



St Stephen's College is a co-educational secondary school. Our scenic campus resides in the heart of Stanley, the southern tip of Hong Kong Island. We provide boarding services to 400 students, who are under the care and guidance of our resident teachers. We pride ourselves on our strong Christian ethos, expansive learning environment, outstanding staff, and forward-looking initiatives.

Under the Direct Subsidy Scheme, St Stephen's is an IB world school. We provide a dual-track programme (the IBDP and the HKDSE) for senior secondary levels.

We are looking for passionate people to join our dynamic learning and teaching community.

School Librarian

Qualifications:

- Bachelor's degree or Master degree with a recognized professional qualification in Librarianship and completed a teacher preparation program
- Proficient in English and Chinese
- Knowledge of children's literacy and young adult fiction
- Supervises: school library staff, volunteers and student assistants

Roles and Responsibilities:

a) Leadership

- Develop policies for selection and reconsideration of school library materials in collaboration with school leadership and department heads
- Develop and maintain a collection of library resources, technology and services that support the curriculum, students, and teaching styles in the school
- Plan physical and virtual library space for HKDSE and IB learners
- Run student librarian club and reading activities

b) Teaching

- Organise workshops on information literacy, including information technology, for junior and senior form students learning to access, evaluate, use, create and communicate information through inquiry and critical thinking
- Teach students how to be good researchers and evaluate information for authority, bias and relevance with academic integrity and honesty in creating and communicating new knowledge
- Implement activities such as book talks, literacy circles, and programs for family participation

c) Information Specialist

- Manage the library system, including e-learning related systems, and develop digital library applications
- Ensure continuous improvement of library programs and services, and keep abreast of professional trends and emerging technologies for potential implementation



聖士提反書院
ST STEPHEN'S COLLEGE

We accept applications before 24 February 2023. Please send your application, resume, and letters of reference to:

The Principal
St Stephen's College
22 Tung Tau Wan Road
Stanley, Hong Kong

or by email to sschk@ssc.edu.hk.

We are an equal opportunity employer and welcome applications from all qualified candidates. Personal data collected will be handled confidentially by authorized personnel for recruitment-related purposes only. Applicants not hearing from us within four weeks from the date of advertisement may consider their application unsuccessful. Information on unsuccessful candidates will be purged within 6 months on completion of the recruitment exercise.

