

SCHOOL OFFICER – LIBRARY ASSISTANT

ROLE DESCRIPTION

REPORTS TO

Principal

CONTEXT

The Catholic Schools Office (CSO) is responsible for the leadership, operation and management of systemic schools which educate more than 20,000 students in 44 primary schools, 11 secondary schools, one K–12 school, one flexible learning centre and one special school in the Catholic Diocese of Maitland-Newcastle.

The incumbent commits to working within work health and safety guidelines and code of conduct at all times whilst employed by the Catholic Diocese of Maitland Newcastle. The Diocese of Maitland-Newcastle is committed to safeguarding children and vulnerable persons, preventing those in our care from suffering abuse or neglect, and is committed to being compliant with the NSW Child Safe Standards and the National Catholic Safeguarding Standards. The Diocese has zero-tolerance of any abuse. All employees are required to undergo a National Police Check, retain a valid NSW Working with Children Check where necessary and ensure compliance with our Safeguarding Framework Policy and Codes of Conduct.

PURPOSE

The School Library Assistant will act:

- As a member of the library team, works to support teachers and students utilising Library facilities and resources.
- As a member of the school team, works to support nominated staff in the performance of their duties.

VISION STATEMENT

At the heart of everything there is always Jesus Christ.

Catholic schools educate:

- From and for the community of faith
- From and for excellence in learning
- In a rigorous, creative and critical pursuit of truth

Catholic schools educate from and for vibrant, welcoming and diverse communities with a particular commitment to the poor; for justice, integrity and peace; and with hope for the future.

CRITERIA/EXPERIENCE

1. Ability to articulate a clear understanding of and a personal commitment to Catholic education and the mission of the Church through Catholic schools.
2. Recent experience working in a school library including working knowledge of OLIVER cataloguing system.
3. Knowledge of WHS requirements in a library setting.
4. Excellent interpersonal and communication skills.
5. Ability to show initiative, work alone or as part of a team.
6. A flexible approach to completion of tasks with frequent interruptions.

QUALIFICATIONS/ACCREDITATIONS

- ▶ Certificate III Library and Information Services preferred.
- ▶ Current paid NSW Working with Children Check (WWCC) number

- Completion of anaphylaxis training.

KEY WORKING RELATIONSHIPS	
STAFF DIRECTLY REPORTING TO ROLE	<ul style="list-style-type: none"> • Nil
INTERNAL	<ul style="list-style-type: none"> • Principal • Teacher Librarian • School staff and students
EXTERNAL	<ul style="list-style-type: none"> • CSO Liaison

LEADERSHIP FRAMEWORK

The Leadership Framework captures the characteristics and behaviours of good leadership articulated through six leadership capabilities that staff at all levels can practise and develop.



Guided by Gospel Values, **the School Library Assistant** is responsible for the following:

LIVE YOUR FAITH	
<i>By giving witness to Catholic faith and cultural tradition and setting an example of faith, hope and love in word and action</i>	
RESPONSIBILITIES	EXAMPLES OF IMPACT
<ul style="list-style-type: none"> • Collaborating with colleagues to support the faith formation of students and colleagues • Promoting and modelling Catholic teaching and values into curriculum areas, programs and professional conduct in an integrated and authentic way 	<ul style="list-style-type: none"> • Comply with the CSO Accreditation to Work, Teach and Lead Policy • Supporting the sacramental, liturgical, ritual and prayer life of the school • Actively support the Catholic ethos of the school and to respect the rights, dignity and worth of all members of the school community

- Promoting and supporting system and school pastoral care policies and programs
- Demonstrating a commitment to social justice and action in the school community

ADMINISTRATIVE AND CLASSROOM LEARNING SUPPORT

By providing a high level of service within the area of knowledge and expertise

RESPONSIBILITIES	EXAMPLES OF IMPACT
<p>As a member of the library team:</p> <ul style="list-style-type: none"> • Assist with supervision of students in the library. • Assist students to utilise the library in various learning activities. • Assist students with enquiries about researching and borrowing resources. • Assist class teachers with sourcing and managing resources. • Support Library based initiatives that build relationships with families, parish and external agencies. <p>As a member of the school team:</p> <ul style="list-style-type: none"> • Provide administrative support to the school and maintain legislative requirements with regard to student records, procedures and policies as required. • Provide high level organisational and administrative services to the Principal and their delegate as required. Their primary commitment is to assist in the efficient management and organisation of the library, ensuring this valuable resource supports teaching and learning across the school community. 	<ul style="list-style-type: none"> • Proactively supervise and engage with students as a member of the Library team. • Provide service to students and teachers to access and utilise Library services and resources. <ul style="list-style-type: none"> - Locating and selecting resources, borrowing, printing and basic ICT support. • Participate and contribute to Library based events, and initiatives. <ul style="list-style-type: none"> - Reading Promotions, Premier's Reading Challenge events, Parent/Teacher/Student Conferences and Open Days that build relationships with the wider school community. • Knowledge of the College Strategic plan, school policies and legislative requirements <ul style="list-style-type: none"> - Child Protection - Privacy - Copyright • Scan and upload Year 12 Exams onto Oliver with the hard copies then filed in our Library. • Maintain the Oliver (LMS) system to ensure that borrower records and asset.management complies with the policies and procedures determined by the school and broader system.

LEAD IMPROVEMENT INNOVATION AND CHANGE

By working purposefully to support a shared system and school vision and the delivery of improvement initiatives

RESPONSIBILITIES	EXAMPLES OF IMPACT
<ul style="list-style-type: none"> • Taking initiative to identify and make suggestions for sustainable improvements and efficiencies in own area of responsibility. 	<ul style="list-style-type: none"> • Continuous quality improvement and planning: any tasks relevant to the scope of the position that lead to continuous quality improvement and planning for the School Library.

<ul style="list-style-type: none"> • Working collaboratively to deliver continual improvement and excellence using an evidence-based approach. • Demonstrating an inquiry mindset and a willingness to consider alternatives. • Consulting with colleagues when considering new ideas. 	<ul style="list-style-type: none"> • Collaboration with the Teacher-Librarian to identify and improve systems within the library setting.
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MANAGE RESOURCES EFFECTIVELY

By implementing and supporting structures and processes that contributes to the effective management of school and system resources and policies

RESPONSIBILITIES	EXAMPLES OF IMPACT
<ul style="list-style-type: none"> • Process resources: receiving, cataloguing, covering, stamping and shelving physical and digital resources as relevant. • Assist the Teacher Librarian: <ul style="list-style-type: none"> ○ with the preparation of displays and events in the school and library space, for example, with book week and visiting speakers. ○ in the maintenance of resources, technology and the learning spaces. ○ in the stocktake, curating and archiving of the virtual and physical collection. • Monitor and manage the circulation of resources within the library and book room (loans, returns, etc.) • Identify and repair resources as needed • Curating and archiving the virtual and physical collection. 	<ul style="list-style-type: none"> • Thorough knowledge of the Oliver (LMS) and other applicable platforms <ul style="list-style-type: none"> - Compass, SORA, ClickView, Edrolo, etc. • Undertake all aspects of the Circulation process to enable the Library to support teaching, learning, literacy. <ul style="list-style-type: none"> - Borrowing, returns, reservations, shelving and displays. • Effectively supports resource management and collection development. <ul style="list-style-type: none"> - processing of new resources, to maintenance and repair of the collection. • Create, maintain displays. <ul style="list-style-type: none"> - Book Week, PRC, Event days that promote children's literature, Cybersafety, Critical Thinking. • Undertake the day to day and less frequent Library administration activities. <ul style="list-style-type: none"> - Oliver. I.e. Circulation, collection management. Evidence would include student borrowing, stocktake - ClickView / Audio Visual

DEVELOP SELF AND OTHERS

By demonstrating commitment to building capacity through self-reflection, own professional learning and supporting the professional learning of others

RESPONSIBILITIES	EXAMPLES OF IMPACT
<ul style="list-style-type: none"> • Engage in professional learning and discussions with colleagues directed at improving knowledge and practice. • Contribute to and engage with collaborative professional learning community forums. 	<ul style="list-style-type: none"> • Active participation and collaboration in Library Assistant Microsoft Team. • Maintenance and development of knowledge in traditional and emerging technologies: <ul style="list-style-type: none"> ○ Professional Learning. ○ Professional reading.

ENGAGE AND WORK COLLABORATIVELY WITH THE COMMUNITY

By building and maintaining respectful relationships with students, colleagues, families, parish and external agencies and considering the impact actions and decisions have on others

RESPONSIBILITIES	EXAMPLES OF IMPACT
<ul style="list-style-type: none"> • Work collaboratively with colleagues to provide a high quality of service across a diverse team. • Coming together with colleagues and actively contributing to professional networks to share ideas, tools, and strategies. 	<ul style="list-style-type: none"> • A friendly, collaborative workplace. • Engagement in ongoing professional learning.

FUNCTIONAL REQUIREMENTS

- Light to moderate physical work.
- Frequently sits or stands at an issued desk and operates scanning or manual issuing of equipment, resources using digital devices and using Microsoft suite and other Library management systems.
- Stands and walks frequently around the library spaces.
- Occasional bending, lifting, pulling or carrying, bending, squatting or crouching, stretching and twisting.
- Occasional to frequent repetitive neck, upper body, wrist, hand and finger movements.
- Occasional stretching, climbing and twisting may be required.
- Voice used extensively while communicating, instructing and supporting students.