

Librarian

School:	ICS Milan	Posted:	20th March 2025
Location:	Milan, Italy	Expires:	1st May 2025
Contract Type :	Permanent		11:59 PM
Salary:	TBC	Start Date:	27th August 2025
Hours:	Full Time	Job ID:	1472729



ICS Milan

We are looking a qualified and experienced **Librarian** with previous experience of working with the IB curriculum before and understands the needs for the PYP, MYP and the DP.

The librarian manages all aspects of the school library. The position includes the following areas of responsibility.

The ideal profile will desire to work in an international environment, be committed to the mission and vision of the school.

Library Management

- Develop and manage the library resources effectively.
- Managing the Collection.
- Receiving books and other resources
- Processing books and other resources (includes entering item into library management software, labeling item, placing on shelf)
- Building the collection by developing lists of books and other resources that should be added to the library
- Lending books and other resources to the students, staff, and parents
- Managing the Room Organizing the furniture, resources, and supplies in the room so that they are easy to use Ensuring that everything in the library is clean and in good working order Pedagogical Assistance
- Working together with the teaching staff to provide instruction on how to use the library

PYP Exhibition Support

- Work with classroom teachers and students to develop critical thinking skills.
- Offer instructional intervention in using online and print sources.
- Mentor students during the PYP Exhibition period.
- Provide guidance on accessing and using information and web tools.
- Introduce plagiarism awareness, copyright issues, and bibliographic skills.

MYP Personal Project Assistance

- Provide direct instruction on assessment criteria.
- Aid in goal formation, resource selection, and information application.
- Collaborate with MYP Coordinator to create support materials.
- Offer web-based support for differentiated learning.
- Diploma Programme Extended Essay Lead and Support
- Offer courses on research and citation skills.
- Produce web-based knowledge products, including guides on citation and bibliography.
- Provide a live collection of past essays.
- Assist with abstract-writing requirements.
- Support individual students in research and planning.

The above lists are not comprehensive. Other duties may be assigned, based on the school's needs and the librarian's capabilities.

Requirements

- Bachelor's Degree in Librarianship or Arts/Humanities discipline
- 2 years experience as a Librarian in IB schools
- C1 level in English
- Eu Passport holder or currently working in Italy

We offer

- Full-time job
- Attractive salary
- An international, dynamic and enriching environment

At Globeducate we are committed to creating an inclusive and fair work environment. We are proud to create a company culture that offers equal opportunities regardless of race, colour, culture, ethnicity, religion, sex, gender identity and age. We actively work on the integration of people with different abilities, encourage equal access to employment, and ensure that all employees have the same opportunities for professional growth and development. If you share our values and you believe in the importance of diversity in all its aspects and gender equality in the workplace, we hope you will join our team.

We are also committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Successful applicants will have undertaken an enhanced safeguarding and local police checks.

Safeguarding Statement

ICS Milan is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

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