

The American School in London

Lower School Librarian (K1-G2)

Reports to: Director of Technology/Lower School Principal

Hours: Full-time (60% Librarian/40% Library Assistant Contract)

Start date: August 2025

Overall Purpose:

The Lower School (LS) library serves as a vital hub of curricular and extracurricular activity for students. The library is regarded by all members of the community as a classroom, a resource center, and a place to go for work as well as pleasure. The role-holder is a core member of the school's TILM (technology, information literacy, and media) team. The Lower School Librarian/ plays an important role in helping to create an environment conducive to learning where students, teachers and parents feel welcome, as well as providing direct instruction in subjects related to technology, information, literacy and media to students ranging from ages 4-10.

The LS Librarian supports the LS Head Librarian to plan and implement an effective library program for all patrons, as well as deliver curriculum in conjunction with the Lower School and K-12 TILM teams. The role-holder provides behind-the-scenes and direct person-to-person support to students, teachers, parents, and other members of the school community, and enables library patrons to take advantage of the full range of available resources by supporting the organization and access to information resources and literature in the LS Library.

Summary of Major Responsibilities for Librarian Contract

- Promote a friendly and welcoming environment in the LS Library
- Respond to patron requests in a timely manner and promote new items in the collection
- Design, implement, and teach innovative TILM standards-based curriculum during regularly scheduled library classes to Kindergarten and Grades 1-2 classes
- Collaborate with Kindergarten and Grades 1-2 teachers to plan and support student learning; i.e. curation of resources, integration of tech, information literacy, and media
- Curate resources for curriculum-based projects; create bibliographies of appropriate print and digital resources where required
- Provide reader support, take an interest in, and have a fundamental knowledge of children's literature
- Advise Lower School students and families with book selection, reference questions and use of print and digital resources
- Model appropriate use of the OPAC and digital resources
- Provide support in organizing and implementing appropriate cataloging of new acquisitions in a timely manner
- Keep up-to-date with current trends and best practices in information and media literacy and school libraries
- Participate in regular, purposeful team meetings and in professional development sessions
- Participate actively in the life of the School, through attendance at events, committee membership, and leadership of extracurricular activities
- Perform other duties within the scope, spirit, and purpose of the job, as requested by the LS Head Librarian, Director of Technology, and the Lower School Principal

Summary of Major Responsibilities for Assistant Contract

- In collaboration with the LS Head Librarian, plan and create dynamic displays to promote literacy
- Maintain communication with the LS Head Librarian to ensure library space is appropriately staffed
- Support the LS Head Librarian in creating lists of new acquisitions and subject bibliographies
- Support the LS Head Librarian in managing and coordinating parent volunteers
- Assist with the supervision of students visiting the library and manage the circulation desk for classes
- Assist and contribute to training and information sessions for colleagues and families

Essential Qualifications/Experience

- Masters in Library Science or Library certification
- Classroom teaching experience at the lower school level
- Experience working in a school library
- Training and experience in cultural competency initiatives to support diversity, equity and inclusion in the classroom and workplace, and the ability to meet the needs of students with diverse backgrounds and needs
- A demonstrable knowledge of children's literature
- Proficiency in job-related technology skills
- A proven commitment to the safeguarding and welfare of children and young people

Desirable Qualifications/Experience

- A degree in elementary education or a related field
- Evidence of recent and substantial professional development in library science and/or the science of reading

This position description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the role that are commensurate with the job title and salary.

The American School in London is committed to safeguarding and promoting the welfare of children and young people and expects all trustees, employees and volunteers to share this commitment. All new appointments will be subject to appropriate checks: Disclosure and Barring Service (DBS enhanced), Disqualification by Association Self-Declaration, Declaration of Criminal Record, checks against the Teaching Regulation Agency (TRA) Prohibition List (Teacher Status Checks) including Identity, Address, Date of Birth, a Full Employment History, Right to Work in the UK, overseas checks where applicable, at least 2 references (one with current or most recent employer, where appropriate) and original documentation of Qualifications (where appropriate). For positions into Senior Management a Prohibition from Management Check (s128 Directive) will also be undertaken.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the

recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

ASL is dedicated to fostering courageous global citizenship in a diverse and inclusive school environment. In our international community, we aspire for the cultures and backgrounds of our employees to mirror those of our families and student body, and we enthusiastically welcome applications from candidates who bring diverse life experiences, perspectives and skills. Educators with knowledge of global education and prospective applicants for any position who are committed to diversity and inclusion are particularly welcome to apply. The American School in London will not discriminate against an applicant or employee based on race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability, genetic information, gender identity or expression, sexual orientation, marital status, maternity or parental status, or any other legally recognised protected basis under local law. Read our [Diversity, Equity and Inclusion statement here](#).