



Librarian

Role Description

Position Description

The Librarian works in collaboration with the Learning Resource Centre Leader overseeing the Learning Resource Centre services, whilst developing strong partnerships with students and staff. Our Learning Resource Centre aims to connect learners with digital and printed, contemporary resources that support lifelong learning and that are aligned with the goals and vision for learning at the College.

Classification

Education Support Officer, Category B, Level 3 (*Catholic Education Multi-Enterprise Agreement 2022*)

Pre-requisites

- Commitment to Child Safety
- A demonstrated understanding of child safety
- A demonstrated understanding of appropriate behaviours when engaging with children
- Familiarity with legal obligations relating to child safety (e.g. Mandatory reporting)
- Be a suitable person to engage in child-connected work
- Demonstrated understanding of child safety and appropriate professional behaviours
- Familiarity with legal obligations including Mandatory Reporting and Ministerial Order 1359
- Commitment to promoting a child-safe culture in all aspects of College life

Qualifications and Experience

- Librarian Degree
- Current Working with Children Check and National Police Check
- Information Management or Digital Learning qualifications or experience would be advantageous
- Demonstrated leadership experience in managing teams and leading educational innovation

Leadership

- Uphold and promote the values and ethos of Mount St. Joseph Girls' College within all aspects of Learning Resource Centre programs and interactions
- Foster a welcoming, inclusive, and respectful environment that supports the dignity and wellbeing of all members of the College community
- Model integrity, compassion, and respect in all leadership and professional relationships
- Support a culture of purpose and service within the Learning Resource Centre team, contributing to the holistic education of students

Key Roles and Tasks

- In conjunction with the Learning Resource Centre Leader, oversee the day-to-day running of the Learning Resource Centre and be responsible for staff allocated to this area
- Work collegially and professionally to support staff with contemporary learning resources that meet the needs of the curriculum and innovative library programs
- Efficiently manage our diverse collection of printed books, digital technologies and emerging tools (including AI platforms) to offer additional pathways to learning and content acquisition

- Coordinate the tasks required for collection development: technologies for learning, e-books and contemporary databases
- Be actively engaged and supportive of the dynamic library learning environment that aims to provide a space for collaboration and knowledge co-construction
- Provide a welcoming common space that encourages exploration, creation, and collaboration between students, teachers, and the wider community
- Actively share in the collective duties of the Learning Resource Centre team
- Work with the Learning Resource Centre and teaching staff to select and purchase resources to support the learning programs at the College
- In conjunction with the Learning Resource Centre Leader, prepare and monitor the Learning Resource Centre budget
- Work with staff to plan and implement Learning Resource Centre programs in support of specific Curriculum objectives
- In conjunction with the Learning Resource Leader, plan and implement teaching and learning programs to assist students in developing skills in Guided Inquiry
- In conjunction with the Learning Resource Leader, develop procedures, policies and protocols in relation to student and staff use of the Learning Resource Centre so that learning opportunities can be maximised and the facilities can be equitably accessed by students and staff
- Support staff and students in the ethical and effective use of emerging technologies, including Artificial Intelligence (AI), to enhance teaching, learning, research and information literacy
- Undertake related duties as requested by the Principal who may vary the above duties

Organisation

- Directly responsible to the Learning Resource Centre Leader
- Member of the Learning Resource Centre Team

Required Attributes and Skills

The successful candidate will be able to demonstrate the following:

1. Support of the vision and mission statements of our learning and faith community at Mount St. Joseph Girls' College
2. A commitment to the Catholic ethos of the College
3. The ability to dialogue with staff in a collegial manner to achieve improved learning outcomes for students
4. A capacity to create and maintain an environment that supports continuous improvement in curriculum design and delivery leading to the achievement of high quality outcomes for all students
5. Well-developed interpersonal skills including a demonstrated ability to work and communicate within a team environment
6. Proven organisational skills and capacity to show initiative in working independently
7. The ability to liaise and communicate effectively and positively, ensuring productive interchange and professional conversation with regard to student outcomes