# Position Description

## Title: Library Technician

## This Position Reports to: Teacher Librarian

Deputy Headmaster – Head of the Preparatory School

Head of Libraries and Information Services

## Department: Preparatory School Library

## Date: October 2021

P**REAMBLE**

As you join the staff of The Southport School, it is crucial that you understand the underpinning philosophy and aims of this school, its routines and administration, and more importantly, that you actively support the implementation of these matters. The School Prayer gives a clear understanding of the School Aims.

*Make us a truly Christian Community where education embraces the whole of life. With the school may we find acceptance, healing and growth through faith in Christ and in turn service to others.*

We expect you to support the philosophy and aims.

##### PURPOSE OF THIS DOCUMENT

To provide the team member with a list of the duties of the job, together with the framework against which your performance on the job will be assessed.

If you do not possess the skills needed to perform your duties, the Headmaster will be responsible for the provision of further training, supervision and instruction to ensure your level of performance improves.

As part of the team you will be expected to know the policies and procedures that govern some of the tasks you will be performing.

##### DUTIES AND RESPONSIBILITIES FOR THE POSITION

This part of the document outlines the responsibilities required to competently perform the duties of the position. Of course, you will also be required to perform any other duties that your School Executive Management may direct you to perform and which could reasonably be considered relevant to the position.

###### DUTIES PERTAINING TO THE SOUTHPORT SCHOOL

Goals: To ensure all school policies and procedures are complied with by:

* Complying with legal obligations of an education establishment.
* Compliance with the Student Protection Policy and Procedures
* Complying with established industrial relations practices and requirements.
* Delivering a high quality of service.
* Identifying and assessing the needs and expectations of others.
* Encouraging the achievement of individual educational excellence with students.
* Ensuring the high standards expected of students in dress, manner and behaviour are adhered to.
* Ensuring that the well-being of all students in the program is closely monitored, and any concerns are reported to the appropriate support and leadership staff.
* Understanding that at no time does any worker have the authority to reprimand any student or any co-worker, but to take responsibility to report any issue to the Dean of Students or any member of the School’s senior management panel.

**STUDENT PROTECTION IN ANGLICAN SCHOOLS**

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful.  Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

* Every child: made in the image and likeness of God.
* Every child: loveable and loved, unique and unrepeatable.
* Outstanding education for the flourishing of people and the good of community.

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practiced.

Working and serving the best interests of children and young people is in everyone’s best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

* place emphasis on genuine engagement with children and young people;
* create conditions that reduce the likelihood of harm to children and young people;
* create conditions that increase the likelihood of identifying harm where it exists; and
* respond swiftly and appropriately to any concerns, disclosures, allegations or suspicions.

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes.  This fosters a child safe culture, where acting in children and young people’s best interests is at the heart of what we do.

**GENERAL DUTIES AND RESPONSIBILITIES**

###### KRA: GENERAL DUTIES

To provide efficient duties whilst supporting the mission of the Preparatory School library by:

* Downloading data into catalogue.
* Shelving and ensuring maintenance of fiction and non-fiction collections.
* Recording of Library statistics.
* Attending library meetings.
* Performing other duties as designated by the Teacher Librarian.
* Submitting maintenance requests
* Investigating and evaluating prospective resources and programs for staff and students.
* General administrative functions as directed.
* Assist with cleaning, maintaining and shelving textbooks as required.
* Loan/return Relief Teacher laptops.

###### KRA: LIBRARY SYSTEM DUTIES

Goals:

To ensure that all library systems are implemented and managed effectively on a regular basis for the library by:

* Stocktaking when scheduled.
* Creation and presentation of library reports for specific purposes.
* Investigate and react to specific tasks to do with the machinations of the library system.
* Update and maintain the library catalogue (ie Authority Files, invalid URLs etc).

###### KRA: RECEIVING/CATALOGUING LIBRARY RESOURCES

Goals:

To ensure an effective and efficient system exists for the cataloguing and implementation of new resources.

* Receive new items – check price and supplier.
* Copy Catalogue from SCIS or original cataloguing of resources.
* Catalogue library resources using SCIS subject headings, according to professional standards.
* Correct and classify catalogue records to conform with current professional standards.
* Identify and correct discrepancies within databases by using professional knowledge and judgement.
* Maintain and update Authority Files – Subject, Author, Series, Publisher – to assist with searching and identifying resources.
* Print spine labels for all resources once ready for covering.
* Cover and stamp resources as required.
* Notify staff/student when resources are available for borrowing.

###### KRA: READER SERVICES

Goals:

To ensure that services that provide access to the Library and Library resources are implemented and managed effectively on a regular basis for the senior Library of The Southport School by:

* Supervision of boys during academic and recreational times.
* Tidying library.
* Liaising with students and staff on information sources both print and electronic.
* Providing general reference services.
* Operating the circulation system by using Oliver library management program – borrowing/returning/reservations of library items.
* Performing circulation desk duties as per roster and as required in both academic and recreational times.
* Assisting with general inquiries, including by telephone and email.
* Assisting patrons to locate resources via the OPAC terminals.
* Booking classes into Library after consultation with teacher and prepare for same.
* Undertaking detailed searches for specific reference requests of both print and electronic resources.
* Assisting with the use of canner/photocopier/printer and printing of student work
* Reporting of malfunctioning machinery to appropriate library staff and departmental areas via email, Staff Portal and/or ERM.
* Reviewing of reserved items for expiry dates and re issuing to next patron.
* Attending to end of academic year activities including repairing.
* Follow set procedure for inter-library loans with other schools and educational institutions.
* Follow set procedures for induction of new students and staff to the library including distribution of library orientation material.
* Be aware of evacuation and lockdown procedures for library during academic and recreational times.
* Morning and end of day duties: follow procedure listed in the Senior Library desk duty manual.
* Create displays for new books or themes to encourage reading.
* Assist boys choose novels to supplement their general reading.

###### KRA: SERVICES AND PROFESSIONAL DEVELOPMENT PROGRAM

Goals:

To provide assistance in the management of all services to staff and parents by:

* Assisting the Teacher Librarian in delivery of services to staff and parents.
* Providing instruction on using Library homepage and online resources to find information.
* Attending Professional Learning activities as required.

###### KRA: INFORMATION LITERACY

Goals:

To provide a program that ensures the information literacy by:

* Demonstrating the Library homepage, and access to appropriate resources.
* Answering other appropriate questions about the library and services.
* Instructing students in how to use and access appropriate resources.
* Planning/discussing requirements of Academic Staff for student research.
* Working with classes on research organising and retrieval of resources.
* Assist staff and students to access digital and online resources.
* Providing individual instruction on use of specialised reference resources.
* Resourcing information for research pathways.

###### KRA: PURCHASING OF RESOURCES

Goals:

To support the purchasing process of resources by:

* Directing to the Head of Libraries any requests from staff for resource purchases.
* Checking if we already have a copy and informing staff.
* Checking through catalogues/websites for availability of requested resources.
* Requesting the purchasing of new resources based upon experience and professional judgement.
* Covering/repairing textbooks when necessary

###### KRA: WORKPLACE HEALTH AND SAFETY

Goals: To ensure a safe and healthy work environment is provided for students, employees and visitors to The Southport School and that all areas in the control of the Facilities Manager are in compliance with the current legislation by:

* Complying with the Workplace Health and Safety Legislation and Regulations.
* Complying with The Southport School Workplace Health and Safety Policy
* Implementing documented basic safety practices.
* Implementing documented basic security practices.
* Implementing hygienic practices through adherence to policy and procedures.
* Preventing hygiene risks and problems through adherence to policy and procedures.

###### KRA: EMPLOYEE RELATIONS

Goals: To display positive interpersonal skills needed for the delivery of quality service, with a particular emphasis on communication and teamwork by:

* Communicating effectively one on one in the workplace.
* Communicating effectively in the workplace.
* Participating effectively as a member of a team.
* Presenting a positive image of the School.
* Providing confidential employee and client relations for counselling and any grievance procedure that may take place.
* Presenting a professional and dynamic image to employees, clients and visitors to The Southport School at all times.
* Initiating and driving the business forward by directly representing the School’s ethos and motto.

###### KRA: SELF MANAGEMENT

Goals: To demonstrate the very highest level of personal insight, initiative and maturity in all that is done and to display a sense of flexibility and willingness to work as an integral member of the team.

**SKILLS AND EXPERIENCE:**

* Intermediate to advanced skills in the use of Microsoft products including Excel, Word, PowerPoint.
* Strong time management and prioritisation skills – the ability to multi-task, meet deadlines, and work within agreed timeframes
* Professional and well-rounded written and verbal communication skills
* Demonstrated problem-solving abilities, and the ability to adapt to meet the operational needs of the different departments as and when required
* The ability to work within and for a number of teams, and in support of senior staff members – to work independently and efficiently
* Relevant qualifications to meet the requirements of the position.