**Job Description**

**Librarian & IB Extended Essay Coordinator**

**Purpose of the Role**

* The core purpose of a teacher / librarian at Richmond Park School is to provide the leadership and expertise necessary to ensure that the school library program is aligned with the mission, goals, and objectives of the school and is an integral component of the learning/instructional program in order to offer students the encouragement they need to thrive at RPS. Our team of teachers works to enable all students to learn effectively as well as providing support for the academic and pastoral needs of all students, supporting the mission and values of RPS at all times.
* To discuss the choice of EE topic with each student and, in particular, help them to formulate a well-focused research question that satisfies appropriate legal and ethical standards (including health and safety, confidentiality, human rights, animal welfare, and environmental issues) as well as ensuring that the research conforms to the regulations as outlined in the Extended Essay Guide relating to essays written in the subject area
* To encourage and support the candidates throughout the research and writing of the extended essay, including advice and guidance on the following specific aspects of the EE:
	+ Finding a suitable focus
	+ Formulating a precise research question
	+ Finding appropriate resources
	+ Gathering and analysing information/evidence/data
	+ Documenting sources
	+ Writing an abstract
* To advise students on how to keep the essay compliant to the assessment criteria
* To provide the candidate with advice and guidance regarding the skills necessary to undertake the research of the question and topic chosen for the extended essay
* To ensure that the extended essay is the candidate’s own work
* To read and comment on the first draft only of the extended essay (but does not edit the draft). Reads final draft to confirm authenticity
* To complete the supervisor’s report upon submission of the extended essay, including a predicted grade for the student’s essay.

**Reporting To:**

* Primary Leader, Secondary Leader & IB Coordinator

**Main Duties**

**Librarian Specific Responsibilities:**

# **Administration and Planning**

* Plan, implement and evaluate the library’s programme, policies, and services that support the school’s mission and instructional objectives;
* Prepares and administers the library’s budget;
* Assists in planning for adequate library facilities;
* Provides the RPS management with statistical information regarding the library, as required;
* Provides communication to the school community regarding the library and its services;
* Works within the school’s timetable to ensure timely access to library for all students and staff, as well as time for library management activities.
* Creates and maintains a modern, effective library space to meet the needs of 21st Century learners.

# **Instructional and Curriculum Support**

* Coordinates and participates in the planning and implementation of an information skills continuum which includes appreciation of resources, information retrieval, and utilisation of resources;
* Support the role of academic research of Extended Essay, Internal Assessments, Personal Projects, and project-based learning;
* Collaborates with teachers in implementing integrated instructional activities, applying current instructional strategies;
* Prepares bibliographies and lists of resources;
* Coordinates promotional library activities (e.g. book fairs, library clubs, exhibits author visits);
* Coordinates a variety of services, including class visits, individual and small group instruction;
* Serves as information specialist to assist teachers and students in selection and use of instructional materials;
* Conducts staff and student orientation to the library’s services and programs;
* Provides library/technology in-services training activities for staff and students;
* Maintains professional materials collection, including periodicals and publishers’ catalogues;
* Coordinates selection of materials for reserve collections and special units of study;
* Works with the online library resource to coordinate student and faculty access to resources.

# **Resources**

* Reviews professional journals, bibliographies, selection aids, publishers’ catalogues and brochures and routes these to staff as appropriate;
* Confers with sales representatives and communicates to staff and administration as appropriate;
* Consults with staff and students in evaluating, selecting and acquiring library resources and equipment;
* Provides a variety of print and media/technology related resources;
* Classifies, catalogues, and organizes the library’s materials for maximum accessibility and availability;
* Maintains an inventory of the library’s materials and equipment;
* Maintains a system for circulating and retrieving the library’s resources.

**Extended Essay**

* Make and monitor a calendar of deadlines which considers 3 RPPF sessions and subject differences.
* Have read the extended essay guide, especially the regulations and sections pertaining to essays in the subject they are supervising.
* Have read and understand the assessment criteria that will be used to evaluate the student’s work
* Be involved enough in the steps of the student writing process to be able to vouch for the fact that the work is that of the student
* Read recent extended essays in the subject
* Read recent examiner reports and subject reports to gain insight into common student errors
* Be aware of the sources and resources available to students (in the school and through other libraries and sources) e.g. appropriate databases, lab equipment, software
* Conduct a short, concluding interview (viva voce) with the student before completing the supervisor’s report.
* Ensure that you are familiar with the EE processes and requirements by collaborating with other EE Coordinators, attending workshops on the EE and reading the IBDP EE guide carefully.
* Liaise with librarians and supervisor to ensure that candidates have access to valuable sources, appropriate methods and accurate information.
* Conduct standardisation meetings with supervisors to discuss several sample scripts, understand the criteria and try to reach consensus on a few Predicted Grades.
* Oversee the timely submission of essays and RPPFs to the DP Coordinator and the IB
* Celebrate EE achievements by organising an EE fair, presentation, showcase or event