



# Woodstock School

## JOB DESCRIPTION

### Head of Libraries

**JOB TITLE:** Head of Libraries

**REPORTING TO:** The Vice Principal

**COLLABORATES WITH:** Academic Staff, ICT Department, IB Coordinators, Heads of Schools

**SUPERVISES:** Library Assistants and Quad Library Associate Librarian

#### PURPOSE OF THE JOB:

- To ensure that students and staff are effective users of ideas and information
- To empower students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information
- To instill a love of learning and reading in all students and ensure equitable access to information
- To collaborate with classroom teachers and specialists to design and implement lessons and units of instruction, and assess student learning and instructional effectiveness
- To provide the leadership and expertise necessary to ensure that the school library program (SLP) is aligned with the mission, goals, and objectives of the school
- To ensure that independent study is effectively supervised
- To ensure that the educational technology, online resources, and physical resources of the libraries are efficiently and effectively used to enrich teaching and learning at Woodstock
- To ensure that physical and electronic collections are managed and maintained
- To create learning experiences that include outdoor activities and field work, making full use of Woodstock School's facilities as well as our Indian context and Himalayan environment
- Monitor student progress through effective assessment techniques
- In both pastoral and professional ways, to model Woodstock School's [Desired Learning Outcomes](#) by teaching in a way which [Elicits Greatness](#) and make decisions in accordance with our [Guiding Principles](#)

#### DUTIES AND RESPONSIBILITIES:

##### Information Services

- Work with academic staff and PSHE teachers to develop and implement information literacy standards
  - Work with subject specialists to identify and develop research assignments that can teach and reinforce these standards while also teaching subject content
  - Teach information literacy (research skills, etc.) to students in groups and/or individually
  - Provide reference and reader's advisory assistance to the Senior School community
  - Staffing of the Vera Marley Circulation Desk
  - Provide user guides and resource lists as appropriate
  - Ensure that ICT facilities in the library are maintained
  - Maintaining active memberships in professional associations
  - Remain current in professional practices and developments in library science
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- Organize reading promotion activities such as Book Fairs, Reading Weeks, Author Visits, Book Launches, Author Visits, and Centre for Imagination Guests
- Managing and overseeing the educational technologies budget across the whole school, allocating resources in coordination with the DP/Academic Coordinator
- Support IB MYP and IB DP standards and practices, and school standards for citation and academic honesty
- Serves as the Educational Technology lead for teachers, supporting software, teacher logins, and providing training for academic staff on new technologies
- Cataloging and Resource Management: Develop and maintain an organized catalog of academic books, digital resources, ensuring efficient distribution, issuance, and return tracking for both students and teachers

## Collection Management

- Select and catalog new materials
- Deselect and archive older materials as appropriate
- Work with Woodstock staff to add satellite collections (Hanifl Centre, Alumni Office, Residences, Departmental and Classroom Collections) into the catalog
- Selection of new print and online materials

## Digital Citizenship, Research Skills, and Support of the IB Core

- As a member of the technology leadership team, ensure that all students and staff are aware of the school's definition and scope of digital citizenship
- Collaborate with the Head of Early Years, MYP Coordinator, and DP Coordinator to ensure that information literacy and research skills are fully integrated into unit plans
- Collaborate with teachers to ensure that the library is supporting the themes, skills, and approaches to learning (ATLs)
- Collaborate with the Personal Project Coordinator, Extended Essay Coordinator, TOK Coordinator, MYP Coordinator, and Early Years Teachers to ensure that students and teachers are successfully utilizing the research methods and resources available to them
- As a member of the Woodstock Research Ethics Team, approve student and faculty research proposals on a case-by-case basis

## General

- Day-to-day management of the Vera Marley Library and Quad Library
  - Appropriation and management of funds in accordance with library and educational technology budgetary allocations
  - Organize and manage Study Halls
  - Advisor Group Responsibilities
  - As the Vera Marley Librarian is based in the Upper Years Building, other duties as assigned by the Head of Upper Years
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## Teachers at Woodstock School are expected to

- Chaperone student travel at the end or beginning of each semester
- Participate in orientation and professional development days at the beginning and end of each semester
- Chaperone or lead field trips during [Activity Week](#)
- Plan and provide teaching and learning classes and activities appropriate to the needs of our international student body and in conformity with the Woodstock School curriculum, preferred teaching strategies, and classroom environment guidelines
- Contribute to the enrichment activities that are an essential part of learning in an international boarding school
- Accept and support Woodstock School's inclusive [Religious Life Policy](#)
- Contribute to school committees and staff meetings
- Participate in the life and work of the Woodstock School community
- Participate in annual evaluation and professional growth, taking full advantage of professional development opportunities
- Advisory Role: Take on advisory responsibilities to provide guidance and support to students
- Fairshare Duties: Actively participate in equitable duties shared by all academic staff, including supervising students as required

## **SKILLS AND QUALIFICATIONS REQUIRED:**

- Bachelor of Library and Information Studies or equivalent is required (masters preferred)
- Five years' experience in a school or academic library
- At least two years of experience with the International Baccalaureate in an international multicultural setting is preferred.

## **PREFERRED QUALITIES AND QUALIFICATIONS:**

- Management: effective and affirming day-to-day and leadership and supervision of library staff
  - Budgetary: appropriate allocation and stewardship of available funding
  - Educational: high levels of empathy with both staff and students and strong curricular and instructional support
  - Interpersonal: excellent skills in terms of speaking, listening and writing in English
  - Administrative: effective management of work routines, event planning, and resources
  - Organizational: ability to organize library resources within predefined classification systems
  - Informational: an appreciation of fiction and non-fiction resources in a variety of formats, ranging from heritage documents to educational technology
  - Communication: a professional and collaborative approach to communicating with all Woodstock stakeholders and external suppliers and vendors.
  - International experience in a multi-cultural environment
  - At least three years of experience in a comparable international school
  - Knowledge of ManageBac or any similar Learning Management System
  - A record of successful engagement with students in a distance learning and hybrid learning context. Woodstock School's approach is to appropriately use ManageBac, Loom, Padlet, Zoom, Office, GoogleDocs, EdPuzzle, Exam.net, and AssessPrep
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**APPLICATION DEADLINE:** On Rolling Basis

**HIRING PROCESS:**

- Interested applicants should read apply through <https://my.hirehive.io/woodstock-school>
- Shortlisted candidates will be interviewed by the hiring committee via Skype/Zoom

**JOINING DATE:** 1 July 2025

