



Teacher Librarian/ Future-Ready Media Access Facilitator

South Africa
Cape Town
Reddam House Constantia
Inspired

Line Manager/Reporting into:	Preparatory School Head
Full Time/Part Time:	Full Time
Fixed Term Contract Length:	Permanent/Part-Time
Closing Date for Applications:	31 January 2022
Languages Required	English

Inspired is seeking to appoint a Teacher Librarian/ Future-Ready Media Access Facilitator to join us in April 2022 on a permanent basis.

“Inspiring Academic Excellence Across 5 Continents”

A definitive statement of excellence in private education, Inspired is a co-educational, non-denominational, independent school group designed to inspire students to achieve their maximum potential in a nurturing, progressive academic environment from ages 3 months to 18 yrs.

Inspired offers a fresh and contemporary approach to education by re-evaluating traditional teaching methods and curriculums, and creating a more dynamic, relevant and powerful model reflecting current attitudes. We nurture the unique individuality, talent, and self-assurance of each student, equipping them to take on the world with the skills and confidence to ensure success.

Our current portfolio of 70+ schools currently operates across Europe, Asia-Pacific, Africa, the Middle East and Latin America, with quick ongoing expansion foreseen. The group has grown exponentially since its founding 7 years ago and offers a unique opportunity to join a connected global community obsessed with a dedication to excellence.

We take great care when selecting new colleagues to join Inspired Education and hand pick every single role. We believe true excellence in education is only achieved through an inspiring and passionate team with whom are dedicated to supporting our schools to recruit and retain students by sustaining engaging and inspiring learning environments through our 3 pillars of: Performing and Creative Arts; Academics and Sport.

Professionalism, responsive teaching, specialist knowledge, strong planning, excellent qualifications, and an outstanding personal reputation, are just few of the core requirements we look for when recruiting Inspired teaching staff.

For more information about us, please visit [Inspired Schools - Premium Private Education \(inspirededu.com\)](https://inspirededu.com)

CONSTANTIA SCHOOL | 150th Avenue, Constantia, Cape Town, 7806 | Private Bag X14, Constantia, 7848 | **Early Learning School:** +27 (0) 21 702 2323 | **Preparatory School & College:** +27 (0) 21 702 2322 | info.constantia@reddam.house | reddamhouse.com

Early Learning School Head elshead.constantia@reddam.house

Preparatory School Head prephead.constantia@reddam.house

College Head collethead.constantia@reddam.house

Directors: NM Nsouli, D Colley, RL Rostas, R Nadasen

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Reddam House Constantia is located in the beautiful Constantia Valley, opposite the award winning Steenberg vineyard and golf estate.

Welcoming children from Stage 1 to Grade 12, we are a top-performing IEB school that excels in equipping our students to thrive after school. We nurture individuality, talent and self-assurance in a secure, relaxed, self-disciplined environment. Our school is fully equipped with a variety of premium academic, cultural and sporting facilities that promote student success.

WHY APPLY

“Be at the forefront of International Education”

When you join Inspired, you don't just join a business. You become part of a unique global community of passionate professionals, with unrivalled access to extensive guidance, support and advice all focused on creating a culture of excellence in education.

WHAT WE OFFER

- The most collaborative environment, at every level, that you will find anywhere;
- Excellent resources
- Excellent professional development within the Inspired group and a global network of over 70 schools to learn alongside
- At the leading edge of independent school thinking.
- A culture of excellence;
- Network of opportunities
- Competitive package.

ROLE SUMMARY & JOB PURPOSE

- To adopt a holistic view to students in their care, promoting the general progress and well-being of individuals and of any class or group assigned to them.
- To create a positive learning environment and motivate students to achieve their full potential

ROLE RESPONSIBILITIES

This position will require the following:

- Ability to use technology and to use it to enhance the overall effectiveness of a library, including web based methods of improving technological access to information.
- Good overall knowledge of archiving and filing information as well as maintaining databases and reference information (*training can be provided*)
- Capable of evaluating resources and finding the best ones for addressing different questions or issues.
- Ability to quickly and professionally search databases, internet resources, and catalogs to find needed information.

CONSTANTIA
info.constantia@r

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- Ability to communicate well with staff as well as with all students across the three schools on our campus.
- Deep knowledge of books. Good librarians usually read a variety of genres and types of books so that they can help to advise readers as to good books for their reading level and their interests.
- Ability to promote reading.
- Ability to present information clearly and in an interesting manner.
- Some public speaking skills may be required.
- Strong level of customer service skills.
- Ability to adapt to new tools, systems, and situations as they arise – library and information technology is constantly evolving and shifting and librarians must be able to evolve along with it.
- Good overall knowledge of pop culture and current events may not be needed but can help with facilitating students' needs.
- Team player.
- Ability to help overcome issues by focusing on solutions instead of on the problems.
- Organizational skills that are enhanced through a growth mindset.
- Must maintain a solid overall understanding of different issues that confront libraries of all sizes.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual responsibility undertaken may not be identified. The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with this role as directed Senior Management.

WHAT WE'RE LOOKING FOR

	ESSENTIAL	DESIRABLE
Inspired Required Teaching Standards	<ul style="list-style-type: none"> • Able to set clear expectations for students • A depth of understanding in the future – ready libraries • Excellent preparation and planning 	
Skills and previous experience	<ul style="list-style-type: none"> • Experience in a formal school environment • Confidence with use of ICT in teaching 	
Qualifications and Accreditations	<ul style="list-style-type: none"> • University degree in appropriate subject • Certified Teaching Status 	

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Personal Competencies and Attributes	<ul style="list-style-type: none">• A love of knowledge and learning• A desire to work around people• Love of books• Broad overall knowledge of life and the world• Strong organizational skills• Good with numbers• Friendly• Ethical• Personable• Basic affinity for working with large volumes of information• Computer skills	
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HOW TO APPLY

- Please send a covering letter and copy of your resumé and interview presentation the following email address: **michelle.gerber@reddam.house**
- Your resume will be reviewed and if you meet the criteria, we will contact you for an interview.

All applicants will be expected to provide some if not all of the following (i) a CV with their details and history of employment and achievements (ii) at least two referees from a recent/current appointment.

Interview Process

Candidates who wish to apply for the position of **Teacher Librarian/Future-Ready Media Access Facilitator** should prepare a presentation that will be shared with the interviewing committee on the day of their scheduled interview

The interview presentation should include:

- Reasons why the candidate believes he/she is the best candidate for the role.
- The candidate should share ideas of what value he/she believes he/she will make to the organisation in this new role.
- The candidate should clearly express what he/she envisages the role of the 21 Century school future-ready library will be in the future - i.e. within the next 3 years.
- The candidate should suggest 3 short term changes that he/she would make in/to the current library to enhance the offering.
- The candidate should share at least 1 initiative, per school, of how they will encourage more use and integration of the library with classroom teaching.

SAFEGUARDING STATEMENT

Inspired are committed to safeguarding and promoting the welfare of children and young people and if successful you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles and values of our organization.

Any successful applications will also be required to undergo rigorous child protection screening including checks with past employers and an enhanced DBS check as well as completing any relevant safeguarding assessments.

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In accordance with Inspired's duty to provide and maintain a safe working environment, a prerequisite to join
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the Company is that you are vaccinated to safeguard the health interests of our students, staff members, their families, and the community at large from COVID-19.

EQUAL OPPORTUNITIES STATEMENT

Inspired Education is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by law.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Inspired makes hiring decisions based solely the skills, experiences and attributes needed to continue to deliver excellence.

Reddam House, in line with POPIA (Protection of Personal Information Act) will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect the personal information that will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer.

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