



BRIGHTON COLLEGE
INTERNATIONAL SCHOOL
BANGKOK

HEAD LIBRARIAN
Job Description

For immediate employment

Brighton College Bangkok wishes to recruit a Head Librarian to support the library functions at Brighton College Bangkok. The successful candidate will report to the Headmaster with the Chief of Finance and Operations Officer (Bursar) having overall responsibility for all support staff.

Brighton College Bangkok

Brighton College is delighted to have opened its sister school in Bangkok, one of South East Asia's most vibrant and successful capital cities. Following the launch of the Pre Prep in September 2016, Brighton College Prep and Senior Schools will open their doors to their first pupils in September 2017, on an iconic and purpose-built 20-acre campus in central Bangkok. The College will be comprised of a Pre-Prep School, a Prep School and a Senior School with an ultimate pupil capacity of 1,500. We are an ambitious school and we are already on the way to becoming a leading school in South East Asia.

Brighton College Bangkok will deliver the Brighton College curriculum leading to IGCSEs and A-levels. Its pupils will aspire to the leading universities of the world, including Oxbridge and the US Ivy League. In due course, the College will seek accreditation from the ISC, and membership of the HMC and IAPS.

Brighton College Bangkok benefits from a strong partnership with Brighton College, the UK's top co-educational school, and with Brighton College Abu Dhabi and Brighton College Al Ain, its two sister schools in the Middle East. The Brighton family of schools currently educates more than 4,000 pupils and is the most academically successful family of schools.



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JOB DESCRIPTION

Head Librarian

JOB PURPOSE

The Head Librarian provides for the educational, cultural and recreational needs of the College community. The Head Librarian will be responsible for the day-to-day operation of the Libraries and for providing an effective information service to pupils and staff.

The Head Librarian should promote the Libraries so that users are aware of all services on offer. The Head Librarian should maintain an atmosphere that is welcoming and conducive to study. The Head Librarian is responsible for the books, systems and equipment in the libraries and for ensuring that the Library Management System is fully operational and in use.

Key responsibilities

- The head librarian has to ensure the effective operation and management of the lending service to include correct book labelling/stickers, labelling/signage of all shelves, enforcement of borrower rules, organisation and management of lost/overdue books, removal of obsolete books.
- Provide an enquiry service to pupils and staff.
- Select, catalogue, classify and process all new books using Dewey Decimal Classification
- System and Age Level Suitability
- Maintain the library management software database (Destiny) and implement upgrades /additions to the system, liaising with the software provider when necessary.
- All College Librarians must report to the Head Librarian in a weekly basis
- Assist pupils using ICT in the Libraries and report computer problems to IT department
- Checking books to ensure they align with the College's Cultural Sensitivity Policy –removing from shelves where appropriate.
- Maintenance of borrower database
- Liaison with Administration team in relation to pupil leavers

Supervision/Discipline

- Maintain discipline and enforce the Library rules to ensure an atmosphere conducive to study.
- Report any discipline issue to Academic Staff
- Lunctime supervision of Prep and Senior School Pupils

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- Distant supervision of pupils using the libraries for independent study
- Supervision of pupils participating in the International Award, completing their Service Award in the libraries
- Sign in/out procedure for all pupils and staff

Promotional

- Promote the Libraries throughout the College.
- Produce literature to aid library use and encourage pupils in recreational reading
- Work with academic staff to develop a programme of activities in the Libraries both within and outside the school day.
- Liaise with Heads of Departments to ensure stock provision matches curriculum needs.
- Co-ordination of Book Fairs, including selecting suppliers which best meet the needs of the college, completion of paperwork and set up of facilities.
- Periodic meetings with external suppliers to discuss services, supplies, book fairs etc.
- Coordinating Book Club orders for Pre-Prep and Prep School

Instruction & Guidance

- Instruct pupils in the skills required to make full use of the Library, both in structured lesson time and informally, on a day-to-day basis.
- Assist staff in choosing learning materials appropriate to the whole range of courses
- Giving book recommendations to pupils.

Administrative

- Co-ordination of resources for teaching, meetings and independent study
- Co-ordinate calendar bookings for library rooms and resources
- Timetable for Prep School library use
- Complete annual stock-take for inventory responsibility for the management of the annual budget for books and library resources

The successful candidate is likely to have the following attributes

Qualifications

- Excellent written and verbal communication skills in English
- A minimum of 3 years working as a Librarian within a school environment
- Appropriate qualification and experience in Librarianship.
- Computer literate in Word, Excel, databases and library management software.
- Ability to work on own initiative and develop programme of activities to encourage Library use.
- Organisational skills to run the libraries and plan their time.
- Enthusiasm.
- Excellent people-management skills.

The following qualities are essential:

- A positive team player with a 'can-do' attitude
- An effective communicator
- An ability to work under pressure and to meet deadlines
- Highly organised
- Flexibility
- Achievement focused
- Managing resources
- Teamwork

Working hours

- Usual working hours on the school site would be 7.15am –4.15pm
- School events and activities

Remuneration

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- An attractive salary package commensurate with the responsibility of the post will be offered . This will be reviewed annually.

Applications

How to Apply

To apply, please send the following to Mr Stephen Andrews, Chief Finance and Operations Officer (Bursar), at careers@brightoncollege.ac.th and must include:

- a. A typed letter of application, outlining your suitability for the role in no more than two pages, which should be addressed to the Bursar at Brighton College International School Bangkok;
- b. A current CV, including the names, email addresses and telephone numbers of three professional referees, one of whom must be your current or last employer.
- c. A completed Support Staff Application Form, which can be found at www.brightoncollege.ac.th/recruitment/vacancies/

Please note that incomplete applications will not be considered and the College reserves the right to make an appointment at any stage of the recruitment process.

Please visit our website for more information: www.brightoncollege.ac.th

Brighton College Bangkok is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Should your application be successful, a disclosure will be requested from the UK's Disclosure and Barring Service for British nationals; local police checks will be undertaken for successful applicants of other nationalities.