

POSITION DESCRIPTION & PERSON SPECIFICATION



Position: Library Technician - Emmanuel Christian School

Organisational Structure

Christian Schools Tasmania is an Association of Christians that owns and operates four Christian Schools in the Greater Hobart Area – Calvin Christian School, Channel Christian School, Emmanuel Christian School and Northern Christian School. Each school has a Principal who is responsible for the educational leadership and management of the school.

A Board of Directors, through the Chief Executive Officer, governs the affairs of Christian Schools Tasmania. The Board is committed to operating in ways that utilise the strengths of being one Association, whilst recognising that each school is unique, and is led by the Principal appointed to that school. The Board expresses this commitment by establishing overarching guidelines or policies that guide the operational leadership of the Executive members.

The Mission of Christian Schools Tasmania is ***to provide the highest quality Christ-centred education that prepares and equips students for life.***

The Vision of Christian Schools Tasmania is ***to be a transformational Christian learning community.***

The core Values of Christian Schools Tasmania are ***Faith, Hope and Love. But the greatest of these is Love. (1 Corinthians 13:13)***

School Context

Emmanuel Christian School is a co-educational, independent Kindergarten – Year 10 Christian school located in Rokeby. Emmanuel Christian School currently has an enrolment of 280 students.

Further context can be gained by visiting the school's website at emmanuel.tas.edu.au

Purpose of Role

The Library Technician at Emmanuel Christian School is responsible for effective running of the Library through administering the resources and procedures and acting as a resource person to staff and students.

It is expected that the incumbent will bring a Christian world view to bear on the various aspects of the position and will participate fully within the spiritual life of the school.

Personal Requirements

Christian Schools Tasmania requires staff who:

- Are mature in their relationship with Jesus Christ and expresses that relationship in appropriate Christian community. The expression of that faith will be consistent with Christian Schools Tasmania's Statement of Faith.
- Are committed to continual growth in their faith and capacity as a Christian professional.
- Are strongly relational. Each staff member will need to work closely and effectively with colleagues, senior staff and students.
- Build Christian community. Each staff member will need to contribute to a strong and vibrant Christian culture across the school.
- Demonstrate innovation and creativity to ensure highest quality teaching and learning opportunities for students in the twenty first century.
- Have excellent organisational abilities. Each staff member will need to demonstrate and develop organisational abilities that are required to undertake the challenging role of working in a Christian school.

Safeguarding Children and Young People

Our organisation takes child protection seriously, and as an employee of Christian Schools Tasmania, you are required to meet the behaviour standards outlined in our Code of Conduct. You will have received a copy of this Code as part of your induction.

Therefore, as a part of your duties and responsibilities, you are also required to:

- provide a welcoming and safe environment for children and young people.
- promote the safety and wellbeing of children and young people to whom we provide services.
- ensure that your interactions with children and young people are positive and safe.
- provide adequate care and supervision of children and young people in your charge.
- act as a positive role model for children and young people.
- report any suspicions, concerns, allegations or disclosures of alleged abuse to management.
- maintain valid 'working with children' documentation.
- undergo periodic 'national criminal history record' checks (if required).
- report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.

Compliance and Safety

- Exercise responsibility required in accordance with Work, Health and Safety legislation;
- Take reasonable care of your own safety and that of other people who may be affected by your acts or omissions in the workplace;
- Create a safe and welcoming learning environment for children and young people congruent with legislative and Organisational Child Safe requirements;
- Adhere to the requirements of the role in accordance with the professional standards expected of Christian Schools Tasmania and all Organisational policies, procedures, codes, guidelines and applicable laws.

Key Responsibilities

In bringing a Christian perspective to bear in all aspects of their work, the Library Technician/Librarian will be responsible for:

- Purchase new resources and cull outdated resources as appropriate;
- Classify and catalogue resources in the library system;
- Rostering for K-10 library time;
- Story time reading with K-6 and assist with borrowing books;
- Assist staff and students with reference and research enquiries;
- Educate borrowers in using the library;
- Stock take Library annually;
- Process, cover, label, repair library books;
- Prepare overdue notices and accounts for recovery of lost books;
- Administer the Scholastic Book Club promotion and orders;
- Update the Accelerated Reading component of the library;
- Manage transition to upgraded systems, ensuring continued reclassification of library resources;
- Developing and maintaining effective networks that support the Key Objectives of the role;
- Undertaking relevant training and development as and when required;
- Working proactively to ensure the health and safety of themselves and others;
- Other reasonable duties as directed.

Essential Qualifications

- Relevant qualification or equivalent experience.
- Registration to Work with Vulnerable People Card.

Desirable Qualifications:

- Provide First Aid.

Key Relationships and Contacts

The Library Technician will be expected to:

- Work under the daily leadership of the Principal or his or her delegate.
- Work closely and collaboratively with the Principal and other school staff;
- Communicate effectively with all school staff members, parents and students;
- Communicate, liaise and work closely with external service providers and suppliers as required.

Conditions & Hours of Employment

This is a part time position for 40 weeks per year.

The exact allocation will be negotiated with the successful candidate.

Conditions of employment are outlined in the Christian Schools Tasmania Enterprise Agreement (General Staff) 2022, Educational Services (Schools) General Staff Award 2020 and the National Employment Standards.