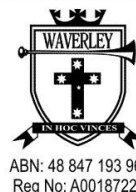


WAVERLEY CHRISTIAN COLLEGE Inc

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Position Description

Position: Library Manager
Campus: Wantirna South and Narre Warren South
Employment Status: FTE 1.0
Reports Directly To: Director of Teaching and Learning

Ministry Specifications:

Main Responsibilities:

The Library Manager will ensure that both Campus Libraries operate effectively on a day to day basis within the ethos of the College. A welcoming, friendly and supportive environment is provided that promotes reading and learning. The Library Manager will facilitate access to educational resources and library programs and services across the College.

Responsibilities

- To oversee the operations of the Library
- Assist Secondary students with their research using both print and ICT resources
- Promote reading and borrowing to Secondary students
- Promote the collections and services to students and staff
- Develop the Library (Primary and Secondary) fiction, non-fiction, reference collection and online collection by keeping abreast of current trends in literature and purchasing such resources which are in keeping with the College's literature policy
- Catalogue new resources not in SCIS database as well as catalogue AV resources (DVD's, CD's, eBooks, Clickview and all online resources including websites, databases and magazines)
- Assist with circulation duty including circulation of resources
- Assist students and staff to locate resources
- Explain the function and use of the library and library equipment to library users
- Coordinate stocktaking in the library and removal of old resources
- Liaise with other schools, public libraries and educational authorities in relation to library matters
- Plan and conduct appropriate incursions/excursions
- Co-ordinate the Premier's Reading Challenge
- Actively pursue best practice through professional development
- To be aware of relevant copyright legislation and ensure the Library is compliant
- To be responsible for Library displays
- Conduct Library Inductions
- Develop and maintain SEQTA Library page and support teachers in their use of library resources on the SEQTA platform
- Oversee the annual Library "Bookweek"

Inherent Requirements of the Position

- Prolonged periods of standing
- Voice projection
- Some bending, crouching and stretching
- Standing tasks requiring twisting and turning
- Occasional lifting and carrying
- Using computer for prolonged periods of time
- Able to work in an outdoor environment and differing weather conditions, including camps, excursions, yard duties, etc.
- Drivers License and ability to drive College cars for specific roles.

Occupational Health and Safety Responsibilities

- Ensure, so far as is reasonably practicable, that work/study/classroom areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards to the Bursar and Property Manager as soon as possible

Administration / Duties

As part of your teaching role, you are expected to participate in a range of duties beyond classroom responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Official functions within school time (assemblies, chapel, concerts, sports events)
- Official functions outside of normal school hours e.g. presentation night, Parent BBQ's
- Professional Development days, first day for all staff. Staff Retreat, end of year Staff Luncheon
- Participation in the General Working Bee
- Excursions, camps, competitions and other relevant curricular and co-curricular activities

College expectations of you include:

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Upholding the College staff dress code