Discovery College
Secondary Teacher Librarian
Information for Applicants

Discovery College is searching for an experienced educator to fill the position of Teacher Librarian in the Secondary School. For the 2015-16 academic year we have 1,350 students enrolled in Years 1-13 (K-12), on our way to a final student roll of approximately 1,550 pupils.

Discovery College is an exciting and challenging place to work, both personally and professionally. It is not often that educators get an opportunity to be part of the growth and development of a school, especially one as significant as this. Our staff enjoy teaching a wonderful mix of students from 50 countries and 20 mother tongues, including a number of local Hong Kong Chinese students. They work collaboratively with a committed group of international colleagues and have access to a state of the art facility, which includes a wide range of teaching spaces linked by a powerful ICT infrastructure.

We are focused on supporting exceptional teachers and administrators who are willing to embrace the IB PYP, MYP and DP curriculums – educators who are creative, collaborative, prepared to share their expertise with colleagues and contribute to the College as a whole. Candidates should be innovative educators with a passion for students and their learning.

Joining the ESF family of over twenty schools opens a range of professional development choices, including the opportunity to work alongside other teachers from around the world.

Hong Kong is one of the most exciting cities in the world in which to live and work. Many people who come here for a couple of years end up staying for much of their lives. The city is a wonderful mix of east and west, modern and traditional. The shopping is fantastic and so is the food. Despite having more than seven million people in such a small area, approximately 70% of Hong Kong is parkland. There are numerous hiking trails and wonderful beaches to choose from, and access to other exciting destinations within Asia is very easy.

It is important for prospective applicants to know that employment as a teacher in Hong Kong is dependent on successfully obtaining an employment visa with Hong Kong Immigration, and permission to teach in Hong Kong by the Education Bureau. The latter comes in two forms: Teacher Registration and Permitted Teaching status. ESF HR will guide candidates with understanding the requisite qualifications to work in Hong Kong.

Kind regards

Mark Beach
Principal
About Discovery College

Our Vision

GROW
Be passionate about being the best we can be.

DISCOVER
Find wonder in the world around us.

DREAM
Dare to make a difference for yourself, humanity and our planet.

This vision statement, created by the College community when the school was founded in 2007, recognizes Discovery College’s belief that students are to be independent, critical and creative thinkers, equipped with the skills, attitudes and values to contribute positively in this complex world in which we live. At Discovery College we believe that powerful learning and teaching occurs under a shared spirit of respect, which dignifies and prizes our diversity of experiences and perspectives, reaches into our traditions as well as into the future, excites a passion for ongoing inquiry and strives to help all learners reach for enduring excellence.

School Information

Discovery College was established by the English Schools Foundation to serve the needs of the local and expatriate communities in Hong Kong. It is a full Years 1 to 13 school offering the PYP, MYP and Diploma programmes. The College uses English as the medium for teaching and learning. There is also a strong emphasis on the acquisition of Chinese (Putonghua) as a second language. The College strongly supports all subject areas with a robust academic curriculum, including the performing and creative arts, design technology and ICT. As a Private Independent School within the English Schools Foundation (ESF), Discovery College has no catchment area in its admission policy, meaning that students from all over Hong Kong can apply to study.
Opportunities

- To demonstrate your people skills in building collaborative networks within the teaching staff to embed information literacies within units of study in authentic ways
- To co-design units and team teach with teachers from all areas
- To access high quality professional leadership development opportunities through ESF and across the Asia-Pacific region
- To support colleagues through mentoring and coaching
- To participate in the implementation of Positive Psychology as a foundation for wellbeing
- To support the Secondary pastoral programme, including the embedding of Restorative Practice

Application Process and Timeline

Closing date for applications: Tuesday 8 December 2015

Resumes or CVs may be submitted to the Principal by emailing jobs@dc.edu.hk.

Please note: to be considered for this position, all applicants must register and submit an application for the position online through http://recruit.esf.edu.hk.
**Job Description**

**Job Name**  
Secondary Teacher Librarian

**Job Summary**  
To work as both an educator and an information manager with an understanding and vision for how learning may be supported from both of these areas. To promote school-wide information literacy across the school and areas of the curriculum.

**Main Accountabilities**

- To undertake the duties of a teacher and those of a librarian, specific accountabilities including:
  - Engage and challenge learners within a supportive, information-rich learning environment
  - Collaborate and co-design units with teachers to develop literature-based reading programmes, which support the programme of inquiry and incorporate transferable information literacy and literate outcomes
  - Evaluate student learning to provide evidence of progress in information literacy and reading
  - Provide exemplary library and information services
  - Foster an environment where learners are encouraged and empowered to read, view, listen and respond for understanding and enjoyment
  - Support learning and teaching by providing equitable access to professionally selected resources
  - Assist individual learners to develop independence in their learning
  - Appreciate and teach the appropriate and relevant use of Learning Technologies (LTs) and information resources
  - Ensure that the library's policies and procedures implement the College's mission
  - Provide exemplary reference and information services to the College community
  - Strategically plan and budget for improvement in library and information services and programmes
  - Measure library resources, facilities, programs and services against current policies, standards documents and benchmarks
  - Work closely with Library Manager, Library Assistants and other Teacher Librarian/s
  - Supporting the collaborative planning process with staff
  - Assist students to seek, critically evaluate, synthesize and present information
  - Organise efficient procedures and systems for delivery of services, including flexible timetabling for use of the library
  - Help coordinate displays, special event and activities
  - Demonstrate practices that reflect current educational directions particularly in the area of language
  - Participate in the on-going development of the College's Information and Communication Technology and work collaboratively with the Digital Literacies Coordinator
  - Expose students to a range of genres in both print and digital formats
  - Promote best quality literature and authors reflecting a variety of cultures and themes
  - Use selection tools/reviewing journals to keep informed about current literature for children and young adults
  - Employ strategies to maximize access to print and electronic resources
  - Ensure that the library is multifunctional and a focal point for learning
  - Maintain a well organised and stimulating learning environment
  - Make an active contribution to the policies and aspirations of the College
  - Assist staff with the performance of specific functions

**Core Competencies Required**

**Abilities**

- Be well-informed about information literacy theory and practice
- Have a sound understanding of how children become independent readers
- Experience with collection analyses using an integrated library management system
- Comprehensively understand the role of Learning Technologies (LTs) in lifelong learning
Knowledge
- Have a detailed knowledge of current educational pedagogy
- Fully understand the need to cater for the social, cultural and developmental backgrounds of learners in program implementation and curriculum resourcing
- Have a comprehensive understanding of literacy, literature for children and young adults, curriculum and specific programs in schools
- Have a detailed knowledge of how to promote and foster reading
- Have a rich professional knowledge
- Sustain a high level of professional knowledge
- Knowledge of resource management, information services, personnel management and information access systems including information technology systems
- Know about learning and teaching across curriculum areas and developmental levels

Planning & organising work
- Translating strategies into plans & actions
- Valuing & integrating diversity
- Leading change
- Innovation / creativity
- High standard of communication, both formally and informally
- Interpersonal skills

Development Activities
To be negotiated as part of the Performance Management process

Salary and Conditions
Start Date: August 2016
Contract length: Two (2) Years

Salary (indicative): HK$35,875 – HK$62,780 per month (based on years of full-time qualified teaching experience)

Gratuity (payable at the end of two-year contract): 20%

HK Tax Rate: 15%

Medical & Dental: Comprehensive international coverage for employee and family

Education Allowance: 100% of school fees for up to two (2) children

Travel: Passage allowance equivalent to flight from point of origin, including family, paid at start of first contract only

Relocation/Removal Allowance: None

On arrival into HK: Transfer from the airport to hotel / two (2) weeks hotel accommodation

Please Note: The details provided are current as of November 2015, however, may change prior to the start of the 2016-17 academic year.