



## Saint Ignatius College Geelong

### ROLE STATEMENT

# Education Support Officer/ Library Technician

**Date:** December 2023

Every staff member at Saint Ignatius College Geelong is expected, at all times, to support the:

- College's Catholic Ethos
- College's Ignatian Ethos
- College's Child Safe Policies and Procedures
- CECV Statement of Principles Regarding Catholic Education

All staff members at Saint Ignatius College Geelong are ultimately responsible to the College Principal via the Deputy Principal: Staff and Operations and the designated leader of their work area.

#### 1.0 Nature of this role

	<ul style="list-style-type: none"> <li>• The essential role of every staff member at Saint Ignatius College Geelong is to provide the best possible child safe learning environment and pastoral care for each student according to the College Mission Statement and The Characteristics of Jesuit Education.</li> <li>• The staff member appointed to the position of Library Technician is expected to perform the duties as outlined in this description, in a professional and respectful way and act as a role model for students.</li> <li>• The primary responsibilities of the role are to support the Information Learning Centre in the provision of services, materials and resources offered to staff and students of the College.</li> <li>• This person will ensure that professional contact with the public is positive and welcoming and promotes the College Ignatian Ethos</li> </ul>
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#### 2.0 The general responsibilities and accountabilities of this role

	<ul style="list-style-type: none"> <li>• <b>Direct accountability is to Information Learning Centre Coordinator</b></li> <li>• Develop and maintain collegial and professional relationships with colleagues</li> <li>• Contribute to a healthy and safe work environment for themselves and others and comply with all safe work policies and procedures</li> <li>• Support the Information Learning Centre Coordinator and other staff in this area</li> <li>• Always hold current certification for Level 2 First Aid and Anaphylaxis</li> <li>• To always complete Mandatory reporting e learning module annually</li> <li>• Undertake an annual professional review</li> <li>• Support a performance and development culture</li> <li>• Adhere to all College policies as published on the College intranet</li> <li>• Undertake other duties as required by the Principal, Deputy Principal and/or Information Learning Centre Coordinator</li> </ul>
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#### 3.0 The specific duties of this role

Librarian/Library Technician	<p><b>Key Duties</b></p> <p><b>Library Support</b></p> <ul style="list-style-type: none"> <li>• Responsible for overdue notices including sending emails to staff and students and follow up queries as per ILC procedures</li> <li>• Assist in the operation and management of the library management system</li> <li>• Ensure an expert and demonstrated knowledge of library systems and databases (Oliver, Clickview, eplatform, etc)</li> </ul>
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- Maintain the school Clickview platform, including but not limited to, maintenance of all records to ILC standards and procedures, adding and importing resources, supporting curriculum needs
- Develop and maintain displays and promotional materials
- Assist with organization of library activities
- Provide technical support to all library functions
- Assist staff and students with all enquires
- Provide a warm, welcoming and friendly environment

#### **Circulation**

- Managing the circulation desk including , but not limited to, rostered duties, processing of loans, returns, borrower maintenance and assisting staff and students with enquires

#### **Collection Management**

- Maintain the magazine and newspaper collection including subscriptions, cataloging , renewals, etc. Liaise with Learning Area leaders as required
- Assist with collection development and maintenance by shelving, shelf reading, repairing items, making suggestions regarding weeding and purchases
- Responsible for cataloguing and end processing of resources for inclusion into the Library Management System (as per ILC procedures and practices)
- Maintain Authority and Subject Files
- Undertake and manage Stocktake in conjunction with the ILC Coordinator

#### **Technical Support**

- Support staff and students with IT difficulties directing more complex problems to the IT department
- Support staff and students with AV difficulties directing more complex problems to the IT department
- Ability to encode videos and storage systems
- Assist in the management of systems (ie/ usernames and passwords) as directed by the ILC Coordinator and IT department
- Any other duties as directed by the Information Learning Centre Coordinator, Principal or Deputy Principal

#### **Key Skills and Qualities**

- Well-developed customer service and interpersonal skills with the ability to relate well with young people in a positive, respectful and supportive manner
- Demonstrated Cataloguing skills
- Knowledge of equipment, materials and processes used in a library environment
- Well developed technology and Audio Visual skills and competency in using and troubleshooting with these
- Self motivated and able to use initiative to work both independently and as part of a team
- Demonstrated strong and effective technology skills with the ability to support staff and students

#### **Personal Attributes**

- Communication skills with demonstrated ability to build and maintain ongoing relationships
- Well-developed problem solving and time management skills with capacity to prioritise competing demands
- Demonstrated time management and organizational ability
- Highly motivated individual with an innovate attitude
- Have a passion for reading, literature and technology in education

#### **Qualifications and Experience**

- Experience in a library environment, preferably a school library
- Experience using computer applications in a MAC environment, desirable
- Experience with relevant library management system and online platforms

<b>Child Safety and Pastoral Care</b>	<ul style="list-style-type: none"> <li>• Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety</li> <li>• Assist in the provision of a child-safe environment for students</li> <li>• Maintain currency of Child Safe training</li> <li>• Demonstrate a duty of care to students in relation to their physical and mental wellbeing</li> <li>• Be active participants in the College's pastoral care system</li> <li>• Proactively monitor and support student wellbeing</li> <li>• Exercise pastoral care in a manner which reflects Ignatian values</li> <li>• Implement strategies which promote a healthy and positive learning environment</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Have current knowledge of curriculum initiatives in relation to your role</li> <li>• Commit to ongoing professional development in relation to your role</li> <li>• Be open to researching areas of interest relevant to directions provided in the school's strategic plan</li> <li>• Continue development of ICT skills as technologies evolve</li> <li>• Be an active member of a relevant professional association as duties permit</li> <li>• Support collegial learning</li> <li>• Participate annually in Ignatian professional development</li> <li>• Maintain currency of first aid, mandatory reporting and anaphylaxis training</li> <li>• Uphold the professional standards expected of this role</li> </ul>

#### 4.0 General, Administrative and School Community duties

<b>General, Administrative and School Community Duties</b>	<ul style="list-style-type: none"> <li>• Attend all relevant school meetings, including staff meetings when the notification to staff specifically indicates that support staff are required to attend</li> <li>• Attend whole-school assemblies and liturgies, whole-school sporting events, House events, Open Day, Mosaic Evening and other events as required by the Principal</li> <li>• Attend staff liturgical events and staff faith days</li> <li>• Use Information and Communications Technologies to enhance administration</li> <li>• Follow the College's financial requirements in relation to ordering and deliveries</li> </ul>
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#### 5.0 This role involves participation in the following Co-Curricular activities

<b>Co-Curricular Involvement</b>	<ul style="list-style-type: none"> <li>• Support and, where possible, be involved in the co-curricular program</li> <li>• Where appropriate, nominate participating students for awards or school colours</li> <li>• Create and maintain a safe environment in which students may enjoy their participation</li> <li>• Oversee the provision and care of relevant equipment materials and first aid requirements</li> <li>• Consider participation in social justice activities/retreats/spiritual programs.</li> </ul>
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This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the College and the development of the skills and knowledge of the position, including the changing needs and in consultation with the incumbent.

#### Remuneration

As per the Catholic Education Multi-Enterprise Agreement 2022 (CEMEA)

Remuneration and hours will be as agreed according to your contract of employment -

It is expected that the role will be full time however happy to discuss with successful candidate.

Education Support staff schedule – Category B will apply (Includes paid school Holidays)

#### Other requirements

Employees must have and maintain

- Valid Working with Children Check
- Valid National Police Record Check every 5 years