

## POSITION DESCRIPTION SCHOOL LIBRARIAN

### Context

At Our Lady of the Sacred Heart College we are heart people who *are faith filled, reverence relationships, pursue excellence, touch the hearts of others.*

We seek to uphold and strengthen our commitment to building an outstanding Catholic girls' college, characterized by unity of purpose, professionalism, and the drive for excellence. (OLSH College Strategic Plan)

### OLSH College Commitment to Child Safety

We hold the care, safety and wellbeing of children and young adults as a central and fundamental responsibility of Catholic education. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice, and the sanctity of each human person at the heart of the Gospel.

All students deserve, as a fundamental right, safety, and protection from all forms of abuse and neglect. We promote a culture of child safety through policies and practices that comply with legislative and government requirements, and guide our decision making to reduce the risk of harm in our school community.

### Education in the OLSH Tradition

The School Librarian actively lives and supports the ethos and philosophy of Catholic education. This includes the values of the OLSH proclamation and all policies, procedures and practices that characterise an education in the OLSH Tradition.

The School Librarian wholeheartedly promotes the OLSH Charism, the vision of Jules Chevalier msc, Mother Marie Louise Hartzler and Heart Spirituality as a way of living the Gospel.

The School Librarian fulfills a critical role in ensuring the OLSH Spirit, as expressed through the pillars of OLSH education, is animated and sustained through their leadership.

### Role Purpose

The School Librarian plays a vital role in supporting the learning and wellbeing of students by providing access to high-quality resources, fostering a love of reading, and ensuring the smooth operation of the College's library services. As part of a collaborative team, the Librarian contributes to the development and delivery of engaging library programs and services that support the educational goals of the College.

### Key Responsibilities

- Provide day-to-day management of library operations, including circulation, shelving, cataloguing, and maintenance of resources
- Assist students and staff in locating and using library materials effectively.
- Promote reading for pleasure and academic success through displays, events, and reading programs
- Support digital literacy and research skills by guiding users in the use of online databases and digital resources.
- Collaborate with teaching staff to support curriculum needs through resource provision and collection development.
- Maintain an inclusive, welcoming, and well-organised library environment.
- Contribute to the implementation of library policies and procedures.

- Assist in the planning and delivery of library events and book-related activities.
- Participate in professional development and stay informed about trends in library services and technologies.
- Other duties as required by the Principal.

### Key Selection Criteria

To perform this role with success the School Librarian must possess skills in:

- Library qualifications (e.g., Diploma or Degree in Library and Information Services or equivalent) and/or experience in a Library Setting
- Experience working in a school setting.
- Strong organisational and administrative skills.
- Excellent interpersonal and communication skills, with a commitment to student service.
- Ability to work collaboratively within a team and with teaching staff.
- Proficiency in library management systems and digital resources.
- A passion for literature, learning, and supporting young people.

### Desirable Attributes

- Knowledge of children's and young adult literature.
- Familiarity with current educational technologies and digital platforms.
- Creative approach to library programming and student engagement.
- Customer service and administration support
- Strong interpersonal skills
- Efficient IT skills inclusive of Microsoft Office and Database systems
- Flexibility and able to thrive in an ever-changing environment

### Dispositions

- committed to the ethos of catholic education and education in the OLSH tradition
- enjoy working in a busy, dynamic youth-focused environment
- outstanding communication skills that build and maintain positive working relationships
- collaborative, supportive, and motivational team member
- high level of discretion in handling sensitive and confidential information

### Reports To Deputy Principal Learning & Teaching

All positions in the College ultimately report to the Principal.

### Conditions:

- Conditions are as per the Catholic Education Multi Employer Agreement (CEMEA) 2022.
- This role requires the incumbent to hold a current Working With Children Check.