



## Position Description

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Position:	Library Technician
Appointed by:	The Principal
Responsible to:	Deputy Principal
Location:	Garnsey Campus

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## School Overview

Gippsland Grammar provides an outstanding contemporary, holistic education where our Community has a shared understanding of what we learn, how we learn and who we teach. Our School culture is centred around our core values of Compassion, Leadership, Excellence, Responsibility and Respect and develops people of character who act with integrity and wisdom.

At Gippsland Grammar responsibility for the protection of children is shared because children are safeguarded only when all individuals accept responsibility and work together and play their part in keeping children and young people safe from harm and abuse.

All staff are required to:

- Comply with the School's Student Protection Program (including the Student Protection and Safety Policy, Student Protection Staff Code of Conduct, and Make a Report Procedure), as well as their legal and professional obligations with respect to the prevention and reporting of actual or suspected child abuse and reportable conduct.
- It is each such staff member's individual responsibility to be aware of key risk indicators of child abuse or reportable conduct, to be observant, and to raise any concerns they may have with one of the Principal, the Executive Leadership Team, the School's Student Protection Officers (and/or with external agencies, where required). In this regard, staff are encouraged to voice their concerns, no matter how minor, trivial or insignificant.
- All contractors and volunteers involved in student-connected work are required to adhere to the School's Student Protection and Safety Policy and Student Protection Staff Code of Conduct and are responsible for contributing to the safety and wellbeing of students in the school environment. They too have obligations with respect to the reporting of actual or suspected child abuse or reportable conduct allegations.

Again, it is the School's expectation that contractors and volunteers are attuned to their individual responsibilities and act in accordance with their internal and external reporting obligations, and the School's policies and procedures (including the Student Protection Program).

## Position Overview

The key purpose of this role is to provide a variety of support to ISC staff and processes, teaching staff and students, in the areas of technical services, accessioning procedures, reference and research and circulation duties. The Library Technician is an integral member of the School's team. This role requires the incumbent to assist in the provision of a library and information service that supports the educational aims of the school and enriches its teaching programs whilst constantly looking to the future of libraries, bringing innovation to the changing needs of the School.

Whilst the primary location for the incumbent will be the Senior School, there may be the requirement to move across all three campuses on occasion.

## Requirements, Duties and Responsibilities:

### 1. Organisation and Maintenance of Resources and Collection Materials

- a) Maintaining our various collections, including physical, print material and digital resources and library equipment (including audiovisual). This will include processes such as receiving and processing new items, cataloguing and data management, stocktaking and weeding, shelving and shelf-reading, tidying and maintaining the physical space, producing bookplates and labels, and processes around making items shelf-ready and accessible.
- b) Operate library software (Infiniti) at a competent level
- c) Ensure general knowledge of specialised databases and library systems (i.e. Borrowbox, e-platforms, Clickview etc)

### 2. Acquisitions

- a) Supporting acquisition processes as part of the ISC team, including suggesting items for purchase that support the development of a diverse collection that meets our community's needs, supports the Curriculum, and promotes reading for pleasure for our Senior School students.
- b) Ordering of resources, subscriptions and maintaining database for school community
- c) Manage all print and digital subscriptions (databases, periodicals and newspapers). Assisting the Head of ISC with the organisation of library activities e.g. author visits etc

### 3. Retrieval of Resources and Information

- a) Staff the Circulation Desk on roster, facilitating resource loans and returns and attending to students and staff requests, which may include responding to simple reference queries and expediting access to resources.
- b) Maintaining processes around overdue items, including generating and manipulating relevant reports and liaising with Mentors and Year Level Coordinators regarding students with overdue items.
- c) Demonstrating the use of OPAC and online databases to assist individual students and teachers experiencing difficulty in locating resources
- d) Using standard reference tools and databases to answer individual routine reference questions
- e) Online content management: supporting students, teachers and departments with digital content across different platforms.

### 4. Promotion

- a) Promotion and visual marketing, such as producing displays and contributing to our library VOS page.

- b) Develop a range of promotional materials e.g. brochures, bookmarks etc
- c) Assist with the organisation of library activities
- d) Preparation of booklists
- e) Assist in promoting an active reading culture within the school

## **5. Other Responsibilities**

- a) Other duties as directed by the Head of ISC and Teacher-librarians, including ordering and maintaining office supplies
- b) Complete basic maintenance of photocopiers, printers in the library.
- c) Assisting the Teacher-Librarians with the organisation and management of prizes for Valedictory and Prize Giving nights
- d) Assisting Teacher-Librarians in the organisation and management of text book hire issuing and returns
- e) Trouble shooting technical problems in the ISC and classroom
- f) Operate and use AV equipment and be able to trouble-shoot complex problems in the library
- g) Complete relevant technical stocktakes
- h) Adhere to copyright legislation for all formats.

## **6. Professional Responsibilities**

- a) Work collaboratively as a member of the ISC team to ensure best possible outcomes for the students/staff/school.
- b) Actively engage in professional development activities and contribute to improved professional skills, pastoral skills and knowledge.
- c) Actively engage in Team and Staff meetings.
- d) Adhere to and abide by the expectations set out in the School's policies and procedures, including Gippsland Grammar's Guidelines for Professional Behaviour.
- e) Compliance with the School's OHS requirements and other requirements (including in respect to anti-discrimination), as mandated by legislation.

## **7. Child Safety**

Staff are responsible for supporting the safety and wellbeing of the School's students as follows:

- a. Behave as a positive role model to students, including through words, conduct and actions.
- b. Actively promote the safety, welfare and wellbeing of students.
- c. Provide a learning experience which is consistent with the School's and relevant professional or occupational codes of conduct, which supports students to achieve their personal best, and takes into account individual learning and behavioural needs.
- d. Act consistently (both in person and in the online environment) with the School's student safety and wellbeing strategies.
- e. Be vigilant and proactive with regard to student safety and child protection concerns, and take all reasonable steps to protect students from such harm (examples of which

include, but are not limited to bullying, discrimination, grooming, harassment, neglect, sexual misconduct, sexual offences, physical violence, reportable conduct and victimisation).

- f. Encourage and support students who raise safety concerns (including about actual and suspected child abuse or reportable conduct).
- g. Provide age-appropriate supervision for students.
- h. Comply with any directions, guidelines, policies, procedures and rules promoted by the School with respect to student safety.
- i. Knowledge understanding and adherence to all School and staff obligations regarding student safety, including Ministerial Order 1359 – Child Safe Obligations other child safe requirements mandated by legislation (as amended from time to time).
- j. Commitment to providing a child safe environment and child safe conduct in all aspects of employment at the School.
- k. Comply with all aspects of the School's Child Protection Program, including the School's Child Safe Policy Statement and Child Safety Staff Code of Conduct.
- l. Willingness, understanding and ability to report student safety concerns in line with the School's policies (such as the Make a Report Procedure) and applicable mandatory reporting requirements.
- m. Complete annual training in Child Safety as required.

## Key Selection Criteria

### Qualifications

- a. Current and valid employee level Working with Children Check (**WWCC**)
- b. Evidence of completed First Aid Training – Apply First Aid HLTAID003 or higher level (or willingness to obtain).
- c. Evidence of completion of Anaphylaxis Management Training (ASCIA eLearning VIC, 22300VIC or 10710NAT) and CPR qualifications (as approved by a Registered Training Organisation).
- d. Diploma or Certificate IV in Library Services (preferred) or equivalent experience is desirable

### Essential Criteria

- a) Satisfactory National Police Check.
- b) Exhibit personal behaviour reflective of the Anglican ethos of the School, and which aligns with the School's Vision, Mission and Values.

### Desirable Criteria

- a) Hold an active interest in young adult fiction and reading in all forms
- b) Knowledge of current themes and trends in literature and world affairs
- c) Be aware of current library/cultural trends.
- d) Strong attention to detail
- e) Be reliable, dedicated and trustworthy
- f) Excellent interpersonal skills – can communicate effectively with individuals and groups
- g) Be a collaborative team player
- h) Possess a high level of organisational skills and along with an ability to prioritise and demonstrate flexibility
- i) Display a high level of initiative, and be able to work with a minimum level of supervision

### Statement of Commitment to Child Safety

Creating and maintaining a student safe culture requires input from the entire School community. Our aim, is to provide a safe environment that aligns with the core values of academic care at Gippsland Grammar; compassion, leadership, excellence, respect and responsibility.

To achieve this, we promote a model of education where students are understood not just as learners, but as an integral part of the School and broader community. As such, we value wellbeing and resilience, celebrate diversity, and embrace a growth mindset, through classroom experiences, and in our approach to academic care, practices policies and procedures.

The commitments, values and principles which guide the School are further outlined in the School's Child Protection and Safety Policy (a copy of which is available on the School's website).

*If applying for a position, please note that Gippsland Grammar is a child safe environment. Every child has a right to be safe, and at the School, we take a zero-tolerance approach to any behaviours that jeopardise student safety (including child abuse and reportable conduct).*

*As such, preferred applicants will be subject to child protection screening, background and reference checks, verification of identity checks and must adhere to the School's child safe practices, as outlined in the Student Protection Program policies on the School's website.*

*This Position Description is a guide only, and is not intended to be an exhaustive or exclusive list of duties for this position.*