



# The Wykeham Collegiate

Member of the Independent Schools' Association of Southern Africa

May 2019

## **JUNIOR SCHOOL LIBRARIAN JOB DESCRIPTION**

### **FULL TIME POST**

**Starting 15 July 2019 (negotiable)**

The successful candidate will:

- contribute positively to the ethos and values of the school
- have vision, competency and knowledge to develop enquiry-based learning activities for 21st Century learners
- have previous experience in a school library
- have good computer and communication skills
- be able to offer academic, curriculum and teacher support
- Have SACE accreditation
- Have evidence of clearance with the Child Protection Act and Sexual Offences Register
- Possess effective communication skills, verbal and written
- Be energetic and innovative
- Have positive interpersonal skills
- Have effective time management skills
- Have strong organising, planning and reporting skills
- Be self- motivated and organised

Core responsibilities include:

- Teaching research skills
- Facilitating the use of library resources
- Managing a relevant collection of books and materials
- Marketing and promoting books, literacy and the overall enjoyment of reading
- Have the ability to effectively collaborate and work closely with others in a team environment
- Having a vision, competency and knowledge to develop enquiry-based learning activities for 21<sup>st</sup> Century learners

### **Requirements:**

- A library qualification or matching experience in a school library
- Knowledge of children's literature and reading trends
- Interest in, and awareness of, the changing role of librarians and libraries
- Excellent use of relevant technology

---

**The Wykeham Collegiate Non-Profit Company**

Private Bag 9094, Pietermaritzburg, 3200 • Tel: +27 (0) 33 342 0752 • Fax: +27 (0) 33 394 5589 • Email: [admin@twc.org.za](mailto:admin@twc.org.za) • Web: [www.twc.org.za](http://www.twc.org.za)  
Registration Number: 1929/000902/08 • A registered Non-Profit Organisation (019-710-NPO) and Public Benefit Organisation