



WELLINGTON
COLLEGE
INTERNATIONAL
PUNE

JOB TITLE	Librarian	DEPARTMENT	Academic
REPORTS TO	Respective Head of Sections		
<p>Wellington College International Pune is looking for an experienced candidate to cover the position of Early Years Librarian. We are looking for candidates who understand collaboration and the importance of meaningful relationships as a means to strive for excellence in both their own professional development and for first class provision for all of our children. Successful candidates will have the energy, experience, and passion to help realise their own and our aspirations.</p> <p>At Wellington College International Pune our educators will be recognized as role models within, between and beyond our nursery and early years, building a strong sense of community, whilst being responsive to our children, families, and partners.</p>			

Experience

An imaginative, creative, and progressive approach to early childhood education is practiced in our classrooms and our Early Years Librarian will be working in close partnership with teaching teams using a responsive project-based philosophy that encourages children to make their own discoveries, experience collaboration, and have confidence in their independence. Children, families, teachers, and the environment form a complete circle of learning, inspiring all to join in the process.

QUALIFICATION EXPECTATIONS	Education	Bachelor's degree and relevant teaching qualifications and certificates.
	Major	Early Childhood Education
	Language	Fluent in English, Hindi and Marathi
EXPERIENCE	Working Experience	At least three years' experience with a proven pedagogy in a reflective and responsive learning environment. Experience working cross-culturally an advantage. Familiarity with the philosophies of the schools of Reggio Emilia is preferred.



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PROGRAMME AND PRACTICE	Key Responsibilities <ul style="list-style-type: none">• Contribute to a setting that is underpinned by an image of a strong and capable child.• Develops and implement innovative programs that encourage library use and enhance the image of the library in the community.• Contribute to the documentation of the experiences of all children by making learning visible through learning stories, reflective journals, and transcribing pupils' work, observations, and narratives.• Use a strength-based approach in assessment and reporting, to encourage the highest levels of well-being and involvement.• Build on the interests of children through listening and reflecting within a partnership with all adults working within the setting.• Use technology with children as a tool for learning, organising ideas, and sharing with the wider community.• Take advantage of serendipitous happenings and be flexible enough to extend learning at these times.• Adhere to child-to-adult ratios throughout the day.
ETHICAL CARE OF CHILDREN	<ul style="list-style-type: none">• Ensure each child has a sense of belonging within their classroom and learning environment.• Maintain the highest standards of care, child protection and safeguarding at all times by upholding the 3Ps: Protection, Provision and Participation as outlined in the UN Convention on the Rights of the Child.
FAMILIES	<ul style="list-style-type: none">• Understand the importance of building authentic relationships with families, knowing such understandings can lead to greater learning outcomes for children.• Value families as important partners in the work of the Early Years by maintaining frequent contact and can work with them in the classroom and Early Years community.• Communicate with families and the wider community about the programme, including presentations, workshops, through online platforms and parent meetings.



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ENVIRONMENT	<ul style="list-style-type: none">• Plan an inspiring library environment that fosters independence, inquiry and learning progression.• Maintain respect for the learning environment and resources, both indoors and outdoors.• Order resources to support and extend learning in the library, classrooms, learning spaces, and community.• Evaluates and maintain the library collections and make recommendations for collection development based on community needs, usage levels, and relevance of materials.• Classifies materials, evaluate materials, utilizes statistical data and reports for collection maintenance, and makes withdrawals according to library guidelines.
PROFESSIONALISM	<ul style="list-style-type: none">• Model and promote the Wellington values: kindness, courage, integrity, respect and responsibility in the aim of enabling the Wellington Identity: inspired, intellectual, independent, individual, inclusive.• Commit to regularly collaborating with peers to understand and extend children's theories, thoughts, ideas, and questions.• Attend all team meetings and committees as necessary and take on portfolio responsibilities within the team.• Confident in Microsoft Office (Excel and PowerPoint) and database systems.• All Wellington College employees are expected to contribute to the CCA programme and wider school events.• Adhere to all procedures and policies as outlined in the Staff Handbook and Code of Conduct.
PREFERRED APTITUDES	<ul style="list-style-type: none">• A spirit of collaboration, stamina, drive, a sense of humour, a passion for children, positive nature, and a love of professional and lifelong learning form our fundamentals.• Embraces every aspect of childhood and have an openness and willingness to learn about pedagogical practices that may be unfamiliar.• Strong ability to embrace change and to work to tight timelines.• Strong mind-set for continuous improvement to meet or exceed expectations.



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APPLICATION PROCESS	<ul style="list-style-type: none">□ For further enquiries, please share your resume with the Human Resource Department on hr.pune@wellingtoncollege.in
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All Wellington College Schools are committed to the safety and protection of children. All employees are expected to comply with our School Child Protection and Safeguarding Policy.