

**POSITION DESCRIPTION**

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| **POSITION TITLE:** | **School Officer – Library Services** |
| **SECTION**: | **School Officer** |
| **REPORTS TO:** | **Principal** |
| **CLASSIFICATION:** | **School Officer – Level 3** |
| **AWARD:** | **Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2019 - 2023** |
| **LOCATION:** | **St Mary’s Catholic School, Bowen** |

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| **OUR ORGANISATION** |

Townsville Catholic Education (TCE) supports 29 schools within the Diocese, located throughout a diverse region including urban and rural environments extending to Mount Isa to the west, Proserpine to the south and north to Ingham. TCE provides a diverse range of education choices including primary, secondary and Prep-to-Year 12. Each setting provides a high educational standard in a caring and a stimulating environment. The Diocese has a growing Indigenous education program and some of our schools offering both boarding and day-student facilities.

TCE employs in excess of 2,500 teaching, professional and ancillary/support employees to fulfil our mission of providing quality educational services through our Catholic school communities. A Catholic education involves much more than simply teaching the educational basics. It encourages students to embrace Catholic values and faith while providing them with an excellent education and diverse life experiences that will prepare them to be a contributing member of the community in their adult lives.

The proud reputation Catholic schools enjoy within the Diocese today is based on the strong tradition built by religious orders who found Catholic Education in the Townsville Diocese in 1872.

Please visit our website for additional information <https://www.tsv.catholic.edu.au/>

**OUR SYSTEM VISION**

*“The promotion of the human person is the goal of the Catholic school”*

*THE CATHOLIC SCHOOL ON THE THRESHOLD OF THE THIRD MILLENNIUM, 1998*



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| **ABOUT THE ROLE** |

[St Mary's Catholic School](https://www.smbtsv.catholic.edu.au/)is a co-educational primary school located in Bowen. One of the oldest schools in the Townsville Diocese and formed in the Mercy tradition, St Mary’s currently has 121 students from Prep to Year 6. The school has a proud ongoing tradition of academic excellence and serving the Bowen community, with small class sizes to enhance students’ learning opportunities.

The role of School Officer – Library Services is responsible for assisting with the smooth day to day running of the library with a broad range of associated roles and tasks within a variety of contexts. The School Officer – Information Services and Resources will be required to apply some judgement and discretion with the application of equipment, work organisation, service provision and actions to achieve outcomes within time constraints.

The School Officer – Library Services will be required to undertake a broad range of administrative tasks to support the school community and will offer challenging and diversity with scope of work being undertaken. You will be required to supervise students during lunch breaks.

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| **KEY ACCOUNTABILITIES** |

* Assist students with loan and reference enquiries within an information service environment
* Assist with internet and online database searches to support research
* Maintain and update library resources, records and systems, including data management
* Maintain, operate and trouble shoot issues with equipment including IT and AV equipment
* Undertake copy cataloguing and classification
* Maintain circulation systems
* Copy catalogue books, magazines, journals and recorded material
* Assist with stocktaking of resources
* Administrative tasks to support the functioning of the library – barcoding, stamping, spine labelling and covering
* Promote the library services and resources to all staff and students
* Administrative tasks as required to support the functionality of the school.

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| **STATEMENT OF RESPONSIBILITY** |

The carriage of the role will always presume the role-holder’s responsibility to act cognisant of, and in harmony with, the Mission and Purpose of Catholic Education and Catholic Education policies.

The employee will be expected to abide by the *Statement of Principles for Employment in Catholic schools*, the *Staff Code of Conduct* and other Diocesan guidelines.

Employees will maintain appropriate confidentiality, sensitivity and empathy in the execution and management of all matters.

Employees will demonstrate a willingness and acceptance to initiate and participate in relevant training and professional development opportunities.

Each employee is responsible for ensuring his/her health, safety and wellbeing and is expected to not willingly place at risk the health and safety of one’s self or others.

Employees will:

* Adhere to Work Health and Safety instructions
* Promote a commitment to safe work practices
* Be familiar with workplace incident, hazard and accident reporting and emergency procedures
* Take reasonable action to avoid, eliminate or minimise risk and hazards
* Utilise personal protective equipment
* Participate in the development of a safe and healthy workplace
* Seek information and advice as necessary and comply with instructions.

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| **ABOUT YOU** |

**Experience**

* Demonstrated ability to adapt to changing circumstances and embrace and contribute to new approaches
* An appreciation of the changing role of the Library in the education sector and the capacity to adapt accordingly
* Experience in a school/educational setting interacting with students and staff.

**Skills**

* A demonstrated ability to develop and sustain productive working relationships
* Established oral communication skills, especially in relation to staff, students and parents
* Developed written, verbal, visual and non-verbal communication skills to ensure positive engagement with staff, students and parents
* Ability to assist library users with reading, research and information needs
* Ability to manage time and set priorities to meet deadlines
* Ability to demonstrate proactive and responsive decision making.

**Attributes**

* Enthusiastic, energetic, flexible with a pro-active attitude
* Confident, articulate and engaging with a personal warmth that engenders mutual respect with students, staff and parents
* Flexible and responsive to the needs of the school community and driven to achieve the best outcomes
* Willingness to use and train in technology and library trends
* Highly motivated with a “can do’ attitude.

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| **Mandatory Criteria/Professional Registration/Other** |

* Current Working with Children Suitability Card - The successful candidate will require a paid Blue Card before commencement as per the No Card, No Start policy developed by Queensland Government
* Ability to perform the physical requirements of the role in a safe manner.

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| **Desirable Criteria** |

* Relevant Qualification desirable.

*Some employees may be subject to pre-employment medical assessments during the selection process. Depending on the nature of the position, it may be necessary for successful applicants to be immunised against certain preventable diseases in order to minimise the risk of transmission.*

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| **HOW YOU WILL BE ASSESSED** |

How we do things is as important as what we do, therefore you will be assessed on your ability to use your experience, knowledge, skills and competencies confidentially with good judgement and wisdom.

You will be assessed on your ability to demonstrate the following four capabilities – Personal, Professional, Relational and Organisational within context to the key accountabilities identified above.

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| **Capabilities** | |
| Personal | Professional – Knowledge and Understanding |
| Engages in self-reflection | Is aware and responsive |
| Gives witness to personal faith and commitment | Integrates a Catholic stance in area of responsibility |
|  | Supports and engages change processes |
| Displays a sense of self-efficacy and personal identity | Demonstrates appropriate styles of decision making |
| Displays intuition as well as logic and reason | Inspires a collegial purpose and vision |
| Projects confidence, optimism and resilience | Supports efficient and robust structures and systems |
| Demonstrates honesty and integrity | Focuses on core outcomes and accountabilities |
| Demonstrates ethically responsible behaviours | Engages in workplace learning and relevant professional development |
| Is morally courageous | Operates with a commitment to sound educational focus |
| Demonstrates a commitment to personal spiritual growth | Operates with a spirit of service and professionalism |
| Displays imagination and vision | Develops moral purpose |
| Integrates work and personal life | Demonstrates capacity to provide professional support |
| Engages with the Catholic culture |
| Is culturally sensitive |
| Social and Interpersonal | Organisational |
| Is relationally adept | Gives priority to the Church’s mission in education |
| Is emotionally mature | Engages in future thinking, aware of the big picture |
| Is guided by the spirit and teachings of the Gospel | Supports organisational capacity to respond to contemporary and future needs |
| Communicates with confidence | Avoids imposing old paradigms on new realities |
| Is authentically present | Supports a growth promoting workplace |
| Displays a trusting disposition | Exercises committed and ethical stewardship |
| Supports collaborative and productive working environments | Contributes to organisational sustainability |
| Engages in positive politics | Supports a sharing organisational culture that focuses energies and talents |
| Operates in fidelity to Catholic social teaching and environmental responsibilities |

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| **REPORTING & OTHER RELATIONSHIPS** |

The School Officer – Information Services and Resources is accountable in the first instance to the Teacher Librarian and then to the Principal. The School Officer – Information Services and Resources communicates as necessary with staff, students and parents where appropriate.

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| **ACKNOWLEDGEMENT** |

I have read, understood and acknowledge the scope and responsibility of the position outlined in this position description.

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| **Employee Name:** |  | | |
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| **Signature:** |  | **Date:** |  |