



## Job Description

<b>Position title:</b>	<b>Library Assistant</b>
<b>School / Entity:</b>	St Philip's Christian College Gosford
<b>Reports to:</b>	Information Specialist (Library) Director of Curriculum, Teaching and Learning
<b>Direct reports:</b>	Nil
<b>Collaborates with:</b>	Teaching Staff (K-12)
<b>Award:</b>	Independent Schools NSW Teachers (Hybrid Model) Multi-Enterprise Agreement 2017
<b>Date created / revised</b>	30 January 2023

### What's it like working at St Philip's?

We are focused on providing quality education in a caring, secure and challenging learning environment based on Christian beliefs, values and practice. Our organisation's core values are:

- Christ First – we want to honour Christ in all things.
- Serve One Another – we want to appreciate the unique God-given potential of each person.
- Strive For Excellence – we want to aim to do our very best all the time.
- Do What Is Right – we want to always behave in a Christian manner.
- Build Community – we want everyone to feel they belong.

### What's it like working at St Philip's Christian College Gosford?

Great results, attractive and flexible spaces, up-to-date technology and best practice based on current academic research are important to us – and unlocking the unique God-given potential in every child to lead a life of passion and purpose in whatever pursuits they choose is highly valued.

Our best assets are our passionate and purposeful teachers who are trained to consider the individual learning and wellbeing needs of every child in their class, and dedicated non-teaching staff who actively support the goals of the organisation.

## **What's the focus of this position?**

The Library Assistant is an important member of the College staff team. The key focus area will be supporting the Information Specialist (Library) in assisting the Teaching Staff at St Philip's Christian College Gosford to deliver authentic Christian education to the students of the college.

The focus of this role will be to provide technical support by maintaining and operating library systems. Additionally, the Library Assistant will work alongside the Information Specialist (Library) toward the provision of reference and information services and the Information Resources Centre's programs and services to the school community.

The Library Assistant reports directly to the Information Specialist (Library) in the fulfilment of their role.

He/she will be required to work as a member the Information Resource Centre Team (chaired by the Director of Curriculum, Teaching and Learning).

## **What you'll be doing:**

### **Specific duties:**

- Assist members of the school community to access library resources and materials.
- Supervise students during study periods and at lunchtime.
- Work with the Information Specialist (Library) in the maintenance of the Information Resource Centre's (Library) facilities by re-shelving resources, tidying shelves and setting up displays.
- Maintain the Textbook Library by supervising and scheduling the borrowing and returning of resources. Re-shelving texts in the textbook storeroom.
- Assist the Information Specialist (Library) in Collection Management, Maintenance and Assessment; weeding and removing resources that may be considered unsuitable for continued inclusion in the collection.
- Assist the Information Specialist (Library) in selecting appropriate resources. Assist in the selection and/or ordering of Information Resource Centre's (Library) resources.
- Create and maintain bibliographic records for the Information Resource Centre's (Library) resources.
- Process and prepare the Information Resource Centre's (Library) resources and materials, repair damaged resources. Ensure that the collection and equipment are adequately maintained.
- Create and maintain user records, follow up overdue resources, issue loans and return resources.
- Work with the Information Specialist (Library) in the stocktake of the Information Resource Centre's (Library) collection.
- Assist the Information Specialist (Library) in promotional events such as Book Week, Premier's Reading Challenge, Author Visits and other programs that may be offered throughout the year.

- Attend meetings and other professional development activities.
- Collaborate with ICT Integrators and ICT Services on information services.
- Carry out other clerical duties as allocated from time to time by the Principal or Director of Curriculum, Teaching and Learning.

**The essentials you'll need:**

- Demonstrated commitment to our Saviour Jesus Christ including regular attendance of and involvement in a local church.
- Ability to work within a team as an authentic Christian that brings glory to God.
- A willingness to learn new skills and work both independently and within a team environment.
- Demonstrated level of ability to engage with, work with and mentor students.
- Demonstrated high level written and verbal communication skills and high level interpersonal skills including a capacity to develop constructive relationships with students, parents and other staff and contribute to the College.
- Demonstrated commitment and capacity to actively contribute to whole school improvement initiatives.
- A proven capacity to work effectively in a team and to actively support others.
- Well-developed organisational and facilitation skills.
- Well-developed administrative skills.

**Other valuable skills you may have:**

- Previous experience in a similar role would be beneficial but not essential.

**We'll encourage you along the way**

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and grows.

The current hours of work are Monday, Tuesday and Thursday 8am – 4pm but may be negotiated in consultation with the Principal.

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Job Description (JD) and have discussed the JD with my Manager.

<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	