

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all employees, 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	Early Years Teacher Librarian	Reference: September 2024
Function/Department	Early Years	Location: AIS Early Learning Village
Manager Title	Head of Early Years	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

The role of the Early Years Librarian is to engage young learners through a diverse range of literature and fostering a love for reading, while aligning instructional practices with the principles of the Early Years Learning Framework (EYLF) and the International Baccalaureate Primary Years Programme (IB-PYP) to support holistic development and inquiry-based learning.

Responsibilities

- **Curriculum Integration:** Collaborate with educators to align library resources and activities with the early years curriculum, promoting seamless integration of literacy and information literacy skills
- **Reading Promotion:** Develop and implement engaging reading programs, activities, and displays that encourage a love for reading among young learners.
- **Collection Development:** Curate a diverse and age-appropriate collection of books, digital resources, and multimedia materials to support early years learning.
- **Instruction:** Provide library instruction, guiding students in research skills, digital literacy, and effective use of library resources.
- **Assessment and Progress Monitoring:** Regularly assess and track the progress of each child, providing feedback and adapting instruction to meet individual needs.
- **Documentation and Reporting:** Maintain accurate records of student progress and communicate effectively with parents, caregivers, and colleagues. This entails writing learning stories that capture the knowledge and skills which children acquire through Library lessons.
- **Classroom Management:** Manage classroom behaviour and create a positive and inclusive learning atmosphere that fosters creativity and cooperation among students. Adapt programmes to the specific needs of students, including those from diverse backgrounds and age groups.
- **Collaboration and Initiative:** Collaborate with other educators (including teachers and teacher assistants) and staff members to create a holistic and integrated learning experience for children. Attend and contribute to team meetings and collaborative planning. Demonstrate initiative to work in different environments, e.g. collaboratively and independently.
- **Parent Engagement:** Collaborate with parents and caregivers to involve them in their child's reading journey, offering guidance and resources for reading-related activities at home.



- **Professional Development:** Stay up-to-date with the latest research and best practices in early childhood education and participate in professional development opportunities as needed.
- **Technology Integration:** Integrate technology and digital resources into library services to enhance learning opportunities and digital literacy skills.
- **Resource Management:** Manage library resources, including budgeting, inventory control, and maintenance of library equipment.
- **Community Engagement:** Organise events, workshops, and reading clubs to involve parents and the wider community in early years literacy initiatives.

It is the job holder's responsibility to promote and safeguard the welfare of children and young people for whom they are responsible, or with whom they come into contact with and compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures should be adhered to 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, they must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

Position Requirements

Teaching and Learning Responsibilities

- Class library teaching from P1 to P4 (children aged 18 months to five years)
- Conduct engaging storytelling sessions and activities within class lessons and for other events that engage the community (for example, Book Week)
- Be informed and proactive about current curriculum documents and developments, especially in relation to the EYLF and the IB- PYP
- Assist students to seek, critically evaluate, synthesise and present information to support their inquiries
- Help students to use a range of resources and technologies
- Provide opportunities for students to work in groups, individually or whole class
- Be inclusive of the diverse needs of learners
- Assess student achievement outcomes (formative and summative) and respond to the needs of students
- Cultivate a passion for diverse reading in collaboration with teachers and advise parents to promote children's literary growth.
- In addition to specialised library instruction, the role also entails providing classroom support and fulfilling assigned duties as required

Services

- Select resources to support the information needs of the school community
- Assist with special events, displays, documentation and activities to support student learning
- Provide access to local knowledge networks
- Assist in the use of relevant platforms
- Ensure that the library resource centre is multi-functional and a focal point for student learning

Leadership

- Ability to lead and manage a team
- Demonstrate practices that reflect current educational directions
- Contribute to the professional development of staff
- Advocate the need for students to be information literate.
- Develop and promote flexible scheduling models that allow for greater collaborative planning and teaching

Key Competencies Required

- Proven capacity in managing a school library
- A demonstrated ability to enthuse, motivate and encourage students in their learning
- An up to date and thorough understanding of principles and practices relating to student learning strategies
- Set and maintain high standards in all aspects of the Library Program

Qualifications

- A minimum four year recognised teaching qualification including a Bachelor's Degree and Teaching Diploma or a Bachelor of Education preferred
- A Post-Graduate qualification in Librarianship or related field is preferred
- A minimum of three years full-time teaching experience in a recognised educational institution preferred
- Experience working with the IB-PYP, or experience working in a collaborative teaching and learning environment within a school preferred
- Excellent communication skills, organisation and time management preferred
- Ability to work as a part of a team and an interest in participating in the wider school community preferred
- Exemplary teaching and learning skills which achieves an outstanding level of student learning in the area of library and reading education preferred
- Previous experience working with young children in an educational setting (early years is preferred)
- Outstanding organisational and administrative skills that support effective and efficient management of data related to student performance and curriculum documentation relevant to the role of the Librarian preferred

Contacts

- Students, Teachers, Assistant Heads, Parents

Working Conditions

- 8.00am to 4.00pm or as required
- Meetings as requierd



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Job Description Form

Terms of Employment

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all employees, 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. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).

- Full time role
- Paid annual leave during prescribed school holidays
- Paid sick and hospitalisation leave
- Other benefits including relocation and housing depending on terms of employment