

ARDEN



LIBRARY ASSISTANT (K-12)

Arden is a non-selective Anglican School providing a co-educational, Pre-School to Year 12 education, which seeks to attract, retain and develop dedicated, highly effective, values-oriented staff to all positions at the School. At Arden, we are committed to providing a positive work environment in which staff are valued and encouraged to develop professionally.

Arden is a Christian community centred on the good news of Jesus Christ. Arden's ethos is of high expectations and a commitment to academic and professional excellence. The School aims to attract and retain the best possible teachers and support staff, who are experts in their field and highly committed to the continuous improvement of their professional practice. The School's focus is to engage staff who have a passion for lifelong learning and who believe in the unique value of each student in the School. Arden welcomes applications from people of faith who are committed to the Christian aims of the School.

Arden is committed to being a Child Safe organisation. All staff are required to help always maintain a child safe culture, and to act in every child's best interest and to keep them safe from harm. The School has zero tolerance for child abuse.

There is a strong collegial culture of mutual trust and support between staff and school leaders. All levels of governance are committed to embodying the Christian values of the School and a culture of servant minded leadership is fostered at all levels.

General expectations

As a member of the School's staff you will

- Exhibit conduct in keeping with the School's mission and vision
- Reflect and promote the School's Christian values of Love, Hope, Service, Courage, Compassion and Respect
- Display integrity and sound judgment and be committed to ethical behaviour
- Work constructively and collaboratively with team members and with others
- Take personal responsibility for actions and consequences
- Communicate effectively
- Be self-motivated and use initiative to solve problems
- Maintain confidentiality
- Possess an openness to change
- Adhere to all aspects of the terms of your employment

All staff must be committed to positive and caring relationships because of their importance to successful student learning and the high level of family involvement that exists at Arden across all aspects of school life.

Experience & Qualifications

- ☐ Library technician / assistant qualification
- ☐ Experience in a similar role / School environment
- ☐ Experience or qualifications as a Teachers Aide would be highly regarded but not essential

Personal Attributes

- ☐ Warm, welcoming and professional manner
- ☐ Presents a professional and positive demeanour and is a solution-oriented person
- ☐ Displays empathy, enthusiasm, commitment and is highly motivated to contribute to department improvements
- ☐ Possesses a strong work ethic
- ☐ Exercises ownership and concern for quality of own work reflected in accuracy and attention to detail
- ☐ Operates effectively in a collaborative team environment; establishes a rapport and builds strong relationships
- ☐ Strong organisation and time management skills
- ☐ Excellent interpersonal skills and demonstrated ability to work both autonomously and collaboratively
- ☐ Ability to effectively communicate, both verbally and in writing
- ☐ Possess a love of reading and literature that will allow discussions with students on age-appropriate resources, the promotion of quality literature to students and teachers, speaking richly and expertly about books, an understanding about author's styles and techniques and an appreciation of the power of words and story and model this to students

Essential Skills

- ☐ Ability to use a library management system
- ☐ Ability to use appropriate systems for accurate book shelving
- ☐ High level customer service skills and a willingness to help others
- ☐ High level ICT skills
- ☐ Team player who is keen to work with colleagues to best meet the learning and wellbeing needs of individual students
- ☐ Commitment to support the ethos of the School with a willingness to make a significant contribution to the life of the School

POSITION PROFILE

The Library Assistant plays a pivotal role in creating a warm and welcoming place for our entire School community. More than just helping to facilitate our student engagement in the services of the School's libraries, they play a key role in fostering a love of reading and literacy for students of all ages, interests and abilities. This is through their everyday interaction with students, providing support to our teachers inside and outside of the classroom and creating engaging displays to encourage students to try different genres, titles and mediums.

The Library Assistant (K-12) ensures the efficiency and effectiveness of operations within the physical library, allowing the Head of Information Services (7-12) and Librarian (K-6) to concentrate attention on library learning programs, curriculum support and literacy and literature promotion.

Key Responsibilities

Professional Practice

- ☐ Cultivate a safety-positive workplace culture
- ☐ Demonstrate a commitment to the Child Safe Standards
- ☐ Foster supportive positive professional relationships

Daily Tasks

- ☐ Operating the library 'help desk' to provide welcoming customer-focused support, guidance and referral
- ☐ Assisting students and staff with selecting, borrowing and returning library resources including teacher resources
- ☐ Classroom & small group (incl. 1:1) support including reading groups, participation in clubs or extracurricular activities
- ☐ Encouraging students to use the library to its fullest potential through getting to know students and their interests, personal recommendations and creating a fun, friendly and welcoming environments for them to explore and learn
- ☐ Assist with inventory management including ordering stock, stocktaking, weeding of damaged and outdated books
- ☐ Cataloguing, preparation and management of library resources, including database management
- ☐ General library admin support, as required, including assistance with subject requests, maintaining stationery supplies, etc
- ☐ Assisting parents and students with reading programs
- ☐ Assisting with Library and whole school events, as required (eg, book week)
- ☐ Maintaining cleanliness of the library including reshelving books, resetting of furniture and general tidying
- ☐ Provide advice and recommendations based on student interest and staff needs
- ☐ Student supervision, as required, including recess and lunch

Expectations

- ☐ participate in professional development, both internal and external to ensure your practice is continually growing and developing
- ☐ demonstrate your support of and respect for the School's vision, values, goals, policies and procedures in all aspects of performing your role
- ☐ contribute to the effective and efficient running of the department
- ☐ demonstrate positive and cohesive working relationships with staff (including volunteers) and students

Work Health & Safety (WHS)

All staff are expected to contribute to the effective WHS requirements and operation of the School by, without limitation –

- ☐ participating in the development of a safe and healthy workplace
- ☐ complying with any instructions given for their own safety and health and that of others
- ☐ adhering to safe work procedures
- ☐ being familiar with emergency and evacuation procedures including the location and use of emergency equipment (eg, first aid kits, fire blankets)

- ☐ reporting any injury, hazard or illness immediately to the Workplace Safety and Compliance Administration Coordinator
- ☐ not placing others at risk by any act or omission, or
- ☐ not wilfully or recklessly interfering with any safety requirement of the School.

Other Duties and Responsibilities (as required)

- ☐ Attend School meetings, as requested, including outside of usual work hours
- ☐ Attend professional learning events, as requested, including outside of usual work hours
- ☐ Any other duties and activities as required by the School Principal (or as delegated)

The above is intended to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive or limiting list of responsibilities and expectations of the position. The responsibilities and expectations of this position may be varied, at the Principal's discretion, to ensure the operational needs of the School are being met.

Role classification

Industrial Agreement	Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement (MEA) 2021
Classification	School Assistant
Level	3 / 4 (TBC)
Hours (usual)	8am – 4pm 3 days per week (0.6 FTE) 1 day at Secondary Campus (Epping) 2 days at Junior Campus (Beecroft)

Staff are employed at a classification level and assigned to a role rather than appointed to a position. Staff may be re-assigned to other roles at the same classification over time, in line with organisation priorities and/or personal development plans.

Reports

This role reports directly to the Head of Junior Campus.
There are no direct reports for this role.

Professional Review

This Position Description is intended as a framework for professional review.