



POSITION DESCRIPTION

Position:	Librarian (Secondary School)
Reporting to:	Head of the Research Centre
Location:	Pascoe Library
Work Days:	Full time - Monday to Friday

Purpose

The Librarian has an integral role within the team to ensure the delivery of a high impact library service that supports students and teachers within a continuously improving program. All aspects of school librarianship will be a requirement of this position, as outlined below.

Position in Context

The Librarian is responsible to the Head of Research Centre who in turn reports to the Corporate Services Manager. The Librarian has a primary role in the provision of library services within the Research Centre team.

Freedom to Act / Autonomy

The Librarian has autonomy to complete delegated tasks and to utilize their experience and qualifications in the pursuit of excellent service and quality team collaboration.

The Role – School Librarian

We are seeking a passionate library and information services team member who will enjoy working in a collegial and dynamic environment that is central to our school's learning community. As the Librarian, you will have an integral role within the team to support the delivery of a high impact library service that supports students and teachers within a continuously improving program.

Responsibilities include:

- Contributing to providing resources and skills that will support the curriculum and the development of literacy.
- Maintaining and developing communication and collaboration with subject departments.
- Contributing to the design and deployment of student and teacher researching skills and smart search strategies.
- Working with staff and students to develop skills in the use of online resources in formal and informal settings.
- Assisting with the development of Libguides to aid users with learning how to use library resources as part of classroom activities, orientation programs and staff professional learning.



YARRA VALLEY G R A M M A R

- Performing a range of daily/regular library tasks that will include: shelf maintenance, shelving, weeding, cataloguing and processing of resources, metadata development, collection and analysis of borrowing trends, stock-taking, displays, purchasing and ordering, liaising with publishers and suppliers, print and online collection development and maintenance, library supervision, assisting students and staff with resource enquiries, circulation desk duties, supporting special library programs, promotion of resources, leading library projects as well as assuming delegated responsibilities as part of other team projects.
- Remaining current with Young Adult literature trends and reading for pleasure strategies.
- Facilitating the reading program schedule and content delivery for Years 7, 8 and 9 students.
- Using a personalised high quality metadata approach to increase accessibility and usability of the collections.
- Assisting with management of the Informit Library Management system.
- Assisting with acquisitions and cataloguing for all library resources, print and digital, as required.
- Providing support with serials and overdue procedures, as required.
- Assisting with the management of our range of online borrowing platforms, research platforms and databases.
- Assisting with the supervision, resource processing and training of library assistants and library staff in the use of technical applications, policies and programs.
- Assisting with maintenance of the print collection through stock-taking, reporting and weeding.
- Using data for library collection analysis.
- Library Supervision, Circulation Desk and Reference Services as rostered, and throughout the day as necessary, as well as recess, lunchtime and after school student supervision, as required.
Involvement in special activities such as Book Week, reading challenges, author visits, niche student groups and book clubs for students and staff, as required.
- Assisting with the development, review and maintenance of Library policies in accordance with the Library's mission statement and the School's stated outcomes.
- Becoming well informed and complying with the School's obligations in relation to Child Safe Standards and processes for reporting suspected child safety concerns.
- Adhering to the School's professional dress code for staff.
- Attending all relevant staff meetings, assemblies, community days and staff professional learning days.
- Demonstrating professional and collegial relationships with colleagues.
- Supporting the Mission, Vision and Values of the School as articulated in the Strategic Plan.
- Becoming familiar with and complying with all School policies and procedures.
- Other duties as may reasonably be required.

Direct Reports

Nil



YARRA VALLEY G R A M M A R

Key Contacts

Internal

Library staff

Head of the Research Centre

Heads of Departments

Teaching Staff

Students

External

Regulatory Bodies

Education Associations and Providers

Competencies and Qualifications

- Completion of a Tertiary qualification commensurate with the standard and expectations of a library information services team member.
- Ability to present and facilitate learning experiences for students and teachers about research skills and reading engagement strategies.
- Ability to lead, work independently and as part of a team.
- Excellent interpersonal and communication skills.
- Effective planning and organizational skills including time management.
- Demonstrated skill with typical library digital platforms, research platforms and databases.
- Passion for literature and information literacy.
- Active desire for professional growth, and growth of the service provisions of the library.
- Eligibility for membership of the Australian Library and Information Association (ALIA).
- Current Working with Children Check and understanding of workplace child safety.
- Appropriate vaccination status to work in a school setting.
- Demonstrated passion, experience and commitment to patron-focused library and information services.

Yarra Valley Grammar is a Child Safe organisation and has zero tolerance for child abuse. It is a condition of employment that all employees comply with various policies and procedures, including Child Safe policies. Failure to comply with these policies will result in disciplinary action