



The British School Manila has a requirement for a prospective member of the support staff who will take the position in **August 2017**

Librarian Teaching Assistant

The holder of this position will support the management, development and promotion of reading and digital learning in the Learning Resource Centre (LRC) at BSM.

Specifically, amongst all other tasks, the Library Teaching Assistant will:

1. Help to provide an environment that promotes reading, research, discussion and study.
2. Assist the Teacher Librarian with the development and delivery of the LRC education program.
3. Help promote and share effective information literacy practices.
4. Assist the BSM community with learning resource enquiries.
5. Demonstrate and develop technical and digital skills necessary to support student learning in the LRC.
6. Support the effective running and management of the library collections.

Qualifications / Qualities desired:

1. Holder of relevant degrees in Library or Information science, preferably with above-average academic record from a reputable school.
2. Shows strong communication, presentation and interpersonal skills, including excellent written and verbal English skills.
3. Has a positive and cheerful disposition.
4. Is creative, flexible and adaptable, with the ability to problem-solve.
5. Organised, systematic, efficient and diligent.
6. A role-model for best practice in a shared learning environment.
7. Has excellent Information and Communication Technologies (ICT) skills, including use of library management software (LMS)
8. Able to work on their own AND as part of a team.
9. Able and willing to work with children (ages 3-18)
10. Can demonstrate a commitment to their own professional and personal development.
11. Has an understanding of how children learn and how to support them with this.
12. Work experience in a multi-cultural environment AND the ability to be good at storytelling are both an advantage.



Remuneration:

The pay and benefits package in Philippine peso will be tailored based on **the candidate's** qualifications.

Application:

Please submit your application letter and resume to:

Peter Biason
HR Officer
Email Address: pbiason@britishschoolmanila.org
Website www.britishschoolmanila.org

Closing date for receipt of application is 30 June 2017.

We will respond to shortlisted applicants only.