



POSITION DESCRIPTION

TITLE Library Technician (Maternity leave cover)

REPORTS TO Principal via Deputy Principal

Library Coordinator

PERIOD OF EMPLOYMENT Term 4, 2019 (Full Time)

Potential for Part Time in 2020.

POSITION OVERVIEW

Liaison with

1. Deputy Principal
2. Heads of School
3. Teacher Librarians
4. Teaching Staff

Philosophy

The care of and interest in the individual student is one of the most important aspect that differentiates Pittwater House from other education institutions. Differentiating between the sexes and maximising the needs of each gender is a core aim of Pittwater House Schooling.

Providing the students with an academic, relevant, global, 21st century educational experience that encourages the use of technology and critical thinking skills is central to the Pittwater House service.

Honesty and integrity are the first of the Pittwater House Core Values and need to be reflected in staff attitude towards all areas of the school. Confidentiality of records and information, both personal and corporate, is of paramount importance. In all dealings with parents, students, staff and members of the public your approach needs to reflect the high standard and reputation of the School and your actions need to be in accordance with relevant laws.

Conditions of Employment - The terms and conditions of employment are according to the *Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2017*

Hours of Duty - Hours on campus will be 9:00 am – 5 pm. Staff Professional Development Days are counted as term-time and these will be used either in Professional Development or in preparation, which will be directed by the Teacher Librarian Staff.

The Role - The Library Assistant is required to provide support and assistance to the Library Staff in all aspects of the day-to-day running of the Library.

The Library Technician is responsible for performing the following duties:

- maintain the fiction and non-fiction collection
- recommend relevant fiction and non-fiction titles to student and teacher clients
- catalogue materials held on-site
- work daily at the circulation desk and with student and staff patrons
- create displays which are themed around current curriculum focuses
- assist with maintenance of the library data and files
- share responsibility for book processing and covering
- share the overseeing of cataloguing and shelving of books
- Communicate with the school community
- receipt and distribute magazines
- supervise students in break times
- assist with the annual stocktake
- Supervise students after school through to 5pm
- To maintain the Library as a space that is welcoming and conducive to the students' learning.
- The Library Technician will assist the Teacher Librarians in stocktaking.
- other duties as directed.

Preferred Selection Specifications

- Preferred Diploma of Library/Information Services or Certificate IV in Library/Information Services or equivalent
- The successful candidate will have good time management and organisational skills.
- The candidate must be willing to contribute to the vibrant, dynamic and welcoming environment of the library and also the wider school community.
- A flexible approach to daily tasks is essential.

- The ability to prioritise effectively and adjust to the changing needs of the library environment.
- enthusiasm and a commitment to working with students on their research and reading focus
- highly developed communication and interpersonal skills
- experience working with students
- interest and knowledge of recent literature publications
- a high level of accuracy and attention to detail
- well-developed team skills as a member who actively contributes to a collaborative environment within the library and the broader school community
- a knowledge of eBooks and Clickview videos
- previous experience working in a Junior and/or Senior School library.
- comply with the School's Code of Conduct and with the School's policy and regulatory requirements

Workplace, Health and Safety is the responsibility of all employees. All employees must perform duties in accordance with the Work Health and Safety Act and the workplace, health and safety requirements of Pittwater House.

Application Process

Applications should include a covering letter addressing the responsibilities of this role, as well as a current resume including the name and contact details of three (3) professional referees. They must hold a current NSW Working with Children Check number.

6th August 2019