

KOLBE CATHOLIC COLLEGE

TEACHER LIBRARIAN

THE POSITION:

Applications are invited for the full-time position of Teacher Librarian (TL). The TL is responsible to the Head of Learning Resources (HOLR) for the day-to-day running of the Learning Resource Centre and its resources. The position offered is full-time for a maternity leave contract of three school terms, with the possibility of extension and/or part-time continuation thereafter.

The college has recently reviewed the roles of the staff providing services in the library, now known as the "Father Finbarr Walsh Learning Resource Centre" (LRC). The HOLR oversees the development of literacy support programs, curriculum documentation, curriculum programs in tandem with classroom teachers and works to enhance effective pedagogy within the LRC and the college.

The successful applicant will be responsible for promoting information literacy and the enjoyment of reading to all students. It is expected that the TL will work collaboratively with teaching staff to ensure staff and students gain maximum benefits from the teaching and learning that occurs within the Learning Resource Centre. The ability to work in cooperation with others is essential. The TL will have well-developed self-organisational skills, initiative and the ability to work independently. In keeping with the aim of providing the college staff and students with the most effective information service possible, the ability to adapt to new programs and information technologies is highly regarded.

Reporting to the HOLR, the TL leads and manages the services provided within the LRC, along with two LRC Assistants.

FUNCTION:

The LRC is a hub of activity and central to the life of the college. The LRC staff play an important role in providing high quality Information Services to students and staff. The LRC aims to be functional, flexible and responsive to the college community. Coordinating the day-to-day operations of the LRC, including the purchase, processing and circulation of LRC materials, including electronic and print material, within budgetary strictures, is considered the core function of the LRC team. They are also concerned with the acquisition of all type of resources, including digital resources, for college staff and students.

QUALITIES:

Ideally, the preferred applicant will possess degree-level qualifications in Library and Information Services, along with a teaching qualification, and be eligible for membership of the Australian Library and Information Association and WACOT, although other qualifications and experience will be considered in the right applicant. At least two years in a library management role is desirable, although recent graduates will be considered. **Excellent customer service skills and the ability to liaise with people in an informative and positive manner are essential qualities.** The ability to lead the staff in the LRC to be 'Web pilots' and 'knowledge navigators', is essential.

As a minimum, applicants should be familiar with a library management system (e-Library and Clickview experience desired but not essential), have a sound knowledge of library process, and experience working in a library environment. This position will be responsible for ensuring the delivery of high quality, inclusive and innovative library services to students and staff, and for overseeing the administration of the LRC.

RESPONSIBLE TO: Head of Learning Resources

WORKING HOURS: Flexible work hours may be necessary, including after hours and Saturday mornings if required.

SALARY & CONDITIONS: Negotiable depending on qualifications and experience.

REQUIREMENTS:

KNOWLEDGE: The TL must demonstrate a sound knowledge of:

- Standard library functions, methods and organisation
- Library practices, policies, procedures and terminology
- Dewey Decimal System of Classification
- Basic reference and bibliographic tools, techniques and procedures
- Excellent data entry skills
- Modern office practices, procedures and equipment
- Excellent knowledge of computer technologies including use of Internet services and databases.

ABILITIES: The TL must possess the ability to:

- Provide information to staff and students in a courteous and professional manner
- Communicate effectively, both orally and in written form
- Direct a team of LRC Assistants to provide a high quality of service
- Compile and promote web-based learning objects
- Demonstrate a working knowledge of the Microsoft suite of products
- Work cooperatively with others
- Manage time effectively and meet deadlines

DUTIES & RESPONSIBILITIES:

1. Customer Services

- Provide courteous, efficient and effective customer service in accordance with existing guidelines and procedures
- Assist staff and students in locating and gathering digital, web-based and printed materials and information
- Perform customer service duties including issuing and returning of LRC materials
- Instruct and advise staff and students in the use of the automated catalogue
- Instruct staff and students on photocopying, laminating and printing procedures and provide assistance as required

- Prepare bulk loans and allocate resources to closed reserve as requested
- Disseminate information to staff and students as required
- Assist staff and students in booking LRC areas and resources via the college Intranet

2. Circulation Services

- Effectively use an automated Management System (e-Library) to maintain circulation services such as accessioning, loans and returns
- Process new print resources in readiness for circulation by attaching barcodes, security strips and spine labels
- Use appropriate covers to protect resources
- Assist staff and students with placing reservations on items
- Oversee and assist with Bookhire procedures throughout the year

3. Cataloguing Services

- Implement an electronic database system
- Maintain periodical collections, including amending and adding of subject headings to catalogue records as necessary

4. Collection Maintenance and Management

- Duties involved in collection development and assessment
- Repair damaged/worn resources
- Collection maintenance including weeding and stocktaking LRC, departmental and Bookhire resources
- Maintain collection in correct classification order by managing a regular shelf reading

5. General LRC and Administration Duties

- Manage the effectiveness of the use of the LRC by managing staff, and by maintaining order and tidiness throughout the LRC
- Promote LRC activities and programmes
- Devise and manage the implementation of LRC events and activities as required
- Manage the opening and closing hours and procedures of the LRC in collaboration with the HOLR
- Attend professional development in order to remain at the cutting edge of resource usage
- Attend staff meetings and intra- and extra-curricular college activities when required
- Carry out other duties deemed appropriate and necessary by the HOLR and the college Executive to enable the smooth and efficient running of the LRC.

6. Management

- Demonstrate ability to be self-motivated and to perform daily duties with a minimum of supervision
- Monitor patron activities to assure maximum and appropriate usage of the LRC

- Supervise before/after school and lunchtime LRC usage, being aware of and accepting 'Duty of Care' responsibilities
- Develop and maintain effective working teams, participate in the recruitment, development and retention of suitably qualified and competent staff
- Actively engage in the performance review process and manage the outcomes, including the training and development of staff
- In tandem with the HOLR, prepare and maintain a comprehensive annual budget within the bounds of the ethos of the college

7. Teaching and Pastoral Requirements

- Suitably qualified staff may be required to take on a teaching load, including relief teaching duties as required
- All college staff are integral to the effective pastoral care of students — involvement in an allocated Pastoral Care Group is essential, as well as participation in college events.

8. Standard Requirements

- Take responsibility for personal health and safety and take reasonable care for the health and safety of other people in the workplace in compliance with the relevant requirements of the Occupational Health and Safety Act
- Promote safe work practice procedures in the usage of LRC equipment
- Facilitate good working relations with staff members in the college community
- Ensure that college policies and procedures are observed as detailed in the college Handbook
- Oversee the prompt investigation and resolution of complaints