

Chairo Christian School

ABN 12 451 824 370

WARRAGUL DISTRICT PARENT CONTROLLED CHRISTIAN SCHOOL ASSOCIATION INC. Reg. No. A5753

~ Position Description – Casual Library Assistant ~

Title **Casual Library Assistant**

Appointed by **The Executive Principal**

Responsible to **The Head of Library Services**

Accountability

General day-to-day direction may be delegated to the campus Teacher Librarian, as defined and confirmed by the Head of Library Services.

RESPONSIBILITIES AND DUTIES

Overview

Chairo Christian School has multiple campuses, each with its own Library, which together form a single library network. The Head of Library provides cross-campus leadership, being responsible for the management of all libraries. Teacher Librarians, Library Technicians and other library staff assist with the management of specific library functions.

General Expectations

Teamwork within the Organisation

As a team player in this organisation the staff member will use their professional knowledge to assist in further developing and maintaining a workplace for staff that:

- Is founded on the person of Jesus Christ and honours Him in all that we do.
- Reflects a community in which Christian love and concern are woven into the task of learning and team work.
- You will be required to ensure that you:
 - Model a lifestyle that reflects Christian practice and beliefs in your everyday work.
 - Work positively towards the success of School and Association activities and traditions.
 - Help maintain a positive and enthusiastic work environment.
 - Support the ethos that the Association requires in its schools.
 - Are aware of your membership in the Christian community and respect and support the directions of the Association through the leadership of the Board and the Principal.
 - Participate in Performance Management processes to ensure that you continue to develop your skills.
 - Ensure your knowledge and skills are current and that your work contributes to the learning and spiritual needs of the students.

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Provide an example to all by:

- Modelling Christian behaviour, practices and beliefs.
- Building cooperative and supportive relationships with the Board, Principal, teachers, support staff, students and parents.
- Promoting equity of access and receptivity to ideas.
- Always acting in the best interests of the School, the Association and its ethos.
- Modelling the use of appropriate and proper channels of communication.

Duties will vary according to the campus and the position being covered at the time, but may include:

- Undertake circulation duties
 - To issue, return and shelve resources
- Manage the circulation desk
 - To check library emails, take room bookings and class text collection
- Assisting students and teachers with reference enquiries
 - To know basic search techniques for OPAC, the web and databases
 - Support the use of OPAC and Library Linc and help in locating relevant physical and online materials
- Assisting with processing and maintenance of resources
 - To process and cover books, undertake basic repairs
- Maintaining a welcoming, tidy library environment.
- Undertake supervision during recess, private study, or assessments, as required,
- Assisting with collection management collection i.e. weeding, overdues or stocktake
- Independent use of library and school systems (Oliver, Linc) and digital resources (ClickView, Britannica School)
- Fostering students' reading engagement
- Provide practical library services:
 - To assist with laminating, photocopying, scanning, events or displays.
- Assist Head of Library Services and other library staff with duties as required.

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Child Safety Responsibilities

All support staff members are required to be familiar with the contents of our Child Protection and Safety Policy and our Child Protection Program, and with their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the school's Child Protection Officers.

Child Safety specific experience, qualifications and attributes

- Experience in working with children
- An understanding of appropriate behaviours when working with children.
- Display a high level of integrity and trust
- Ability to role model the school's values
- Ability to identify and minimise risks to child safety
- Ability to adapt curriculum delivery methods

Required Skills, Experience and Capacity

- Information Studies qualification or experience preferable;
- Excellent communication and Customer Service skills;
- Strong ICT skills;
- High level of organisational skills
- Working at any School campus, as required by the Head of Library Services;