POSITION DESCRIPTION

POSITION: Library Development Assistant

ORGANISATIONAL UNIT: Professional Services Team

POSITION STATUS: 0.6 FTE (Monday 8am-4pm, Tuesday 8am-4pm, Thursday 10am-6pm)
The hours of work will be worked over term-time weeks only (ie. 39 weeks of each year).
Commencing Term 4

KEY RELATIONSHIPS: This position reports to the Head of Library in the first instance. All positions at the School ultimately report to the Principal.

PRIMARY FOCUS: The Library at CGGS operates as a cultural hub that actively promotes reading, the love of literature and storytelling. Our relaxed, casual areas are overset with quiet study zones. A program of ‘In Conversation’ takes place throughout the year, bringing various practitioners of the arts and sciences to our school community, both within a school day and after hours. The Library Development Assistant role will demonstrate flexibility with varied hours in both the Senior and Junior Libraries (this will include some evening events). The successful applicant will possess a broad knowledge of contemporary and classic writing, including children’s and young adult fiction. A demonstrated creative and artistic flair for library environments is required for this role.

DATE: August, 2017

CAMBERWELL GIRLS GRAMMAR SCHOOL – EDUCATING TOMORROW’S WOMAN

Our Vision
A leader and innovator in the education of girls, dedicated to fostering a passion for learning and building a more just and sustainable world.

Our Mission
A Christian school in the Anglican tradition, inspiring girls in their love of learning and nurturing compassionate leaders with global mindsets.

Our Values
We welcome students of all faiths and cultures, educating them to see wisdom through intellectual inquiry, service learning and spiritual growth, honouring the values of integrity, commitment, respect, hope and courage.

Our Strategic Pillars
- Inspired Learning
- Global Citizenship
- Development of the Whole Person
- Leadership in Educational Practice
- Connected Community
- Operational Excellence

Our Motto
‘Utilis in Ministerium’ (Useful in Service)
CAMBERWELL GIRLS GRAMMAR SCHOOL - CHILD SAFETY COMMITMENT
All students who attend Camberwell Girls Grammar School (CGGS) have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at, or is engaged by CGGS in child-connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and/or linguistically diverse backgrounds and those with a disability.

STAFF OBLIGATION TO CHILD SAFETY
All staff at Camberwell Girls Grammar School (CGGS) take an active role, and are well informed of their obligations, in relation to Child Safety under Ministerial Order No. 870 “Child Safe Standards – managing the risk of child abuse in Schools”. The CGGS Child Safety Commitment is incorporated into the School’s employment cycle from recruitment and reference checking to induction, 6 and 12 monthly performance reviews and regular Professional Learning. Employment at CGGS is subject to school policies including the Child Safety Policy, Child Safety Code of Conduct and Mandatory Reporting Policy being read, understood and adhered to.

CHILD SAFETY EXPECTATIONS FOR PROFESSIONAL SERVICES STAFF
Professional Services staff, including the Library Development Assistant, must ensure that a child safe working environment is provided at all times. Every interaction that a professional services staff member has with a CGGS student must be conducted with child safe standards in mind, having understanding for the CGGS child safe policies and procedures. This specifically relates to all student interactions in the office, classroom, outdoors, other School buildings, excursions, events, camps and parent involvement activities.

KEY INTERNAL CONNECTIONS

Reporting directly to:
- Head of Library

Associated Relationships
- Principal
- Library Staff
- Professional Services Team
- School Management Team
- Junior and Senior School Teaching Staff

KEY DUTIES & TASKS

1. Library Administration
   - Manage all circulation duties of the Library, including use of the Library management system and shelving
   - Maintain the Library in good order
   - Laminating and binding teacher and student resources
   - Provide photocopying and print support for teachers and students
   - Ensure all book covers are well maintained
   - Assist with cataloguing and processing of new resources
   - General administration duties

2. Library Events
   - Develop creative artwork and displays for promotion of various Library themes and events
   - In conjunction, assist the Head of Library with the Library’s Storytime and Bookclub programs
3. Literature Knowledge & Engagement
   - Investigate reading materials appropriate and provide support for students ranging from EL3 to year 12 and staff
   - Positively engage with students to encourage reading and involvement in Library activities
   - Share and discuss current reading with other Library Team members

4. Other duties as appropriate to the position
   - There may be occasions where the Library Development Assistant will be required to complete tasks in addition to those listed above. This will require flexibility of hours to accommodate working across both School campuses and evening events.

5. Health & Safety
   All staff are expected to:
   - Adhere to and implement all safe work practices and procedures in accordance with the CGGS Occupational Health & Safety policy, Workplace Health & Safety policy and Manual Handling policy.
   - Work safely and report any hazards in accordance with school procedures.
   - Monitor and take full care of the health and safety of others within area of responsibility.
   - Participate when required in the resolution of safety issues.

6. Staff Review & Expectations
   All staff are expected to:
   - Participate in the School Review process in order to continuously improve knowledge and practice.
   - Conduct themselves with professionalism at all times and in line with the CGGS Code of Conduct.
   - Be a positive voice of support for the School with existing and prospective families, staff and others in the community.

KEY RESPONSIBILITIES
- Attend all relevant staff meetings as scheduled.
- All other duties and responsibilities as set out in the CGGS Staff Handbook.

KEY SELECTION CRITERIA

Essential Criteria:
- Professional, strong and effective communication skills
- Be computer literate and be able to use email, word processing and spreadsheet programs
- Able to interact proactively with staff at all levels including management
- Conceptual, analytical and problem solving skills
- Well-developed organisational and administrative skills, including strong attention to detail, demonstrated ability to set priorities and meet deadlines
- Demonstrated effectiveness in contributing to a small team, including the ability to review and improve workplace practices
- Proactive, self-starting, able to initiate action and influence events
- Adaptable and receptive to new ideas, not bound by old ways of operating
Desirable Criteria:
- Experience in a library and or educational environment will be highly regarded.

QUALIFICATIONS

Essential Criteria:
- Working with Children Check
- National Criminal Record Check

Desirable Criteria:
- Further training or qualifications in Literature and/or Library Services
- First Aid qualification

KEY PERSONAL ATTRIBUTES
- Demonstrate commitment to Ministerial Order No. 870 “Child Safe Standards” and CGGS Code of Conduct
- Loyalty to the School, students and staff, and commitment to the promotion of continuous improvement and a positive and supportive School culture.
- The ability to be discreet and maintain confidentiality, whilst cultivating credibility and honesty.
- The ability to work collaboratively in a team.
- The ability to be self-motivated, to work autonomously and be proactive.
- Highly organised and resourceful.
- Positive and flexible attitude.
- Enthusiasm and energy.
- Attention to detail.
- A warm and friendly disposition, with a tactful and diplomatic approach.
- Commitment to achieving best practice.
- High standard of personal presentation.
- Alignment with the School Values.

APPLICATION INFORMATION

All applications should include the names of 3 referees and be sent via email to:
Mrs Erin Colwell / Mrs Fiona Lear
Director of Human Resources
employment@camgirls.vic.edu.au

CLOSING DATE

Thursday 31 August 2017 at 4:00pm
(Please note that applications received after the closing date will not be considered)

N.B. This position description is not intended to represent the entirety of the position nor is it intended to be all-inclusive. CGGS reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.