

POSITION DESCRIPTION

Primary Campus



Westside
Christian College
Achievement Belonging Care



Teacher Aide (Library)

Permanent, 4 days per week, Term-time

Purpose of the role

The purpose of this role is to assist the Teacher Librarian in the operations of the Primary Library and help instil a positive experience and attitude in students to learn, and to develop a hunger for information as they learn about the world.

About the position

This position will be based on the Primary Campus in a part-time capacity, and will report directly to the Teacher Librarian.

The key responsibilities of this position are:

- Assist the Teacher Librarian in administrative duties required to run the library, including book borrowing, cataloguing and shelving, processing overdue accounts, assisting students logging into and using iPads
- Administering online learning programs (eg, Accessit) to help students access and engage with these programs
- Process book orders and requisitions
- Assist the Teacher Librarian to manage class visits to the Library and help with small groups
- Assist classroom teachers with classroom loans
- Assist with other administrative tasks as required

All these tasks should be undertaken within the Health and Safety policies and procedures established for the College, consistent with the Protestant, biblical basis of the College.

Requirements of the position

Absolutely essential in this position is a high aptitude for using computer applications and databases, including the Microsoft Suite, and the aptitude to learning computer program quickly. While it would be useful to have experience and background working in a library setting and managing the borrowing of books and other resources, this is not essential. Key in this role is being able to work with a range of stakeholders to deliver a smooth service to staff and students. The successful applicant should also have:

- Experience in working with children and a passion for doing so
- Excellent interpersonal skills to administer the library program within the established policies and procedures, but show empathy, tact and care while doing so
- Ability to be flexible and adapt to changes in the library schedules and programs
- Ability to work independently and show initiative
- Ability to manage time well, problem-solve, and prioritise tasks daily

Applicants for teaching positions must have a current QCT Registration and non-teaching applicants must hold a current Blue Card or be eligible to obtain a Blue Card before commencing employment with the College. Applicants must have a practising Christian faith and be actively involved in a church. For more information, please review the *Statement of Faith* and *Staff Lifestyle Requirements* available on the Application Form for this position, published on the College website.

The College reserves the right to perform additional qualification, criminal history or other relevant background checks as necessary to this position and you will be notified of any relevant checks if you are offered a position at the College.

Position salary

The salary for this position will be **Level 3** on the School Officer's Wages and Salary schedule, with the Step within this Level determined based on the Officer's experience and qualifications. **The hours for this position are Monday to Thursday, 6.5 hours per day during the school term.**

How to Apply

Please **complete the online application** on the College website, noting that the following documents will be requested for upload:

- A current **resume** which includes your qualifications, employment history, technical abilities and three current referees (one referee should be a current supervisor and another your Minister/Pastor).
- A **cover letter** providing any further information and how your skills and experiences make you an ideal candidate for this position
- Any **other documents** you may wish to show as part of your application (optional)

Note that you will also be asked to confirm your acknowledgement, understanding and acceptance of the College Lifestyle Requirements and Statement of Faith, both of which are viewable as attachments in the online application.

Applications must be submitted via the College website – ***printed copies cannot be accepted.***

Contact details: recruitment@wcc.qld.edu.au

Closing date for applications: 26 November 2020

Privacy

In order to progress this application, we request you provide some personal contact details. We will only use these details for purposes relevant to this application, and will not disclose them to third parties without your consent. In submitting this application, you acknowledge and consent to the College using your personal information provided to progress this application. Please contact the HR and Compliance Manager at the College on 3437 9000 if you have any questions or concerns about the way we handle personal information.

* The College reserves the right to fill the position before the closing date and/or withdraw this vacancy prior to making an appointment

About Westside

Westside Christian College is an interdenominational, Protestant co-educational Kindergarten to Year 12 College with an enrolment of over 1,100 students located in Goodna, Queensland.

Our staff work hard to care to help our students achieve the best they can in the classroom, in their relationships with their peers and in extra-curricular pursuits and activities.

With the population in Western Brisbane/Ipswich expanding exponentially, this vacancy is an exciting opportunity for someone with experience and a passion for preparing young people for the workforce. For more information about the College's mission and vision, please visit the school website at: <https://www.wcc.qld.edu.au/our-college/vision-and-mission/>.