



## Role Description

## Librarian

*Therefore encourage one another and build each other up, just as in fact you are doing.  
(1 Thessalonians 5:11)*

**Vision statement:** Learning excellence, centered on our Catholic faith, personal growth, service to others and strong academic success.

**Reports To:** Head Librarian

**Works With:** All staff and students

The purpose of this position is to work as a team member to provide information services for students and staff while supporting the Library's vision of nurturing academic excellence within a positive learning environment underpinned by reading and information literacy.

OUTCOME	KEY TASKS
1. Special Character supported	<ul style="list-style-type: none"> <li>Promotes high quality relationships, standards of behaviour and language appropriate to the Catholic Character of the College</li> <li>Promotes Catholic World View in all resourcing processes and information services</li> <li>Attends staff meetings, assemblies and liturgies as appropriate</li> </ul>
2. Assist with Management of Sancta Maria College Library	<ul style="list-style-type: none"> <li>Develop and manage effective library service systems in conjunction with the Head Librarian</li> <li>Document Library procedures</li> <li>Support Head Librarian with maintaining library resources efficiently</li> <li>Management of Student Librarians</li> </ul>
3. Develop and manage Library resource collection	<ul style="list-style-type: none"> <li>Ensure that library resources effectively meet the needs of the College</li> <li>Assist with development of effective library management systems for all new and donated resources</li> </ul>
4. Promote a wide range of literacies to the College community	<ul style="list-style-type: none"> <li>Provide Library programmes to promote reading</li> <li>Develop and manage Library literacy promotional events</li> </ul>
5. Expert management of Information Technology skills	<ul style="list-style-type: none"> <li>Demonstrate excellent working knowledge of information technology as a tool in the provision of information</li> </ul>
6. Facilitate student Information Literacy Skills	<ul style="list-style-type: none"> <li>Provide Library programmes to develop student and staff individual resource searching skills</li> </ul>
7. Provide a stimulating positive and efficient library learning environment	<ul style="list-style-type: none"> <li>Manage a learning environment which reflects the academic, cultural and special character needs of the students</li> <li>Focus on positive results for the library</li> </ul>

OUTCOME	KEY TASKS
8. Establish and maintain effective working relationships with staff	<ul style="list-style-type: none"> <li>• Able to work co-operatively and supportively with the College community</li> </ul>
9. Supervision of students in library	<ul style="list-style-type: none"> <li>• Responsible for the supervision of students on individual study programmes when Head Librarian is absent</li> </ul>
10. Qualities	<ul style="list-style-type: none"> <li>• Able to communicate effectively and demonstrate leadership within the library environment</li> <li>• Confident and able to run the library when Head Librarian absent</li> <li>• Approachable, helpful and display empathy and interest in the needs of the students and staff</li> <li>• Understanding and supportive of College Special Character and Catholic World view</li> <li>• Demonstrate a willingness to use own initiative, try new ideas and explore own creative talents</li> <li>• Demonstrates a willingness to learn new technologies and library systems</li> <li>• Enthusiastically share knowledge of reading and relevant resources with students and staff</li> <li>• Calm, assertive and confident when supervising students</li> <li>• Displays a sense of humour</li> </ul>
<b>Qualifications / Experience</b>	<ul style="list-style-type: none"> <li>• ICT experience essential</li> <li>• Library qualification desirable with work experience in library systems and procedures, experience with Accessit preferred.</li> <li>• Experience in collection development for NCEA subjects particularly English, preferable</li> </ul>

**Hours of Work:**

Part Time : 15 hours per week : Term Time Only with additional hours in school breaks as required. Hours either 8am-4pm or 8:30am – 4:30pm, to be flexible and agreed with the Head Librarian.

**Rate of Pay:**

In accordance with Support Staff in Schools Collective Agreement Grade C Step 4 : \$24.56 per hour

## JOB ANALYSIS

Key Responsibilities	Tasks	Performance Criteria/Expected Results
1. Supporting the Special Character of Sancta Maria College	<ul style="list-style-type: none"> <li>• Promote high quality relationships and standards appropriate to the Catholic Special Character of the College</li> <li>• Attend liturgies, school assemblies and staff meetings as appropriate</li> <li>• Demonstrate support of the College Special Character and student needs</li> </ul>	<ul style="list-style-type: none"> <li>• Genuine commitment to the Sancta Maria College Special character and values based education is evident</li> </ul>
2. Manage Sancta Maria College Library	<ul style="list-style-type: none"> <li>• Develop and manage effective library service systems</li> <li>• Analyse Library Management System statistics that relate to Sancta Maria College Annual Plan such as gender, ethnicity and age group borrowing</li> <li>• Promote the library services and resources to all staff and students</li> <li>• Lead the Library Team and Student Librarians, ensuring their appropriate training, and regular performance appraisal</li> <li>• Promote Catholic World View in all resourcing processes and information services</li> <li>• Support the Head Librarian in the AV programming and recording service for staff [in accordance with the Screenrights Television and Radio Copyright Licence]</li> <li>• Evaluate stock to be written off due to damage or out of date material [according to Library policy and in collaboration with Librarian]</li> </ul>	<ul style="list-style-type: none"> <li>• Efficient Library systems and information service for all College students and staff</li> </ul>
3. Develop and manage Library resource collection	<ul style="list-style-type: none"> <li>• Assist with ensuring the collection is managed and developed in consultation with staff and students, so that resources are current, relevant to the curriculum, and meet the reading needs and interests of the school community</li> <li>• Consult with teaching and literacy staff as to the reading needs of their students</li> <li>• Ensure that resources are catalogued, classified, stored and maintained in line with internationally accepted standard library practice</li> <li>• Evaluate stock to be written off due to damage, out of date material, and lost resources after annual stocktake [according to Library policy and in collaboration with Librarian]</li> <li>• Ensure that library resources effectively meet the needs of the College community by:</li> </ul>	<ul style="list-style-type: none"> <li>• Professional management of resources to effectively meet the needs of the College</li> <li>• Accurate records are developed and maintained for all resources</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Using Access-it Rapid Entry [z39.50], [or SCISWeb website] to create and save cataloguing records in the Access-it Library database for new, donated and teacher resources</li> <li>➤ Cataloguing and classifying of new, donated student and teacher resources [using accepted SCIS subject headings, school specific keywords and/or subject headings, location and accurate cost/order details for each barcoded item]</li> <li>➤ Provide training if required for Librarian in Excel spreadsheet use</li> <li>➤ Provide training in preparing new and donated resources for use by students /teachers [barcodes, spine and genre labels, taping, covering, stamping and magnetic security tags]</li> <li>➤ Manage cataloguing departmental teacher resources</li> <li>➤ Creating digital resources using Access-it media categories</li> </ul>	
4. Promote a wide range of literacies to the College community	<ul style="list-style-type: none"> <li>• Provide Library programmes to promote reading</li> <li>• Develop and manage Library literacy promotional events in conjunction with Head Librarian</li> </ul>	<ul style="list-style-type: none"> <li>• Anecdotal and statistical evidence of increased Library usage resulting from promotional events and activities</li> </ul>
5. Expert management of Information Technology skills	<ul style="list-style-type: none"> <li>• Manage the Integrated Library management System Access-it effectively</li> <li>• Stay up-to-date with developing trends and facilities for storage and access to e-resources in the current environment</li> <li>• Demonstrate advanced [Access-it] Library Management skills</li> <li>• Instruct students in the effective use of technology as a tool for searching, retrieving and using information resources</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent processing and promotion of Information and Communication Technology knowledge</li> </ul>
6. Facilitate student Information Literacy Skills	<ul style="list-style-type: none"> <li>• Ensure that the library plays an integral role in supporting inquiry learning, and that students have ease of access to print and online resources</li> <li>• Provide Library programmes [including Library Orientation for new students] to develop student and staff individual resource searching skills</li> <li>• Demonstrate online library catalogue searching skills to students and staff on an as-needed basis</li> <li>• Demonstrate use of databases available through the National Library and EPIC to students and staff on an as-needed basis</li> <li>• Provide individual research process support to students on an as-needed basis</li> </ul>	<ul style="list-style-type: none"> <li>• Information Literacy skills are role-modelled to students</li> </ul>

<p>7. Provide a stimulating positive and efficient library learning environment</p>	<ul style="list-style-type: none"> <li>• Provide a stimulating positive and efficient library learning environment that focuses on positive results for the library by: <ul style="list-style-type: none"> <li>➤ Displaying a commitment to the overall library vision of nurturing academic excellence within a positive learning environment underpinned by reading and information literacy</li> <li>➤ Displaying a commitment to the Sandra Maria College Special Character and values based education</li> </ul> </li> <li>• Contribute to preparation of displays which will: <ul style="list-style-type: none"> <li>➤ Stimulate an interest in reading and literature and support curriculum themes</li> <li>➤ Celebrate Catholic, literary and cultural events</li> <li>➤ Celebrate academic or artistic student achievement</li> </ul> </li> <li>• Stay aware of up-to-date layout and design trends that will help to provide the school community with a welcoming and positive learning facility</li> <li>• Create a warm friendly environment in which: <ul style="list-style-type: none"> <li>➤ Students feel welcomed and safe</li> <li>➤ Facilitates a love of reading, learning and information literacy</li> <li>➤ Students are encouraged to be calm and respectful</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Academic excellence is nurtured within a positive Library learning environment</li> </ul>
<p>8. Establish and maintain effective working relationships with staff</p>	<ul style="list-style-type: none"> <li>• Is able to share information and ideas by: <ul style="list-style-type: none"> <li>➤ Being able to work co-operatively and supportively with other staff</li> <li>➤ Maintaining a supportive working relationship with the Librarian</li> <li>➤ Maintain an open working relationship with teachers that facilitates the flow of communication regarding curriculum and resource needs</li> <li>➤ Participating in regular Professional Development</li> <li>➤ Building positive relationships with parents</li> <li>➤ Ensuring school policy requirements are met</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Positive relationships with colleagues are established and maintained</li> </ul>
<p>9. Supervision of students</p>	<ul style="list-style-type: none"> <li>• Responsible for the supervision of students on individual study programmes</li> </ul>	<ul style="list-style-type: none"> <li>• Calm, respectful and assertive manner while supervising students</li> </ul>