



THE INTERNATIONAL SCHOOL OF KUALA LUMPUR

The Society for the International School of Kuala Lumpur (PPM-001-10-15041965)
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JOB DESCRIPTION

December 2022

Job Title	Teacher Librarian
Divisional Team	Elementary School
Department/School	Elementary School
Reports to	ES Principal
Hire type	Faculty

ABOUT ISKL

Vision: Know yourself, care for all, and create a better world.

Mission: We are an inclusive and dynamic community where passions, values, and competencies are cultivated to inspire learners to shape their path as global citizens.

Established in 1965, The International School of Kuala Lumpur (ISKL) has become known as a center of excellence in the world of international education. ISKL is a co-educational, private, non-profit school responsible for the learning journey of over 1,500 students aged 3-18 years representing over 65 nationalities at its state-of-the-art campus in the heart of Kuala Lumpur.

ISKL offers a robust international curriculum that combines leading North American educational frameworks with global best practices. The curriculum recognizes that students are on a lifelong learning journey and is driven by ISKL's Mission to support students in cultivating their passions, values, and competencies as they shape their path as global citizens.

ISKL is accredited internationally through the Council of International Schools (CIS), in the United States through the Western Association of Schools and Colleges (WASC), and is an IB World School. ISKL has a strong school-wide focus on service and sustainability and is a member of the Eco-Schools organization and the Green Schools Alliance.

JOB PURPOSE

The ISKL libraries recognize and promote the benefits of lifelong reading and learning for all members of the school community. As gateways to knowledge and culture, libraries play a fundamental role in society. The Teacher Librarian establishes, develops and manages the smooth operation of the ISKL Elementary School(ES) Library, promotes a love of reading and literature and teaches appropriate library, research and information literacy skills to individuals, students in small groups, whole class and across the age range in ES.

The Teacher Librarian is tasked to maintain an intellectually stimulating learning environment which supports and enhances the delivery of the school's educational programmes and is consistent with ISKL's vision and mission to help ISKL students develop the skills they need to be successful learners and to foster a lifelong love of reading and learning.

RESPONSIBILITIES inclusive but not limited to:

- Develop and maintain a vibrant library environment, with a diverse collection of books, resources and other materials, representing the diversity of the student body and supporting the range of the educational programmes.
- Ensure the development of research and independent study skills through taught courses and individual and group support
- Promote and support literacy amongst the school community, leading reading and writing workshops and classes
- In liaison with specialist teachers, encourage the use of the Library across all subject areas
- Lead student library induction sessions, library skills sessions and support class visits to the Library.
- Contribute to the professional development of the Library team.
- Work with the English and EAL Departments to create a whole school information literacy plan, integrating information literacy across the curriculum
- Maintain book lists supporting the development of study skills and wider reading for students.
- Work with school leaders to develop a whole school literature plan to foster a love of reading.
- Ensure that the Library is equipped with an up-to-date range of relevant hard and digital resources
- Maintain the Library management system to ensure that all resources are easily accessible
- Organize and manage special events, author visits, competitions, collaborations and seminars that promote literacy and the love of reading.
- Actively support the vision, ethos, culture and policies of the ISKL


Technical skills

- Familiarity with all genres of fiction and non-fiction literature, to best promote and support lifelong reading among users of all ages, interests and abilities
- Demonstrated competence in instruction, especially with regard to critical thinking and research learning
- Significant understanding of significant concepts in the area of research learning: such as the inquiry model, reliability of information, and structures of research arguments
- Competence in the operation of library circulation and cataloging systems
- Familiarity with school library operation and management
- Knowledge of how to use digital technologies effectively in promoting student learning

Personal attributes

- Emulate and excel in ISKL's culture in demonstrating empathy and care, commitment to collective efficacy beliefs in nurturing positive impacts to students' achievements and have high expectations of self is an absolute necessity
- Have the ability to interact well with all within the ISKL community, able to navigate and be respectful in multinational settings
- Maintain a caring yet professional relationship with the students through respecting each student as an individual
- Be a self-starter, independent, problem-solver, flexible, hardworking and have the ability to be creative and be an absolute team player
- Be able to think creatively, communicate effectively, reason critically, collaborate constructively and learn enthusiastically.
- Demonstrated ability to develop community and generate trust while working with others

Qualifications and experience preferred

- Bachelor's degree or equivalent, preferably in English, Library and Information Sciences or similar
 - Reputable further qualifications in Librarianship (desirable)
 - Membership of a professional body e.g., CILIP (desirable)
 - Experience of leading a library
 - Experience of collaborative lesson planning with teachers to support student literacy
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Important notes:

Role holders are expected to be fully committed and supportive of ISKL's ongoing commitment to fostering, cultivating and preserving a culture of Diversity, Equity, Inclusion, and Justice by holding themselves accountable and by modeling this commitment in the execution of duties and responsibilities in ISKL.

This role profile describes the core output expected in this role and does not encompass a comprehensive list of specific tasks, temporary activities, or projects initiated as a result of changing contexts. Agility and a growth mindset are expected of all our employees.

PROCEDURES**Application**

Please apply on our website through the online application process.

For a teaching position to begin your application process, please ensure that you are registered with either Search Associates and/or Sschrole and then complete our online application form on our [website](#).

Interview

Only those short-listed for an interview will be contacted. The decision and notification of the successful candidate will be made as soon as the interview process is complete.

(Closing date to receive applications: __ Month __ __ __)

Candidates should be aware that in the event an exceptional applicant is identified early in the search process, ISKL reserves the right to make an appointment before the deadline is reached. Interested candidates are therefore advised to apply as early as possible.

