



POSITION DESCRIPTION

SCHOLASTICA RESEARCH AND STUDY CENTRE (SRSC) ASSISTANT

Context

Rosebank College, Five Dock, is a Good Samaritan, Benedictine, Catholic co-educational school committed to the successful integration of eLearning and innovative pedagogy across the Curriculum for Years 7 to 12.

Rosebank College belongs to the community of ten schools across Australia called Good Samaritan Education (GSE). Established in 2011 by the Sisters of the Good Samaritan, GSE schools offer quality Catholic education in the Good Samaritan Benedictine tradition. Rosebank is guided by the Good Samaritan Philosophy of Education and shaped by its commitment to the values of our spiritual tradition, including stewardship, mutuality, prayer, hospitality, humility, discernment, justice and peace. The College is committed to developing students who will engage with today's world as grounded, hope-filled young people who are equipped to lead wisely, to listen deeply and to treat their neighbour and their environment with justice, love and the compassion of Christ.

Rosebank College is incorporated and governed locally by a Board of Directors who are accountable through the Company Members to GSE.

Core Role Purpose & Accountability

Reporting to the Coordinator of Literacy and Research: Scholastica Research and Study Centre (SRSC), the SRSC Assistant is primarily responsible for promoting the vision and mission of the College by supporting the delivery and implementation of the strategic priorities of the Scholastica Research and Study Centre (SRSC). This position is responsible for providing high level administrative support and coordination across a range of functions within the SRSC team portfolio.

The SRSC Assistant supports the Coordinator of Literacy and Research and the Library Technician by ensuring the functioning and daily operations of the College SRSC. This can include organising events, monitoring students' use of resources, and assisting teachers in finding materials to ensure that the core functions in the Scholastica Research and Study Centre (SRSC) are met. The SRSC Assistant supports in the day-to-day operations of the College SRSC and contributes to student achievement by supporting inquiry learning and reading engagement programmes or initiatives across the College.

The SRSC Assistant contributes in the development of the SRSC as a centre of learning, promoting and delivering a supportive and effective facility for all members of the school community which will foster a love of reading, enhances life-long learning and develop responsible digital citizens.

The SRSC Assistant fosters a culture of collaboration by working closely with all staff, students and the College leadership team in the implementation of school wide initiatives to support student outcomes. The SRSC Assistant is a part of the Rosebank educational community, and is a member of the College Support Staff Team.

Role Responsibilities

The specific responsibilities of the SRSC Assistant include:

Contributing to the Implementation of the College's Vision and Mission by

- Ensuring all programs are consistent with the Mission, Vision and Good Samaritan ethos of the College and the Strategic Plan
- Upholding the Benedictine value of service to others in the community
- Participating in and supporting the wider life of the College by involvement in events such as Carnivals, Community Events and Picnic Days

Providing Spiritual and Religious Leadership by

- Participating in the liturgical life of the College
- Providing a service which is consistent with the Mission, Vision and Good Samaritan ethos of the College
- Upholding the Benedictine value of service to others in the community

Developing the College Learning Community by

- Demonstrating flexibility and teamwork by taking on other roles and tasks within the support staff team, in particular, the SRSC Team, the Curriculum Team as required
- Working cooperatively with the Coordinator of Literacy and Research, Library Technician, The Dean of Learning and Assistant Dean of Learning (Middle School), the Library Assistant and ICT team to create a productive learning environment for students
- Modelling a love of learning in word and action
- Participating in support staff meetings
- Contributing to activities which focus on literature and reading promotion, literacy, digital and information literacy, inquiry-based learning, information and communication technology (ICT) integration and resourcing the curriculum
- Supporting teachers to ensure the effective integration of information resources, technologies and collaborative tools into student learning with a focus on team teaching
- Supporting all student learning with a library collection that reflects the characteristics of the College Community and collaborating with other educators when required to address specific students' needs
- Assisting in the development of a collection that supports reading programmes and inquiry learning
- Carry out the cataloguing and processing of resources in line with library practice and procedures
- Find and curate relevant online content to support inquiry learning
- Maintain a tidy and user-ready library space that is welcoming and a positive learning facility.
- Ensure resources are on shelves efficiently and accurately
- Assist in managing the Integrated Library System effectively
- Assist in maintaining the school library presence on the school website, intranet, and blog or library management system homepage
- Support inquiry learning by responding appropriately to the information needs of students and teachers with guidance and resources
- Engaging all members of the College community in the promotion of the SRSC as a learning hub, by building partnerships that facilitate learning interventions and enrichment opportunities
- Demonstrating practices that reflect current educational practices in teaching and learning
- Providing leadership in the embedding of digital technologies and associated skills
- Instructing staff and students in specialist information tools and services
- Providing professional learning opportunities for teaching and support staff

- Actively participate in professional learning activities and professional networks

Providing Innovative Leadership by

- Liaising with the Coordinator of Literacy and Research, Library Technician and Leading and providing services and programs developed collaboratively with the Principal, Curriculum leaders, Teaching colleagues, and other unique groups in the school
- Collaborate with the Literacy Coordinator and teaching staff to ensure that the library is seen and used as a reading and research resource
- Promote and foster the enjoyment of reading for pleasure through day-to-day interactions with staff and students
- Assist with and contribute to, the school wide reading culture through reading programmes, initiatives, displays and events
- Promote the SRSC services and resources to all staff and students
- Manage the circulation desk and circulation of resources
- Establish and monitor day-to-day systems and workflows in consultation with other library team members
- Assist with ensuring that SRSC procedures and manuals are up to date
- Attend staff meetings and briefings
- Present as a professional and supportive member of the school community.
- Proactively engage in professional development opportunities and performance appraisal
- Any other duties as required by the Coordinator of Literacy and Research
- Adapting the SRSC space to meet a variety of purposes enables the College to offer students with an innovative programming that promotes creativity and learning
- Providing support to the SRSC staff, including to overall operations of the SRSC services generally
- Demonstrating exemplary communication with all staff across the College

Promoting Quality Relationships by

- Maintaining quality relationships with the College Leadership Team, staff and students
- Demonstrating flexibility and teamwork by taking on other roles and tasks within the team (if required)

Providing Organisational Leadership by

- Set up the workshop / classroom prior to a demonstration of a lesson by a teacher or in preparation for students themselves to partake in a practical lesson
- Assist the Coordinator of Literacy and Research in conducting classes or practical demonstrations
- Monitor the quantities of equipment, materials and supplies in the SRSC and advise the Coordinator of Literacy and Research to arrange purchase as required
- Complete preparation tasks for projects as requested
- Opening and closing the SRSC each day including turning on/ off equipment
- Carrying out daily tasks required by the management of the SRSC

Other appropriate duties as assigned by the Principal.

Hours of Work

The SRSC is open from 8:00am-5:00pm. The span of hours will need to rotate between the SRSC Assistant and the SRSC Technician to accommodate for the Opening and closing of the SRSC.

For Example:

9am – 5pm (Monday and Wednesday)
7.45am – 3.45pm (Tuesday, Thursday and Friday)

Or

7.45am – 3.45pm (Monday and Wednesday)
9am – 5pm (Tuesday, Thursday and Friday)

The College may vary this Position Description, in response to the changing needs of the organisation.

ROSEBANK COLLEGE MISSION STATEMENT

We encourage a love of Christ, stewardship, hospitality, compassion and service working in partnership with our families, our staff and the broader community.

As a Catholic community, we give strong witness to our role as advocates of equity, diversity and justice. As a local community, we strive to support programs and partnerships focused on collaboration, giving, service and care. As global citizens, we respond critically and intelligently to our changing world, its demands and the educational and personal challenges of our students. We commit to sustainability and environmental responsibility.

OUR VISION

Rosebank's Vision is to be a community of faith for all to realise their full potential through personal leadership and lifelong learning.

We strive to develop leaders committed to personal excellence who:

- Nurture the importance of self-leadership and leadership of others
 - Embrace opportunities with agility and imagination
 - Respond with empathy and act with determination and compassion
 - Accept humility and service as a source of strength to empower others
 - Act as brave and critical thinkers who persevere with challenges
 - Advocate with moral courage for the good of others and our environment
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Updated: March 2022
Version: 1.0