



Saint Ignatius College Geelong

Role Statement

Information Librarian - Education Support Officer

Context

Saint Ignatius College, Geelong is a co-educational school located in a beautiful rural Bellarine landscape. It is proud of its unique position in the Geelong region where young men and women can work together in a vibrant learning community. A Jesuit Companion School of over 1400 students, our purpose is to form young people of competence, conscience, and compassion.

Every staff member at Saint Ignatius College Geelong is expected, at all times, to support the:
College's Catholic Ethos, College's Child Safe Policies and Procedures
College's Ignatian Ethos, CECV Statement of Principles Regarding Catholic Education

Saint Ignatius Learning and Teaching Policy states

At Saint Ignatius College staff will possess an understanding of their students, have a deep knowledge of the content that they teach and ensure best practice. This will be achieved through professional engagement with the College and wider community.

- Saint Ignatius College Staff will possess an understanding of their students.
- Saint Ignatius College staff will have a deep knowledge of the content that they teach.
- Saint Ignatius College staff will pursue best practice.
- Saint Ignatius College staff will achieve this through professional engagement.

Overview of Role

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. The staff member appointed to the above position 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. The primary responsibilities of the Information Librarian are to support the Information Learning Centre in the provision of service, materials and resources offered to staff and students at the College. This role will ensure that professional contact with the public is positive and welcoming and promotes the College Ignatian Ethos.

Key duties and responsibilities

- Collaborate with the ILC Manager and "Read On" coordinators to promote, implement, and review the "Read On" literacy reading program.
- Guide students and teachers in selecting appropriate reading materials, utilising a variety of book reviews, websites, and other tools.
- Collaborate with the ILC Manager to promote and integrate information and digital literacy across the curriculum, including research strategies, material evaluation, and bibliography creation.
- Develop and maintain LibGuides to support curriculum programs, and co-plan or co-deliver learning units with teachers.
- Stay informed about new technologies, teaching pedagogies, and future directions in library services within a school setting.
- Work with the ILC Manager to manage and promote the ILC and ILC websites and ensure resource accessibility on the College Learning Management System.
- Collaborate with the ILC Manager to maintain a well-balanced collection of print, digital, audio-visual, and equipment resources to meet the needs of staff and students.
- Assist with cataloging and processing resources for the ILC collection, while liaising with staff and students to ensure effective utilisation of ILC resources.



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General Duties and responsibilities

- Report directly to the Information Learning Centre Manager.
- Maintain collegial and professional relationships with colleagues.
- Contribute to a safe work environment and adhere to all workplace safety policies and procedures.
- Support the Information Learning Centre Manager and collaborate with other staff members.
- Maintain current certification in Level 2 First Aid, Anaphylaxis, and Asthma.
- Complete the Mandatory Reporting e-learning module annually.
- Participate in an annual professional review and support a culture of performance and development.
- Adhere to all College policies as outlined on the College intranet.
- Perform any other duties as directed by the Learning Centre Manager, Deputy Principals, or Principal.

Key skills

- High Level of competency with information technology.
- Well-developed customer service and interpersonal skills with the ability to relate well with young people.
- Demonstrated ability in the provision of effective information services, including familiarity with digital services.
- Knowledge of equipment, materials and processes used in a library environment.
- Demonstrate practices that reflect current educational directions in teaching and learning.
- Demonstrated knowledge of Youth Literature
- Self-motivated and able to use the initiative to work both independently and as part of a team.
- Demonstrated strong and effective technology skills, the ability to integrate and promote to staff and students and a proactive approach to new technologies and their implementation, preferably in a Mac environment.
- Knowledge and context of the curriculum within the school environment.

Commitment to Child Safety

Victorian Catholic Schools are child safe environments. Saint Ignatius College Geelong actively promotes the safety and wellbeing of all students, and all staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. The Saint Ignatius College Geelong Child Safety and Wellbeing Policy and Child Safe Code of Conduct are available on the College website.

Staff must

- Have a demonstrated understanding of Victoria's 11 Child Safety Standards
- Have a demonstrated understanding of appropriate behaviour when engaging with children.
- Be familiar with legal obligations relating to child safety, including Mandatory reporting and other obligations.
- Be a suitable person to engage in child-connected work.

Child Safety and Pastoral Care

- Provide students with a child-safe environment.
- Be familiar with and comply with the College's Commitment to Child Safety, Child Safety Policy, Safeguarding Children and Young People - code of conduct, and any other policies or procedures relating to child safety.
- Maintain currency of Child Safe training



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- Demonstrate a duty of care to students in relation to their physical and mental wellbeing.
- Proactively monitor and support student wellbeing
- Be an active participant in the College's pastoral care system and in a manner which reflects Ignatian values.
- Implement strategies which promote a healthy and positive learning environment.
- Attend all school assemblies.
- Attend school liturgical celebrations.
- Attend school organised activities relevant to house or year level, as required.
- Responsibility for the behaviour of all students
- Responsibility for the appearance of all students and to model appropriate dress by adhering to the dress code policy as published in the staff handbook.

Professional Development

- Commit to ongoing professional development in relation to your role.
- Be open to researching areas of interest relevant to directions provided in the school's strategic plan.
- Continue development of ICT skills as technologies evolve.
- Participate in the staff appraisal and review process annually.
- Be an active member of a relevant professional association as duties permit.
- Support collegial learning.
- Participate annually in Ignatian professional development.
- Maintain currency of first aid, asthma, anaphylaxis training and mandatory reporting
- Uphold the professional standards expected of this role.

General and Professional Responsibilities

- Develop and maintain, at all times, collegial and professional relationships with colleagues.
- Be respectful of the spiritual and social values of the college.
- Ensure the safety of our community by attending to OH&S issues in an appropriate and timely manner.
- Support a performance and development culture.
- Adhere to all College Policies and Procedures

General and School Community Administrative Duties

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- Demonstrate duty of care to students in relation to their wellbeing
- Attend whole-school events such as: Feast Day, School Assemblies and Liturgies, Sporting events, House events, Open Day, Mosaic Evening and other events as required by the Principal.
- Attend staff liturgical events and staff faith development days.
- Use Information and Communications Technologies to enhance administration procedures.
- Follow the College's financial requirements in relation to budgeting, record keeping, ordering and deliveries.
- Attend all relevant school meetings, after school services/assemblies, sporting events, mass, community, and faith days as well as professional learning opportunities.
- Contribute to the life of the College by participating in College functions, events, etc.
- Other duties as directed by the Principal.



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Time Allocation:

Full-time Fixed Term Category "B" Hours 8.15am to 4.30pm (40 minutes for lunch)

Remuneration

According to Catholic Education Multi-Enterprise Agreement 2022 (CEMEA)

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.

Other requirements & qualifications

Employees must have and maintain.

- Valid Working with Children Check or current VIT Registration
- Valid National Police Record Check every 5 years.
- Mandatory reporting – compliant certificate annually
- Level 2 First Aid
- Experience in librarianship and in all areas within relevant Library Management System
- Diploma of Library and Information Services strongly desirable