

- providing an essential specialised service to support staff and students to access, utilise and engage effectively with technology services, information and digital learning tools.
- Facilitate and develop displays and other promotional materials that support College literacy activities and themes to enhance resource visibility and student engagement, e.g. Book Week.
- As authorised, and in conjunction with Finance/Administrative staff, coordinate the procurement of library resources, ordering of textbooks, subscriptions, and consumables, and the associated administration of orders and payment of invoices.
- Administer the allocation, monitoring, maintenance and use of the library catalogue and collection and other library resources by:
 - effectively using ICT facilities and associated network services and equipment to facilitate efficient access of information to staff and students
 - maintaining the library catalogue and database by creating, modifying and classifying catalogue records using Schools Catalogue Information Service (SCIS) and original cataloguing practices to achieve data accuracy and resolve anomalies. As required, liaise with database providers and ICT staff to resolve system and database issues
 - undertaking periodic stocktakes, shelf-reading, culling, and repairs as required
 - administering the Radio-Frequency Identification (RFID) circulation and security systems to support efficient resource management, borrowing services and collection security
 - developing and preserving audiovisual resources through acquisition, cataloging, and classification of digital and video content, in compliance with Catholic Education South Australia requirements and relevant film classification standards
- Actively and positively engage in College activities, events, meetings, required training and professional reviews.
- Undertake other duties as required by the College Principal (or delegate).
- Under the direction of a teacher and proportionate to the scope and remit of the role:
 - assist with supervising students before and after school in the Student Hub, maintain accurate attendance records, and monitor tutoring programs
 - support the supervision of students with diverse learning and support needs and facilitate appropriate escalation to House Directors when warranted
 - provide study and research literacy guidance and support to students by locating, evaluating, and referencing information sources and using relevant research tools
 - maintain effective communication with classroom teachers and relevant staff in relation to administrative matters, student behaviour, wellbeing concerns, and learning library resources.

Work Health & Safety

- Ensure compliance with WHS policies, practices, and priorities, within area of responsibility.
- Maintain Library/Resource Centre and facilities to meet all WHS obligations and requirements.
- Ensure adequate protective clothing and equipment is available and properly utilised when undertaking tasks requiring it.
- Assist in conducting WHS inspections and audits, and take appropriate corrective actions, as required.
- Participate in any WHS-related activities, as required

Person Specification

- Commit to upholding and actively contributing to the Catholic ethos of the school.
- Demonstrated specialised in-depth knowledge and professional competency to perform a broad range of role-related tasks.
- Full technical competency to operate office and dedicated library/resource equipment and have excellent proficiency using a computer, applicable programs and a range of ICT equipment.
- Demonstrated skills, knowledge and experience of all aspects of managing a Library/Resource Centre to ensure its effective operation.

- Ability to interact professionally and positively with all members of the College community and lead and supervise staff, volunteers, individual students, or groups of students, with accountability for group or service outcomes.
- Excellent communication and interpersonal skills to foster collaboration, clarity, and flexibility in the effective management and leadership of team members.
- Without need of guidance, exercise substantial autonomy in decision-making using a wide range of specialised skills and knowledge to deliver a responsive, professional library/resource service.
- Excellent time management and organisational skills and ability to effectively prioritise tasks and meet timelines to achieve stated objectives and support others to achieve same.
- Able to generate and evaluate ideas through the analysis of information and concepts to effectively manage all aspects of the library/resource centre, being accountable for own and service outcomes within broad parameters.
- Demonstrated ability to maintain appropriate confidentiality.
- Demonstrated ability to lead, manage and deal effectively with emergencies and/or unexpected situations.
- Willingness to participate in College activities, training and professional reviews.

Role Requirements

- A formal tertiary qualification (e.g. Advanced Diploma) in Library and Information Services (or equivalent) and/or relevant demonstrated competencies in a comparable role.
- Ability to demonstrate practical support for the Catholic Ethos of the College
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Acquire and maintain Catholic Police Clearance to work in Catholic Education SA
- Current Responding to Risks of Harm, Abuse & Neglect – Education and Care certificate
- First Aid certificate (HLTAID012)
- Disability Standards for Education training
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
 - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
 - Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
 - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.