture – a professional learning community grounded in collaboration, focused on improving learning outcomes
- promote a culture where diversity and inclusion are encouraged and students learn to respect differences, take responsibility for their actions, exercise leadership, actively build community and strive for academic excellence
- collaborate with the IB Coordinators collaborate to ensure that at all times the school's curriculum provides a safe, supportive learning environment for students, teachers and all other members of the Halcyon community

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- apply data-informed decision-making
- lead and support a culture accepting of, and applying, innovate practice
- be an active, life-long learner

### 2. Specific responsibilities The Digital Librarian will

- Develop and maintain Halcyon's online digital library system
- Plan, organise and oversee selection and purchase of digital e-library resources (books, periodicals, etc.) and database memberships
- Oversee the selection, implementation and management of the school's digital and text library resources, including books and periodicals, databases and Library Management Systems
- Catalogue digital devices, cameras, robotics' materials, AV equipment, games and other learning materials whose lending is supervised by the library
- Support the Digital Learning Leader in the selection, implementation and management of the school's online educational and content management systems (Personal Digital Learning Environment)
- Systematically monitor usage/subscriptions of electronic library resources and subscriptions to keep collection current and relevant to students and staff
- Liaise with the IB Coordinators and teachers to identify resources needed
- Explore and develop relationships with locally available libraries (i.e. public, university and private) that may be accessible to Halcyon students and to promote the use of these resources to teachers and students
- Research, model and facilitate the many ways students and colleagues can utilise digital technologies
- Lead the learning community in the development of effective academic research skills
- Lead the learning community in the development of shared, well-understood, appropriate, academic referencing conventions
- Provide resources for the community in support of the school's digital citizenship programs
- Liaise with the Digital Learning Leader to support students in the the acquisition of fundamental digital skills
- Encourage the use of the digital library for recreational as well as learning-based activities
- Ensure that information literacy standards are taught appropriately through liaison with the IB Coordinators and teachers
- Develop and maintain a Halcyon school literature appreciation plan to foster a love of reading as the foundation of literacy
- Liaise with the IB Coordinators and teachers to source educational speakers, including authors
- Liaise with the Digital Learning Leader to help monitor and identify education technology trends and developments significant to instruction, and serve as a source of ideas, inspiration and energy for colleagues seeking to improve and increase their technology and research skills

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- Maintain Halcyon's library and technology and media centre as an attractive and welcoming venue for students and staff
- Support the Digital Learning Leader with supporting students and colleagues to develop skills in a wide range of technologies, to extend and enrich learning
- Develop students' and colleagues' information/digital literacy skills
- As required, maintain accurate records of curriculum, assessment and assessment data in Managebac
- Participate as required in the preparation for inspections, authorisations and accreditations, including the preparation of necessary documentation
- Commit to deepening a professional approach to digital integration
- Contribute to initiatives for innovation in the use of digital learning technologies
- Keep up-to-date with developments in the IB

This list serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive. The Digital Librarian will be expected to perform different tasks as necessitated by the development of this role as the organisation expands, and the overall business objectives of the organisation change.

*Halcyon London International School is committed to safeguarding and promoting the welfare of children and will check the suitability of staff to work with children. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where necessary). Please see our Safeguarding & Promoting Welfare of Children Policy for full details of our safer recruitment procedures.*

**The successful candidate will be expected to have the following qualifications, experience and abilities:**

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- Education to Bachelors degree level
- Relevant qualification in digital resources, services and technologies
- Experience and a proven background in digital resource catalogues
- Excellent organisational skills: able to set priorities and achieve them, able to be cognizant of many processes going on simultaneously
- Attention to detail
- Excellent digital skills, including experience of maintaining an accounting system and spreadsheets
- Excellent written and verbal communication skills: clear, articulate, professional in speaking and writing
- Excellent time management skills
- Ability to take initiative and work independently
- Experience working within a productive team

**The successful candidate will be expected to have the following personal attributes:**

- An international outlook and/or experience of living or working in an international environment
- Keen to be part of a young growing organisation
- Self-motivated, flexible and adaptable
- Commitment to Continued Professional Development
- A record of suitability to work with children

**The following would also be desirable:**

- Knowledge/experience of international and/or IB schools
- Familiarity with working with students from a variety of cultural and language backgrounds
- Collaboratively minded within a multifunctional team
- Be innovative, in mindset and practice
- To be able to work in a language apart from English

*Peninsula Approved: January 2019*