

Job Name	Library Manager
Job Code	TLS02/02
Job Summary	<ul style="list-style-type: none"> • Maintain the strategic and day-to-day management of the library • With the support of the teacher librarians, develop and promote the Library • In association with the teacher librarians, provide a service to the curriculum in order to enhance the quality of the learning experience of the students
Main Accountabilities	<ul style="list-style-type: none"> • Organise and run weekly meetings with (a) the library team and (b) the teacher librarians to: <ul style="list-style-type: none"> ○ Determine strategic direction ○ Identify and plan for emerging events and activities ○ Manage day to day operations and address needs identified • Promoting the proper use of the Library within the College: <ul style="list-style-type: none"> ○ Supporting positive student environment and proactively supporting appropriate positive behaviour in the library ○ Promoting the Library through regular displays, activities, and the website ○ Supporting Teacher Librarian initiatives including Book Week, festivals, etc., with input from teaching staff ○ Providing professional services in support of learning & research needs to achieve the most effective delivery of the curriculum ○ In collaboration with the teacher librarians, digital literacies team and classroom teachers support the development of information (and digital) literacies programmes • Developing and managing the annual Library budget • Coordinating the ordering and expenditure of the Primary and Secondary Library budgets • Ensuring the management and provision of the Library supports the aims & objectives of the College • Selection & training of staff and volunteer helpers • Performance/line management of library assistants with appropriate delegations • Resourcing, selecting, maintaining and promoting stock, print and non-print • Ordering, classifying, cataloguing and overseeing all processes necessary to make stock shelf-ready • Administering & maintaining the loan system and general good order of Library; stock checks, culling, etc. • Procurement for major purchases, e.g. Capital replacement, etc. • Performing other duties and assuming accountabilities as apparent or as delegated, including mutually agreed upon objectives, e.g. liaison with other schools, attending ALESS meetings, etc.
Typical reporting relationship	Deputy Head of College > Principal
Minimum typical education	A qualification in librarianship would be an advantage. Membership of a professional Library organisation e.g. CILIP, ALIA, ALA are essential

Minimum typical experience	Relevant library/librarian experience
Core Professional/Technical Competencies required	<p>Abilities</p> <ul style="list-style-type: none"> Ability to appraise and evaluate library materials to ensure a well-balanced, up-to-date stock which meets the curricular and recreational needs of all readers <p>Knowledge</p> <ul style="list-style-type: none"> Knowledge of school's Vision, aims and objectives, students' abilities and reading needs, Knowledge on books and non book materials
Core Soft/Transferable Competencies required	<p>Ability to select, lead and manage the Library team and maintain a positive work environment.</p> <p>Ability to develop collaborative working relationships with key staff, including teacher librarians and library assistants</p>
Development/Training to support job competencies	<p>Development activities</p> <p>The Library Manager is expected to liaise with other school librarians in Hong Kong for their mutual advantage and professional development.</p> <p>To be negotiated as part of the PRD (Professional Reflection & Development) process</p> <p>Relevant courses</p> <p>To be negotiated as part of the PRD plan</p>
<p>Note: This position follows a 5-day work week schedule across the year, including school holiday periods, with the entitlement of annual leave.</p>	

Confidential