



SWISS INTERNATIONAL SCHOOL  
QATAR

# FULLFILLED, INSPIRED & PREPARED



## ASSISTANT LIBRARIAN & PRIMARY ACADEMIC SUPPORT

COMMENCING AUGUST 2026



# WHO WE ARE

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Swiss International School Qatar (SISQ) opened in 2017 with 300 students and now serves over 800 students from 69 nationalities, offering the IB Primary Years, Middle Years, and Diploma Programs. SISQ provides a global education grounded in Swiss values, focusing on developing fulfilled and inspired learners. With a dedicated faculty, SISQ empowers students academically, socially, and in co-curricular pursuits, and its graduates often gain acceptance to prestigious universities, including Ivy League schools. Recognized for its culture of care, SISQ aims to remain a top choice for both Qatari and expatriate families.



**BRINGING IDEAS TO LIFE  
AND FOSTERING  
INNOVATION THROUGH  
TECHNOLOGY.**

# OUR MISSION AND VISION

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## Vision:

SISQ aims to develop learners who are fulfilled, inspired, and prepared.

## Mission:

SISQ develops students who are:

- Fulfilled: Curious, confident, and connected.
- Inspired: Lifelong learners who apply their knowledge to improve lives.
- Prepared: Adaptable, principled, and global citizens ready to make a positive impact.



# STUDENT WELL-BEING AND CULTURE OF CARE

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At SISQ, educators are committed to providing a safe and nurturing environment for students to grow and reach their full potential. Our ethical guidelines, outlined in our SISQ Professional Standards, set clear expectations for safeguarding children, and violations will result in disciplinary action and possible legal consequences. SISQ complies with Qatari reporting laws on issues such as social media misuse, indecent images of children, defamation, harassment, and bullying.

Additionally, SISQ believes that everyone deserves to be treated with respect and care. Our culture of care, combined with our learner attributes—creative, socially intelligent, adaptable, globally minded, self-managing, and values-driven—along with our SISQ values of courage, commitment, care, responsibility, gratitude, integrity, respect, and balance, guide all our interactions. We are dedicated to fostering a positive and safe environment for learning and working, and we seek educators who embody these principles and values.

**TRANSFORMING  
CONCEPTS  
INTO REALITY  
AND  
NURTURING  
INNOVATION**



# ABOUT THE ROLE



Swiss International School in Qatar is seeking an outstanding and forward-thinking Assistant Librarian & Primary Academic Support for Academic Year 2026-27. This is an exciting and challenging opportunity to be part of a team of educators who are further developing the primary department at SISQ.

## CORE RESPONSIBILITIES:

It is a mandatory requirement that all SISQ staff adhere to the [Student Safeguarding and Child protection Policy](#).

To foster effective teaching, learning and management of resources and be a model of professional practice in the primary department.

## GENERAL RESPONSIBILITIES:

As the Assistant Librarian & Primary Academic Support you will be required to:

### Library Management:

- Manage the daily check-in and check-out of books for students.
- Read stories to students and encourage a culture of reading.
- Return books to shelves and maintain the organisation of the library collection.
- Repair and maintain books to extend their use.
- Track overdue books, ensure returns, and follow up with parents regarding payments to the cashier when necessary.
- Conduct the annual inventory of over 9,000 books in the Primary School collection and coordinate with the finance team for stock audit and reconciliation.
- Order new books in alignment with curriculum needs and ensure compliance with Ministry requirements, particularly regarding Arabic cultural appropriateness.
- Collaborate with teachers in identifying and locating appropriate resources to support instructional needs.

- Help learners choose appropriate books, seek appropriate information, use sound methods of inquiry and research, and teach them to question the information they find and use.
- Organize publisher and vendor catalogues.
- Follow the laws of Copyright and Fair Use for Education.
- Organise Book Fair/Book week – promoting literacy and reading culture.

### Primary Academic Support

- Prepare and manage the Primary duty rota.
- Organise and secure cover for absent staff members.
- Coordinate Teacher Assistants for morning duty and late pick-up supervision.
- Collaborate with the Academic Administrator to ensure accurate attendance records.
- Provide administrative and logistical support for school events and initiatives.
- Serve as a mentor for Grade 5 students during the PYPX (Primary Years Programme Exhibition).
- Assist the PLT with administrative tasks if required.
- Once a week, provide an ECA for the Primary Students
- Carry out any additional tasks and responsibilities as and when required by the SLT.

### SKILLS AND COMPETENCIES:

- Strong organisational and time management skills.
- Ability to multitask and adapt to shifting priorities.
- Excellent communication and interpersonal skills.
- Attention to detail, particularly in record-keeping and inventory management.
- Proactive problem-solving skills.
- Familiarity with library systems and book cataloguing.
- Sensitivity to cultural considerations in educational materials.

# ABOUT YOU



## ESSENTIAL QUALITIES:

- Sponsored by Family in Qatar.
- Experience working in a school environment or library setting.
- Proficiency in English.
- Competence with digital tools for library and administrative management.
- A collaborative working style
- A commitment to continuous improvement;
- A commitment to student learning, wellbeing and safeguarding.

## ADVANTAGE QUALITIES:

- Prior experience in use of Folletts Destiny Library Manager.
- Working knowledge of iSAMS and Toddle (or willingness to learn quickly) for student data, academic administration, and reporting support.
- Experience within an international school setting

In line with the Ministry of Education's Circular 13 requirements for this position, the candidate must possess the following:

- A Bachelor's Degree in Library and Information Sciences or English Literature or Arabic Language.
- No more than 49 years of age in August 2026 (at the point of joining the school)

*"Child safeguarding is taken extremely seriously in SISQ and remains the first priority throughout our recruitment activities. All staff are subject to rigorous background checks, including those who participate in our interview processes. Background checks shall include, but not limited to: employment verification, qualification check, criminal checks and three professional references (verbal and written)."*



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[www.sisq.qa](http://www.sisq.qa)



[HR@sisq.qa](mailto:HR@sisq.qa)



+974 4036 3131