

Position Description: Library Assistant

MISSION

John Paul College provides an exemplary and holistic education within the Catholic tradition. We believe every student's success is grounded in quality learning and teaching, and a school culture that fosters wellbeing, promotes resilience and inspires faith in action.

"With Him is the Fullness of Life" Jn 10:10

Our motto is our vision—the commitment to ensure every member of our community is empowered to achieve success, act with integrity and contribute to the common good—Christian discipleship for a just world.

PURPOSE OF POSITION

The Library Assistant is a member of the Resource Centre Team and reports to the Head of the Resource Centre. The Library Assistant works collaboratively with the Resource Centre Team to plan and provide programs, resource management, services and special events. The Library Assistant will require an understanding of library procedures combined with excellent computer skills.

As for all employees at John Paul College, the Library Assistant exercises a shared responsibility to ensure that the mission of the Catholic Church is brought to life in the College. To be effective the Library Assistant's work will be informed by a vision of Catholic education that is Gospel-based, people-centred, inclusive and holistic. The Library Assistant supports and gives witness to gospel values in all aspects of their work

The Library Assistant is required to be familiar with and comply with the College's Child Safety & Wellbeing Policy and Child Safety Code of Conduct. The Library Assistant will provide students with a child-safe environment; will proactively monitor and support student wellbeing and exercise pastoral care in a manner that reflects school values.

SPECIFIC RESPONSIBILITIES

- Performance and Development
- Learning and Teaching Support
- Customer Service
- Resource Management
- Technical Functions
- Networking/communication
- Other duties as directed

SPECIFIC TASKS

Performance and Development

- Participate in the annual EMS 360 Review to reflect and set professional learning goals and objectives in keeping with whole school improvement goals.
- Work towards their goals gaining evidence from multiple sources.
- Undertake professional learning applicable to personal professional goals, Resource Centre forward planning and whole school improvement plans.

Learning and Teaching Support

Responsibilities listed below illustrate the broad scope of Resource Centre services. Generally, these programs, services and events are planned collaboratively, and Resource Centre staff are assigned particular responsibilities under the direction of the Head of Resource Centre, to ensure successful delivery.

- Liaise with College Staff to acquire, distribute and promote resources for learning and teaching.
- In collaboration with the Resource Centre Team, plan and deliver literacy related activities (e.g. collection links, booklists, displays, student activities and events)
- In collaboration with the Resource Centre Team, promote literacy events (e.g. Book Week, Library Lover's Day, Indigenous Literacy Week, SIS Book In A Day, Premier's Reading Challenge, etc.)
- In collaboration with Learning Area staff and the Resource Centre Team, plan and promote JPC and wider community events (e.g. Shared Stories Anthology, Cultural and Indigenous Activities, Science Week, etc.)
- Plan, promote and run Maker Space activities and events during specified lunchtimes.
- Make up resource lists and collections of materials (including electronic) for particular topics as requested by teachers.
- Engage students in reading YA fiction.

Customer Service

- Perform circulation, reference enquiries and general customer service throughout the day, including but not limited to rostered duties.
- Completing rostered shifts on the Customer Service Desk.
- Responsible for ensuring opening and closing procedures are completed in Resource Centre.
- Assist students, teachers and parents across a range of information resources and platforms such as Bolinda, Clickview, VR goggles, online textbook resources, Lib Guides, Britannica, etc.
- Assist with supervision and pastoral care of students in the Resource Centre throughout the day, including but not limited to rostered duties.
- Provide additional assistance to students with particular learning needs or abilities, and to students for whom social justice considerations apply.
- Troubleshooting and assisting students with photocopying and device issues.
- Monitor central Library email daily. Manage incoming emails, including response, action or diversion as required.
- Manage library space bookings –via SIMON and verbal/email communication.
- Monitor and order stationery for school wide teacher use.
- Maintain a safe, healthy and friendly environment for the community.
- Maintain cleanliness of the Resource Centre, including furniture and fittings.
- Participate in and collaborate on school wide events and fundraising opportunities (e.g. MAD, School Sports, House fundraising, etc.)



Resource Management

Responsibilities listed below illustrate the broad scope of Resource Centre services. Generally, these programs, services and events are planned collaboratively, and Resource Centre staff are assigned particular responsibilities under the direction of the Head of Resource Centre, to ensure successful delivery.

- Assist with the placement and receipt of orders as requested by Library Technicians.
- Assist with collection management processes (e.g. weeding, stocktake, etc.) under the instruction of Library Technicians and Librarians as per collection guidelines.
- Shelf resources in clean, attractive, and relevant displays.
- Process materials (using established guidelines for particular collections) including - all fiction and non-fiction books, equipment and AV materials.
- Promote new items and specific sections of the collections through digital and other displays in collaboration with Resource Centre Team and College Staff.
- Contribute to collection development through suggestions for new purchases.
- Monitor and manage stationery supplies for processing collections.
- Repair and replace items as required.

Technical Functions

Responsibilities listed below illustrate the broad scope of technical functions to be carried out. The Library Assistant is expected to be prepared to embrace new technologies and systems as they evolve; becoming competent in their use and able to assist the community as required.

- Use of AccessIT LMS, OPAC, EMS360, SIMON, Microsoft Office Suite, Clickview VR goggles, etc.
- Borrower/Patron maintenance and trouble shooting in AccessIT including overdue, reservations, notes attached to various patrons, incoming and exiting patrons.
- Creation of various reports and statistics as required or requested.
- Routine maintenance of photocopiers, printers and other equipment in collaboration with IT.
- Clerical support for the Head of Resource Centre as directed.

Communication / Networking

- Attend and contribute to Resource Centre meetings.
- Share proposals for programs, services and events with the Resource Centre team and gain approval for action from the Head of Resource Centre.
- Share regular updates of progress and actions on current programs with the Resource Centre team.
- Maintain supportive professional relationships with members of the Resource Centre team.
- Develop and maintain positive relationships with students, teachers, families, administration, finance, maintenance and ICT teams.

Other duties as directed

Fulfills other responsibilities as directed by the College Principal, Deputy Principals, and Head of Resource Centre.

Child Safety

The John Paul College community promotes the safety, wellbeing and inclusion of all children. We are a child safe employer who is committed to the welfare of children and young people in our protection.



All potential employees and volunteers will be required to comply with our Child Safety and Wellbeing Policy and Code of Conduct. This includes:

- Ensure adherence to all child safety standards and mandatory reporting requirements
- Attend training to maintain compliance with all child safety legislation, standards and regulations
- Complete all mandatory reporting in a timely manner
- Escalate and report all matters related to student safety immediately
- Understand and work diligently to delivery student duty of care accountabilities

KEY SELECTION CRITERIA

The successful applicant will need to meet the following key selection criteria:

- Effective interpersonal and communication skills
- Demonstrated ability to work collegially in a team environment
- Ability to build strong relationships with all stakeholders
- Excellent time management skills
- Strong customer service focus
- A demonstrated understanding and commitment to the ethos of a Catholic school and its mission
- A demonstrated commitment to personal professional learning
- A demonstrated understanding and commitment to child safety
- Demonstrated ability to work with others towards a common goal.

Remuneration / Further information

- The position is employed in accordance with the terms and conditions of the Victorian Catholic Multi Enterprise Agreement 2018 and any subsequent amendments and industrial agreements.
- This role is subject to ongoing review and may change to suit the requirements of John Paul College.

