



# STAR OF THE SEA COLLEGE, BRIGHTON

## Library Technician Role Description

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### OVERVIEW

The Presentation Sisters established Star of the Sea College in 1883. The College has a rich tradition of educating women to take on the world, work for justice and make a difference. Since 2014, Star of the Sea has been a member school of Kildare Ministries.

The College's Educational Charter, developed in collaboration with teachers, students and parents, provides the framework for this role description.

All staff members are expected to support the College's mission to empower young women to engage in critical reflection leading to positive action for our world. The College community's success is shaped by their energy, skills, talents and shared sense of mission.

In addition, the expectation is that all staff support the Catholic Ethos of the College, work with the Leadership Team in ways respectful of the Catholic and Presentation spirit of the College, support the College's Mission statement and assist in the implementation of the Strategic Plan and College Improvement Plan.

Star of the Sea College promotes the safety, wellbeing and inclusion of all students.

### DUTY STATEMENT

The Library supports the learning and teaching of all students across the two campuses of Star of the Sea College. The Library staff develop and maintain a wide range of resources both print and digital. They focus on providing and supporting learning across the wider spectrum of learning experiences from the more formal subject specific environments to informal open learning programs that support creativity and innovation and student individual interest. Fostering a spirit of curiosity and cooperation in seeking to find and create knowledge underpins the learning space, interactions and programs.

### Knowledge and skills

- Key understanding and knowledge of library management systems with the ability to undertake all tasks associated with as cataloguing, collection maintenance and materials processing and preparation as required
  - Creation and curation of content using a variety of digital platforms including Libguides and ClickView
  - Knowledge of appropriate and ethical use of resources with regard to privacy, copyright and academic integrity.
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- High level competency with technology and its applications.
- The ability to respond to enquiries about resources, research and other more general requests for assistance in a timely and proactive manner

### **Experience**

- Experience in cataloguing and utilizing library management systems demonstrating best practice from the industry of information science.
- Knowledge of the library system Accessit would be an advantage.
- Knowledge of Young Adult literature

### **Competencies/Behaviours**

- Demonstrate a high level of interpersonal and communication skills.
- Demonstrate a high level of administrative and organizational ability.
- Capacity to work autonomously or cooperatively in a team with a range of people including teachers, learning support, students and parents
- Demonstrated proficiency in the use of library systems and other digital information systems
- Interact with students in a non-formal, friendly, and caring manner to support student wellbeing
- Open to new ideas and approaches and is flexible and adaptable
- Is innovative and imaginative in creating solutions to meet stakeholders needs
- Commits to the development of self and others
- Identifies goals and objectives to set direction
- Is approachable and empathetic in all interactions demonstrating reflective practice as part of ongoing improvement

### **General maintenance of library environment including**

- Maintenance of library supplies for all cataloguing requirements
- Participate in regular shelving, shelf checking and general tidiness.
- Ensure the photocopiers are checked for paper and toner supplies and liaise with IT as required.
- Create, or assist in the creation of new book displays – digital or physical – appropriate to the College learning programs;
- Assist with activities for special events.

### **Other duties shared with the library staff**

- Supervision of students from classes and during non-class time
  - Liaise with the College IT department as required
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- Handling general enquiries and offering research assistance to students and teaching staff
- Development and maintenance of learning resources both digital and physical
- Duties that may evolve as a result of technological innovation and change
- Carry out any other associated activities that would ensure effective delivery of this role
- Provide equitable intellectual and physical access to learning materials that will support members of the school community in becoming critical thinkers and effective and responsible users of information
- Respond to the needs of teachers and learners in a supportive and proactive manner
- Promote an appreciation and enjoyment of reading and literature
- Assist students to achieve the necessary skills to function competently as responsible citizens, in both physical and digital spaces.

### CONDITIONS OF EMPLOYMENT

<b>Direct Report</b>	Library Leader
<b>Tenure</b>	2022 with the possibility of ongoing
<b>Date</b>	March 2021
<b>Qualifications</b>	Diploma of Library Information Services
<b>Salary</b>	Entitlements under the Victorian Catholic Schools Multi Employer Agreement (2018)
<b>Approved By</b>	Principal
<b>Title</b>	Library Technician
<b>Classification</b>	Education Support Officer
<b>Time fraction</b>	0.8 FTE