

# GD GOENKA WORLD SCHOOL

## JOB DESCRIPTION

*“Shape young minds, while shaping your own career.”*

### 1. JOB TITLE

PYP Librarian

### 2. DEPARTMENT / REPORTING TO

Department: Academics

Reports to: Head of Programme /Principal

### 3. JOB LOCATION / POSITION TYPE

Sohna

### 4. JOB PURPOSE / SUMMARY

The PYP Librarian is responsible for managing the Primary Years Programme (PYP) library and fostering a love for reading, inquiry, and research among students. The role supports the IB philosophy by integrating library services into the curriculum and promoting information literacy.

### 5. ABOUT THE ORGANISATION:

Organisation Culture: At GD Goenka, our culture is built on the foundation of excellence, inclusivity, and innovation. We foster an environment where every individual—whether in teaching, administration, or support—feels valued, respected, and empowered to contribute their best.

Guided by our THRIVE values (Trust, Humility, Respect, Innovation, Vision, and Excellence), we create a workplace that balances high professional standards with a deep sense of belonging and care.

Collaboration, continuous learning, and recognition of contributions are central to our ethos. We encourage openness, creativity, and accountability, while also celebrating milestones and personal achievements. With strong emphasis on ethics, well-being, and growth, GD Goenka's organisational culture is not just about building great careers but about shaping meaningful lives.

**Vision:** Rooted in a rich legacy of excellence, we aspire to set global benchmarks in education. As a progressive organization, we are committed to creating learning environments that foster innovation, agility, intellectual curiosity, and responsibility.

**Mission:** We are committed to becoming one of the top 10 respected education brands in India and globally, accredited and ranked by reputed agencies in all categories. Our mission is to support and empower our partner institutions and stakeholders across all disciplines with leadership, culture and resources to ensure their growth and excellence

Values:



**Team Centric** – We believe in the power of collaboration and shared success, where every achievement is a collective milestone. By fostering mutual support and a spirit of teamwork, we ensure that progress is unified effort, strengthening our community and amplifying impact.

**Harmonious** – We remain adaptable yet grounded, creating an environment where diverse perspectives coexist in synergy. While embracing change, we stay true to our core values and heritage, ensuring that progress is achieved with integrity, balance and respect for our roots.

**Resilient** – Challenges are opportunities to grow. We persevere with agility, adaptability, and an indomitable spirit, turning setbacks into steppingstones towards our vision. With a mindset of continuous learning and improvement, we move forward with confidence & purpose.

**Innovative** – We boldly reimagine possibilities, pushing the boundaries of creativity and progress. By fostering a culture of curiosity and forward-thinking solutions, we shape the future, ensuring that we remain at the forefront of transformational change.

**Versatile** – We evolve with the times while staying true to our essence. Our ability to adapt and integrate new ideas without losing our identity empowers us to succeed in an ever-changing world. By balancing tradition with innovation, we remain relevant, dynamic, and impactful.

**Empathetic** – Integrity, respect, and inclusivity define our approach. We create a culture of trust and transparency, treating everyone with dignity and compassion. By fostering an environment where every individual feels valued and heard, we enable collective success and shared growth.

## 6. KEY RESPONSIBILITIES

The responsibility of the PYP Librarian would include, but are not limited to –

### **Library Management**

- Oversee the day-to-day operations of the PYP library.
- Maintain and update the library collection (books, digital resources, journals, etc.).
- Ensure proper cataloguing, classification, and circulation of resources.
- Create a welcoming, inclusive, and student-friendly library environment.

### **Curriculum Support**

- Collaborate with PYP teachers to support Units of Inquiry.
- Integrate library skills and research strategies into classroom learning.
- Support transdisciplinary learning through curated resources.

### **Student Engagement**

- Promote reading culture through storytelling sessions, book clubs, and reading programs.
- Guide students in selecting age-appropriate and diverse reading materials.
- Develop students' research, referencing, and information literacy skills.

### **Digital Literacy**

- Introduce students to digital resources, databases, and e-learning tools.

- Promote responsible and ethical use of information (academic honesty).
- Professional Development & Collaboration

#### **Events & Initiatives**

- Organize library-related events such as Book Week, author visits, and reading challenges.
- Support school-wide literacy initiatives and campaigns.

#### **Administration & Reporting**

- Maintain library records, usage data, and inventory.
- Prepare periodic reports on library activities and resource utilization.
- Coordinate with vendors for procurement of books and resources.

## **7. QUALIFICATIONS / REQUIREMENTS**

- Bachelor's / Master's degree in Library Science (B.Lib / M.Lib).
- Minimum 3-5 years of experience in a school library (IB experience preferred).
- Familiarity with IB PYP framework and inquiry-based learning.

## **8. COMPETENCIES / SKILLS**

- Experience in an international school setting.
- Creative approach to promoting literacy and engagement.
- Tech-savvy with exposure to digital libraries and online research tools.

## **9. OTHER REQUIREMENTS**

- Adherence to all organizational policies is mandatory.
- The elements contained in this job description are subject to amendment as the needs of the school/Organisation change.
- Any other duties that go naturally, customarily and conventionally with the work and job of PYP Librarian which are implied in the effective and smooth running of the school/organization and/or such other professional duties, responsibilities or assignments as GDG may delegate from time to time as, it may, deem appropriate.
- In addition to the above, responsibilities will include any other tasks/assignments or work assigned by the Principal / Administrator / Management / Respective CXO / Promoters.