



Position Description

Position:	Junior School Librarian
Position Status:	Full-time (1.0 FTE), ongoing
Classification:	Level 6, in accordance with the Presbyterian Ladies' College General Staff Agreement 2022-2024
Annual Leave:	10 weeks' annual leave to be taken during term-time breaks (this includes a mandatory shut down period over Christmas and New Year as well as College shut down days)
Reports to:	Head of Junior School. All positions in the College ultimately report to the Principal.

Presbyterian Ladies' College

Established in 1875, Presbyterian Ladies' College (PLC) is a leading Christian independent school for girls from Kindergarten to Year 12, with onsite boarding available from Year 7.

The campus is situated in the east of Melbourne on a 16-hectare site, creating a unique environment of a school in a park.

Our core values, underpinned by our Christian Ethos, are Integrity, Empathy, Courage, Delight and Service, and these provide an enduring foundation for dynamic learning.

The College Mission is an outstanding education within a Christian context that:

- prioritises care
- promotes holistic development and growth
- personalises learning
- provides enriching opportunities
- perpetuates principled living and a service ethic
- prepares students for their time as scholars, thinkers, citizens, advocates, and leaders

Our consistently impressive academic results reflect the high-quality teaching, dedication of the students and visionary leadership for which the College has long been renowned.

We value and nurture the individual strengths and passions of the students. The personal development of our students is our priority with extensive age-appropriate care and wellbeing programs. Asian and European language studies are part of the curriculum from Prep to Year 12 with many students continuing foreign language study through either the Victorian Certificate of Education or the International Baccalaureate pathway.

The students' talents and interests are nurtured within a rich curriculum program, as well as through extensive co-curricular offerings.

Our ultimate goal is to develop girls who are fully prepared and will flourish in their life and work well beyond school as they contribute in meaningful ways to their community as scholars, thinkers, citizens, advocates and leaders.



Context of the Role

The PLC Junior School curriculum is carefully designed to be dynamic, innovative and enable students to excel. It is focused on building strong foundations in the classroom through literacy, numeracy, integrated studies, and personal and social development. This is supplemented by a wide range of engaging programs in specialist areas of Music, French, Christian Education, ICT, Art, Drama and Dance, Library, and Physical Education, including swimming. Access to technology for students is both in the classroom and in the ICT centre. The Department of Individual Differences provides for the development of talent through a range of programs as well as support and ESL when a need is identified.

Within the Junior School there are 23 classes and 50 teachers including class teachers and specialists. There are 3 classes at each level from Preparatory to Year 4 and then 4 classes at Year 5 and Year 6. Small class sizes enable the learning of each student to be monitored and extended. The approach to learning in the Junior School is further enhanced by the expansive, purpose-built facilities and open outdoor play and sporting spaces.

The Junior School Librarian is part of the Junior Library team in the Junior School, and works with the Library Services department which incorporates the Heritage Gallery, and Archive, the Senior and Junior Libraries and Video resources in the College. The Junior School Librarian consults with the Junior School Teacher-librarian and reports directly to the Head Junior School. All members of staff in the College will also be aligned to the College's goals, as set out in the strategic plan.

The Junior School Librarian will work Monday to Friday between the hours of 8.00am and 4.00pm, during term time only.

Position Overview

In consultation with the Teacher-librarian, the Junior School Librarian is responsible for collection development, acquisitions, accessioning/cataloguing, processing of resources for the Junior Library and classroom collections across the Junior School. The role will ensure access to information services and resources through a current knowledge of library systems, information platforms, and digital information pathways.

The Junior School Librarian will work as part of the Library Services digital framework to integrate these functions into a responsive and dynamic resource and information service for the Junior School. The role is also responsible for the promotion and display of resources, particularly the fiction and picture book collections, to support the wide-reading program, and the organisation of the annual Book Week activities.

In conjunction with the Teacher-librarian, the Junior School Librarian will work to promote a collaborative and welcoming environment to all members of the PLC Junior School community, including the Early Learning Centre children and staff who attend some scheduled classes.

Key Responsibilities:

Examples of duties include but are not limited to:

Library Environment & Support

- Work collaboratively with the Teacher-librarian to provide a stimulating, friendly, and well-organised library that supports the teaching and learning programs of the Junior School and Early Learning Centre
- Supervise students in the library
- Staff the circulation desk (returning, lending, and reserving resources)



- Re-shelve returned resources and maintain order
- Respond to information and resource enquiries and provide advice and assistance to staff and students
- Train, supervise, and assign work to fieldwork students, work experience students, and library monitors

Reading & Literacy Promotion

- Promote and facilitate access to and engagement with library resources, services, and programs
- Support the Teacher-librarian in the creation of displays, special events and activities, particularly for the annual Book Week celebration
- Participate in Reading Rap (book club)

Collection Development & Management

- Plan, develop, and maintain the Junior School Library collection with the Teacher-librarian
- Undertake selection, acquisition, accessioning, and end-processing of library materials
- Maintain and manage library resources and records using the Library Management System
- Catalogue new and existing resources to using Schools Catalogue Information Service (SCIS) and original cataloguing as required
- Undertake processing and repair of library resources
- Provide resources and maintain information pathways on the library digital information platform, in consultation with the Head of Library Services
- Complete an annual stocktake in the Library Management System of resources held in the Junior Library location

Administration & Staff Supervision

- Oversee the Junior School Library budget in collaboration with the Teacher-librarian
- Liaise with booksellers and suppliers as required
- Liaise with the Business Office as required

Other Duties

- As directed by the Head of Junior School
- Attend staff meetings and Staff Professional Development Days as directed
- Participate in the College's pastoral care system and support the Head of Junior School in caring for all students
- Attend scheduled library team meetings, School Assemblies, Chapel Services, whole-school and House events as required
- Contribute to a broad range of College activities and attend after-hours commitments when required
- Maintain up-to-date understanding and support of the College's commitments to Child Safety, Health & Safety, and Policy & Compliance

Key Relationships:

- Junior School Teacher-librarian
- Head of Junior School
- Deputy Heads of Junior School
- Head of Library Services
- Library Services Team
- Junior School Students
- Junior School Teachers and Staff
- ELC Teachers and Co-Educators
- Local, State, and National Libraries



Presbyterian Ladies' College

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Mandatory Qualifications / Registrations / Certifications:

- A minimum of a Library qualification, Master's degree or equivalent, preferred
- Eligibility for current certification and professional membership/recognition with the Australian Library and Information Association
- Current Employee Working With Children Check (WWCC)
- Current certification, or willingness to obtain certification, through PLC-run programs:
 - Provide First Aid (HLTAID011) and CPR (HLTAID009) certificates
 - Asthma First Aid certificate
 - Anaphylaxis Management certificate
 - MARAMS - Protecting Children - Mandatory Reporting and Other Legal Obligations for Non-Government Schools (or equivalent)

Please note: Staff are required to maintain current certification and compliance training as required

Knowledge, Skills and Experience:

- Excellent knowledge of children's literature, particularly in the 3-12 age group
- Knowledge of current primary school curriculum and teaching priorities, preferred
- Knowledge of current cataloguing processes and standards
- Knowledge of copyright in educational institutions
- Thorough knowledge of relevant OHS practices and legislation
- Strong IT skills
- Effective organisation and time management skills
- Excellent written and verbal communication skills
- Demonstrated experience with current library systems and digital resources
- Experience with Access-It, SCIS, and Libraries Australia, preferred
- Experience in managing a library budget
- Actively support the College's mission, values and goals in all dealings with members of the school family and wider community

Key Attributes:

- A warm, positive and considerate manner
- A desire to work with children and staff in a school Library environment
- A pro-active, supportive, and energetic person who enjoys working in a friendly and service-oriented team
- An ability to think analytically
- An ability to work independently and collaboratively as required
- An ability to be adaptable and calm under pressure
- A commitment to ongoing professional learning and growth

All appointments of General Staff are subject to a satisfactory National Police Check, at the expense of the employer.

Mrs Cheryl Penberthy

Principal

August 2025

The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive