

Job Description- Librarian

At Neev, learning is both the guiding principle and the outcome of our purpose, culture, and environment—creating a lighthouse of learning in India. Teachers plan and design learning influenced by an understanding of students' prior knowledge, identities, background, needs and context. They bridge the learning, by bringing the world into their classroom or taking the students across to an environment where they experience the learning. Thus, students construct meaning and make sense of the world through the interplay of asking, doing and thinking, leading to open, democratic classrooms. Teachers engage in cycles of inquiry, action and reflection that lead to deeper understanding and lifelong learning. Teachers meet programme requirements in accordance with the accrediting agencies. They approximately spend 60% to 70% of their time in direct instruction/contact with students and 40% to 30% in preparation, grading, feedback, meetings, vigilance, and other responsibilities.

The Librarian at Neev Early Years will: -

- Grow a love for reading in children with sessions that introduce great books and authors to them.
- support teachers' work by finding resources that are appropriate to the units of inquiry.
- Purchase these titles and make them available through the school library - get to know children as readers and document their reading profiles as well as their interests.
- Fulfil the necessary administrative protocol and documentation related to the purchase of books.
- Add newly acquired titles into the library software.
- Oversee the arrangement of titles in the Library such that the collection is navigable and easily accessible.
- Ensure that books have accurate spine labels and barcodes.
- complete the annual stock check at the home branch/branches.
- Carry out clearance tasks of staff and students.
- Be responsible for ensuring that any other stationery and administrative requirements of the library are met.

Outcomes: The Librarian at Neev will help create a Library that is:

- Welcoming, well-stocked, and is a reflective space for the community.
- Easily navigable, both physically and digitally.

- Well documented in its resource trail.
- Responsive to administrative requests.
- Help promote the practice of academic honesty.

What we are looking for:

Competency: We are looking for an individual with: -

- A love for reading children's books oneself –
- A keen desire to work with students, teachers on wanting to nurture a love for children's books –
- Effective communication skills to interact with students and teachers –
- An openness to learning and implementing the details of administrative work in school libraries –
- Familiarity with technology, including working on the Google Suite; Gmail and Google Drive in particular.

Education: Bachelor's/Post-Graduate Degree, preferably in Library Sciences, or literature.

Experience: Ideally 2+ years of experience as a librarian, or post-graduate education in a relevant field of study for an enthusiastic individual who is willing to learn the responsibilities of the role.

Teacher Dispositions:

At Neev, the teacher dispositions are the foundation of how we teach, connect, and lead. Dispositions form the core of the “how”—how we think, how we treat others, and how we respond to challenges. They guide everyday decisions and behaviors, even when no one is watching. Strong dispositions create a positive, ethical, and resilient school culture.

Please click on the link below to know more about Teacher Dispositions:

[Teacher Dispositions](#)