**WIS Librarian Role Profile**

**(Vietnamese Application Only)**

**Purpose of Roles**

Primary responsibility includes organizing and maintaining library materials to Operation Manager of a school in Hanoi.

**ISP Principles**

**Begin with our children and students.** Our children and students are at the heart of what we do. Simply, their success is our success. Wellbeing and safety are both essential for learners and learning. Therefore, we are consistent in identifying potential safeguarding issues and acting and following up on all concerns appropriately.

**Treat everyone with care and respect.** We look after one another, embrace similarities and differences and promote the well-being of self and others.

**Operate effectively.** We focus relentlessly on the things that are most important and will make the most difference. We apply school policies and procedures and embody the shared ideas of our community.

**Learn continuously.** Getting better is what drives us. We actively engage with personal and professional development and school improvement.

**ISP Librarian Key Responsibilities**

* Organize and maintain library materials for easy access and use during daytime, evening and weekends as required; efficient return from borrowers; encourage students and staff to greater use of library materials by promoting, regularly displaying, informing new materials arrival and current contents.
* Properly shelves all library materials.
* Keep all records for receiving and delivering book. Monitor stock and make sure no loss is occurred
* Prepare library reports and send them to be related Departments.
* Assist students and staff by the provision of advice and guidance to help them find the information and resources they need and suggest other useful and related resources.
* Keep work areas and library neat
* Attend activities at school when required.
* Other task assigned by Line Manager.

**Qualifications and Experience**

* BA or Diploma degree in a relevant field
* Strong knowledge of librarian practices and academic research support
* Good presentation skills, interpersonal, oral and written communication skills in both Vietnamese and English
* Must be able to demonstrate high level of cataloging and acquisition skills

**ISP Leadership Competencies**

You consistently demonstrate and role-model the ISP Leadership Competencies in all that you do.

1. **Collaboration.** Takes an active part in leading their school or region; is cooperative and a genuine team player, developing positive, supportive relationships with colleagues to solve problems and maximize opportunities.
2. **Learning & Getting Better.** Continually demonstrates personal commitment and passion for learning and getting better using evidence and feedback, supporting others in their constant learning, development and growth.
3. **Innovation Leadership.** Is good at creating an environment where ideas for learning initiatives and services are generated and is able to motivate and inspire others through the process of creation through to completion.
4. **Outcome driven.** Can be counted on to find solutions. Is consistently looking to exceed goals and is focused on KPIs.
5. **Resilience.** Can deal with setbacks and challenges calmly and effectively.
6. **Community Focus.** Is committed to meeting and exceeding the needs and expectations of our students and their families.
7. **Integrity & Ethical Management.** Has the ability to work ethically and with integrity; helps others feel valued; upholds and models the ISP Vision, Purpose, and Principles.
8. **Leading & Inspiring Others.** Supports, encourages, and inspires students, colleagues and teams so that they give their best.
9. **Understanding People.** Is a very good judge of talent, can objectively articulate the strengths and motivations of people inside or outside the organization.
10. **Influencing & Communication.** Consistently informs, influences and inspires students, parents and colleagues through timely and effective communication.
11. **Agile.** Responds and adapts to changing circumstances; manage and solve problems by providing solutions in a climate of ambiguity.
12. **Strategic, Commercial & Financial Awareness.** Has the ability to apply understanding of the business and industry to improve effectiveness and profitability.
13. **Planning & Decision Making.** Makes decisions on the best course of action and then plans, organises, prioritises and balances resources to achieve the desired outcome.
14. **Diversity & Equity.** Has the sensitivity, awareness and skill to understand the values, behaviors, attitudes and practices across cultures that supports all children and adults to learn and work effectively.

**ISP Commitment to Safeguarding Principles**

ISP is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to appropriate vetting procedures and satisfactory Criminal Background Checks or equivalent covering the previous 10 years' employment history.

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