

School Librarian (South Plympton)

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| Position Title: | School Librarian (South Plympton) |
| Job ID: | 241004 |
| Reports To: | Director of Curriculum and Innovation |
| Nature of Employment: | Ongoing full time (37.5 hours per week), 43 weeks per year |
| Commencement Date: | January 2025 |

College Overview

Emmaus Christian College is an independent, non-denominational Christian school. We provide high quality Christian education to children and young people who are from Christian families that are actively involved in their local church and families who fully support the involvement of their children in the Christian teaching, life and expression of the school.

Emmaus Christian College is one school, two campuses. The Brooklyn Park Campus provides Early Learning to Year 6. The South Plympton Campus provides Foundation to Year 12. Both campuses offer a seamless pathway to Year 12, where children who have completed Year 6 at Brooklyn Park, have guaranteed entry into Year 7 at South Plympton.

Our aim is that our students will graduate as confident and compassionate young adults, well-equipped to take their place in the world. We seek to foster a commitment to Jesus Christ and a passion to live life in such a way as to bring honour and glory to God.

As a Christ-centred College, it is essential that our beliefs are lived and modelled by our staff. Therefore, we seek to employ staff whose lives are a genuine reflection of their Christian faith.

We want our students to:

- **Belong** - to know others and be known.
- **Flourish** - to discover and grow into who they are in Christ.
- **Think** - to build their knowledge, apply their skills and discern the truth.
- **Respond** - to respond to the call of God in their lives.

Key Purpose

The School Librarian (South Plympton) will be responsible for the daily running of the South Plympton campus Library. This hands-on role works with F-12 students and staff to ensure a love of literature is promoted in our Library.

Key Responsibilities

Student Support

- Promote a love of reading and literature and guide students in their reading choices.
- Maintain a learning environment in the Library that is functional, inviting and supports appropriate learning outcomes, and promotes enjoyment of learning.

- In conjunction with other stakeholders, coordinate and promote Library programs and services (e.g. book week, displays, book club).
- Organise Library resources including the processing of new resources.
- Supervise some break times in the Library, maintaining a welcoming and safe environment for students.
- Student behaviour issues reported to classroom teacher or relevant pastoral coordinator. All other issues to be reported to the Director of Curriculum and Innovation.

General Administration

- Cataloguing and processing of items (e.g. book, non-book, AV).
- In conjunction with other F-12 curriculum leaders across the college, purchase new texts for student and staff use.
- Circulation duties including borrowing, returning and re-shelving books and resources.
- Maintenance, service and repair of items (e.g. book, non-book).
- Manage textbook collection (e.g. process, borrow and return all items and issue overdue notices).
- Oversee photocopier use and assist staff and students.
- Issuing, following up and invoicing for overdue, lost and damaged books.

Information Management

- Coordinate and maintain the Library Management System (Accessit).
- Assist students and teachers with information skills and locating suitable resources utilising Accessit and other online resources.
- In conjunction with the Director of Curriculum and Innovation and other school librarians, maintain an annual library budget.
- Attend selected seminars, workshops or conferences to facilitate personal skill development.

Working Relationships

- Foster warm relationships with students and staff who use the library.
- Collaborate with other school librarians across the College (Brooklyn Park campus), sharing resources, and when relevant, work to maintain a consistent approach across both campuses.
- Make positive connections with all staff.

Selection Criteria

- Be a committed Christian with a deep desire to serve Jesus Christ as Lord.
- Qualifications in Information Studies or equivalent would be an advantage.
- Experience working in a library (specific school experience would be an advantage).
- Demonstrated ability to foster a love of reading and literature among students of all ages.
- Strong interpersonal and collaboration skills with the ability to build positive relationships with students, staff, and the wider school community.
- Excellent communication skills, both written and verbal, with the ability to effectively convey information to students, staff, and parents.
- Strong organisational skills with the ability to manage multiple tasks and priorities efficiently.
- High level of initiative and problem-solving skills, with the ability to work independently and make informed decisions.
- Strong customer service focus, with a commitment to providing high-quality support to all library users.

- Commitment to continuous improvement and professional development, with a willingness to learn and grow in the role.
- Current satisfactory Working with Children Check (WWCC), RRHAN-EC Certificate, First Aid Certificate (or willingness to obtain) and the right to work in Australia.

College Expectations

All staff are expected to:

- Be a committed Christian with a strong passion for Biblically-based Christian education.
- Contribute to the efficient and effective functioning of the team to meet College objectives by demonstrating appropriate and professional workplace behaviours, providing assistance to team members as required and undertaking other key responsibilities or activities as directed by the Executive Principal.
- Perform their responsibilities in a manner which reflects and responds to continuous improvement.
- Support the policies and expectations of the College.

Submitting Your Application

Closing Date: 9:00am, Wednesday 13th November 2024.

Applicants should provide:

1. A written application that addresses the selection criteria outlined in the position description.
2. Curriculum Vitae which provides full personal details, qualifications, previous employment and experience.
3. A completed 'Application for Non-Teaching Position Form' available via our website emmauscc.sa.edu.au/about/employment

Application submissions must be sent to recruitment@emmauscc.sa.edu.au and include all three documents to be considered. In the subject line of your application, please state the Job ID 241004.

For further information, please contact Human Resources on (08) 8292 3888 or recruitment@emmauscc.sa.edu.au