



# International School Nadi

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## IB Primary Teacher Librarian

International School Nadi is seeking to appoint a committed and passionate Primary Teacher Librarian to commence in July 2024.

The Primary Librarian plays a vital role in fostering a love for reading and inquiry among our young students. The successful candidate will work alongside the Secondary Librarian to maintain a vibrant and engaging library environment, curate a diverse collection of resources and organise engaging library programmes that inspire a love of learning. The Primary Librarian will also deliver library classes to students from ECH1-PYP6 that promote information literacy, research skills and the ethical use of information, empowering them to become critical thinkers and lifelong learners. In addition they will collaborate with primary homeroom and specialist teachers to design engaging units of inquiry that are supported by a range of relevant educational resources.

### About the School

Established in 1992, International School Nadi is an independent, coeducational, non-profit school for students aged 3-18 years. As an International Baccalaureate (IB) Continuum School, our accredited IB Primary Years, Middle Years and Diploma programmes aim to develop our students into resilient, empathetic and inquisitive individuals who think critically and creatively, with the courage and conviction to take positive action locally and globally. Our diverse community of almost 250 students and 37 teaching staff represents 25 different nationalities. As an open admissions school, we pride ourselves on creating a nurturing, balanced and inclusive learning environment where each student is empowered to reach their full potential. Our teachers work with classes ranging from 8-24 students in a supportive and collaborative environment where staff wellbeing, autonomy and professional growth are valued.

The school campus is located in Nadi, the tourism hub of the Fiji Islands. Although a small community, Nadi provides a range of opportunities for short island vacations along with activities like hiking, water sports and zip lining.

### Essential Qualifications & Experience

- Diploma in Librarianship or equivalent.
- At least two years of experience in a teaching and/or librarian role.

### Desirable Qualifications & Experience

- Bachelor's degree in Education or Librarianship.
- Completion of Category 2 or higher IB Professional Development workshops in the role of the Librarian.
- Experience using Infiniti Library Management Software.
- Working knowledge of Managebac, Seesaw, Google Suite and Canva.
- Experience teaching the IB Primary Years programme or another inquiry-based curriculum.
- Prior involvement in mentoring PYP students for the exhibition.

## Required Personal Skills & Values

- A strong understanding of and commitment to the philosophy and values of the IB organisation.
- Passionate about cultivating a love of reading and culture of curiosity within the school community.
- Proficient in librarianship practices and principles, including cataloguing, classification and curation.
- Capable of designing and implementing engaging library programmes that promote literacy, inquiry skills and a love of reading.
- Knowledge of children's literature and age-appropriate resources to meet diverse learning needs and interests of primary students.
- Familiarity with educational resources and tools that support inquiry-based learning and the development of research skills.
- Committed to promoting diversity and inclusion through the selection and curation of resources that reflect the school's diverse and multicultural environment.
- Willingness to collaborate and work effectively as part of a team, fostering a sense of community and shared responsibility in the educational setting.
- Inspires a strong sense of trust and confidence among students, parents and colleagues through consistent support, encouragement, and reliability.
- Ability to adapt to changing circumstances and navigate uncertainty with flexibility, resilience and a sense of humour.
- Exceptional organisational skills and the ability to manage multiple priorities effectively.
- A commitment to upholding ethical standards and promoting integrity within the school community.
- A lifelong love of learning and enthusiasm for ongoing personal and professional growth.
- Willingness to actively and enthusiastically contribute to wider school life through involvement in extracurricular activities, excursions and school-wide events.

## Compensation & Benefits

The successful candidate will receive:

- A fortnightly salary reflecting their qualifications and experience.
- Discounted school tuition for dependents.
- Internationally recruited candidates will also receive a settling-in allowance, basic health insurance, annual return flights to home country and a monthly housing allowance.

ISN staff also benefit from a healthy professional development budget that aims to build IB expertise, reflective teaching practice and leadership skills. Staff are involved in offsite, onsite, and online workshops and conferences.

## How to Apply

Interested candidates should send a cover letter and a CV to [elenaok@isn.school.fj](mailto:elenaok@isn.school.fj). Contact details of a minimum of three professional referees should be provided; these should include direct supervisors or persons in senior positions of responsibility who can validate the applicant's teaching skills and experience.

Applications close on Monday 29th April 2024. Due to the expected volume of applications, we will only contact those applicants that are shortlisted for an interview. The school reserves the right to close the application process before the deadline if a suitable candidate is identified.

ISN is committed to safeguarding and promoting the welfare of our students and expects all applicants to share this commitment. We follow safe recruitment practices and all appointments are subject to interview, satisfactory references and police background checks. The successful candidate will be required to follow the school's child protection and welfare policies. Teaching staff must also be registered with the Fiji Teachers Registration Authority upon commencement of employment.