



*inspires individuals*

**An Anglican Boys' School, rooted in Africa, providing a holistic and relevant education in a nurturing, and transforming environment. We are committed to developing men of principle and compassion.**

## **Academic Resource Centre Manager**

We are seeking a dynamic individual who is able to support and implement the academic vision of the school by building effective resources and information services and creating a stimulating environment for boys and staff.

### **Areas of responsibility would include but not be limited to:**

#### Curriculum Development

- Promoting information literacy and supporting staff with curriculum planning

#### Information specialist

- Providing training and assistance to students and staff in the effective use of information in its many forms as well as assisting in the interpretation and application of information within the context of curriculum programmes
- Teaching digital information skills and working closely with the ICT facilitator in developing and implementing these skills.

#### Resource Centre Manager

- Developing and implementing strategies for managing and curating the resource collection and for determining curriculum and student needs within the school to support the academic programme
- Performing all required administrative and other tasks necessary to manage the resource centre

#### Specific Academic Tasks

- Supporting and working closely with Academic staff with regards to curriculum planning, cross-curricular efforts, research and referencing and providing resources to support subject-specific assignments and tasks.
- Supporting staff and students both in and out of the classroom with any academic research-related related tasks

### **Qualities and skills:**

- Self-motivated and energetic with strong interpersonal, written, and verbal communication skills
- Open-minded and creative
- Excellent organizational and administrative skills
- Highly proficient in ICT
- Ability to work in partnership with academic staff, which includes curriculum planning and development and implementation thereof, particularly with regards to research referencing and information literacy skills

### **Experience and qualifications:**

- Experience working with adolescents
- Sound pedagogical knowledge
- Media, library and information management knowledge and skills
- Relevant academic degree and appropriate experience in this field

Interested applicants should click on the link below to complete the online application form by 20 May 2022.

[online application](#)

Only South African citizens will be considered for permanent post

[www.bishops.org.za](http://www.bishops.org.za)

Please note only shortlisted candidates will be contacted by 30 May 2022.

Bishops, in line with POPIA (Protection of Personal Information Act) will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information but will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer

*Bishops is committed to transformation. In accordance with our Employment Equity Plan preference shall be given, but not limited to, candidates from the designated groups.*