

# 加入我们 — 职位信息

## Join us — Vacancy Information



**YK Pao School**

**Shanghai, China**

**Primary School Teacher Librarian**

**For August 2026**

### **Primary Responsibilities:**

YK Pao School is committed to safeguarding and promoting the welfare of children, and requires all staff to always respect this commitment, regard it as their own responsibility, and evaluate the work all-round from the perspective of children's safety. To comply with, participate in and implement the work and requirements of child protection is the primary task of all staff members. At the same time, the school expects the staff to take the initiative and contribute to the school community and school's development in a wider range.

Keep abreast of the latest national laws and regulations, industry norms, certification (such as CIS/WASC) standards related to the business within your responsibilities, maintain a high level of professional ethics and requirements, and ensure that management decisions, policy making and work practices fully comply with the above regulations, standards and requirements; Revise relevant internal policies, procedures and the release of information in time when relevant regulations and requirements are changed or updated, and remind promptly relevant personnel and departments within the school to ensure that the school operation is always in compliance.

Applications are invited as soon as possible as we will be beginning online interviews shortly.

### **The Role:**

The YK Pao Primary School Teacher Librarian is responsible to the Principal through the Director of Teaching and Learning (Lower Primary). The YK Pao School librarian has the professional responsibility to live-out the purpose and values of the school in and out of the classroom.

The YK Pao Primary School Teacher Librarian is both a teacher and an information specialist. The teacher librarian oversees the day-to-day operation of the Primary Library and is responsible for creating a stimulating educational environment. The teacher librarian leads the library team and works closely with other members of staff to plan, provide, and curate learning resources. The teacher librarian manages the physical and virtual library for Year 1 to 5 students, parents and teachers, ensuring resources permeate the school.

The YK Pao School Librarian supports all students and teachers to progress and become better inquirers, consumers and creators of information. The teacher librarian models high impact teaching and works alongside other academic school leaders to further enhance and embed the school's pedagogical vision.

All teachers contribute to the overall pastoral care of students. In addition, all teachers are required to demonstrate a commitment to the collective care of students and developing effective and respectful professional connections with other educators to enhance student learning.

**Key Responsibilities:****1. The Teacher Librarian provides support to teaching and learning by:**

- Cultivating and maintaining an environment that is welcoming, inclusive and respectful of the needs of all students, their families and teachers;
- Assisting students and teachers to find resources to support their learning, teaching, research and interests;
- Monitoring borrowing habits and finding ways to support student interests, capabilities and promoting a wide range of materials;
- Creating a physical learning space that is engaging and aesthetically pleasing and where learning is made visible in a variety of ways;
- Creating and maintaining a physical learning space that offers diverse learning materials for students to explore, promote inquiry and entice rich language exchange;
- Engaging and challenging learners in a supportive and inclusive, information rich learning environment;
- Ensuring that the library resources, facilities, programs and services support the school's concept-based inquiry approach to learning;
- Instilling a love and appreciation of Chinese and English literature within students, working in partnership with home room teachers and teachers of English and Chinese to fulfil this endeavor;
- Collaborating with other staff to plan and co-teach sequential learning programs that enable students to develop digital, information and media literacy;
- Promoting the joy of reading and the services offered by the library within the broader school community using the school's communication channels;
- Offering ongoing training to other staff to support and embed the student research framework.

**2. The teacher librarian is responsible for the developing and continually reflection upon and refining the library curriculum by:**

- Cooperatively plan and teach units of work with subject and classroom teachers incorporating information skills and knowledge;
- Support teachers with resources across all curriculum areas;
- Collaborate with teaching staff on special events – such as Book Week, Chinese Culture Week and other special learning events;
- Provide the learning materials of information literacy for Y3-5 subject teachers and students;
- Collaborate with MS and HS teacher librarians to enable the teaching of library skills in a cohesive manner from Y1-Y12;
- Further developing digital citizenship of students by the incorporation of explicit instruction thought-out the library learning plan.

**3. The teacher librarian motivates students to use the library beyond those times allocated within the timetable and sparks a love of reading and learning in Pao School students by:**

- Helping students to find books that are age and skill appropriate and of interest to them;
- Creating displays that captivate students' interest and promote a desire to read;
- Work with Student Library leaders to design means of capturing student voice, choice and ownership of the library;
- Host special events, from time to time, to focus on books and literacy;
- Ensure that the library is a safe, orderly, attractive environment for all students;
- Offer parent workshops; equipping parents with the skills and knowledge to support a love of literacy beyond school.

**4. The Teacher Librarian is responsible for all administrative tasks related to the successful operation of the library services by:**

- Liaising with other Teacher Librarians across the Pao School campuses, their team members and networking beyond the school to ensure efficient procedures and systems;
- Upholding all school policies and feed into review processes for continual refinement;
- Planning an annual calendar of events for the library to complement other school happenings and to support the ongoing development of our students' international mindedness;
- Preparing and managing the annual library budget, coordinating this with other members of the library team and relevant school leaders;
- Maintaining an effective and supportive printing and preparation area to support students and staff.

**5. The Teacher Librarian proactively collaborates with other teachers by:**

- Networking with other teacher librarians beyond the Pao School;
- Actively participating in the school's annual review and school development process, offering proactive assistance to drive initiatives forward;
- Staying current with copyright requirements and legislation; sharing this with other stakeholders;
- Staying up to date with new multimedia and IT resources and supporting teachers with appropriate information and training;
- Offering professional training and support to teachers in areas related to information literacy and the development of student research skills;
- Engaging with school-wide pedagogical training opportunities.

**6. The Teacher Librarian manages the library resources by:**

- Ensuring the collection is continually enriched by drawing on student voice, collaboration with other Pao School educators and through the acquisition of high-quality materials that meet government requirements;
- Collecting and analyzing data to inform the ongoing development of the collection, programs and services within the allocated budget;
- Overseeing all aspects of the library collection, including resources in other parts of the school beyond the library;
- Maintaining the library database system;
- Managing staff and student library records;
- Overseeing the circulation, borrowing, organization and cataloguing of all books, publications and equipment;
- Managing and promoting the school's e-book library and subscriptions;
- Coordinating regular stocktaking and updating of publications and resources.

**Job Requirements:**

1. Bachelor's degree or above;
2. Experience in a primary school library environment;
3. Minimum four years teaching experience;
4. International and bilingual school experience;
5. Cross-cultural work experience;
6. Teaching qualification, Librarian qualifications.

**Others:**

- Excellent written English and effective interpersonal communication skills;
- Excellent technological literacy across a range of applications;
- Excellent IT knowledge and capacity to assist others with relevant programs, resources and applications;
- Proficient in Microsoft Office and other educational software;
- An outstanding capacity to engage respectfully and positively with students, parents and staff;
- The ability to work collaboratively with other members of staff;
- An applied understanding of concept-based learning;
- Effective administrative and organizational skills;
- Ability to assess student interests, needs and development;
- Open, proactive, patient and caring.

**All staff are expected to uphold the school's values by:**

- Safeguarding and promoting the welfare of children;
- Supporting and promoting the School's culture, reputation and strategic objectives;
- Complying with the School's Code of Conduct and other policy and regulatory requirements;
- Building relationships with students, staff and parents based on respect, trust and shared purpose;
- Behaving ethically and with appropriate confidentiality and sensitivity;
- Modelling punctuality and adherence to organizational deadlines;
- Supporting the Pao School Values.

For more information please visit: [www.ykpaoschool.cn](http://www.ykpaoschool.cn)