

GD GOENKA WORLD SCHOOL

JOB DESCRIPTION

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

1. JOB TITLE

Senior Librarian

2. DEPARTMENT / REPORTING TO

Department: Academics

Reports to: Head of Programme /Principal

3. JOB LOCATION / POSITION TYPE

Sohna

4. JOB PURPOSE / SUMMARY

To lead and manage the school library as a dynamic learning hub that supports the IB curriculum, promotes reading culture, and enhances research and information literacy among students and staff.

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 Librarian would include, but are not limited to –

Library Management & Operations

- Oversee the day-to-day functioning of the library across all sections (CLS, IGCSE, DP).
- Maintain and update the library cataloguing system (physical and digital resources).
- Ensure proper classification, accessioning, and inventory control of books and digital assets.
- Manage subscriptions to journals, databases, and e-resources.

Curriculum Support

- Collaborate with teachers to integrate library resources into lesson planning.
- Support inquiry-based learning aligned with IB programmes.
- Conduct library orientation sessions for students and staff.

Information Literacy & Research Skills

- Design and deliver sessions on research skills, referencing, and academic integrity.
- Guide students in extended essays, projects, and research assignments (especially IB DP).

- Promote ethical use of information and plagiarism awareness.

Reading Promotion

- Develop and implement reading programs, book clubs, and author interactions.
- Organize events such as book fairs, reading weeks, and literary activities.
- Curate age-appropriate and diverse reading materials.

Digital Library & Technology Integration

- Manage digital library platforms and online databases.
- Introduce and train students on research tools and digital literacy.
- Stay updated with emerging library technologies and trends.

Team Leadership

- Supervise and mentor library staff.
- Allocate duties and ensure smooth functioning of library services.
- Provide training and professional development support.

Policy & Compliance

- Develop and implement library policies and procedures.
- Ensure adherence to school and IB standards.
- Prepare reports, budgets, and audits related to library resources.

7. QUALIFICATIONS / REQUIREMENTS

- Master's Degree in Library & Information Science (MLIS) or equivalent.
- Minimum 5–8 years of experience in a school library, preferably in an IB or international school.
- Strong understanding of IB curriculum frameworks.
- Experience in digital library systems and cataloguing software.

8. COMPETENCIES / SKILLS

- Support school events and academic initiatives.
- Contribute to accreditation processes and audits.
- Any other responsibilities assigned by the school leadership.

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 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.