



## Position Information Document

### Librarian (Secondary Campus) – Teacher or Non-teacher

#### POSITION DETAILS

Name:	<name>
Responsible to:	Principal
Line manager	Deputy Principal
Commencement date:	21 January 2025
Conditions of Employment:	<i>All employment conditions are as per the SA Catholic Schools Enterprise Agreement 2020, or as amended or updated</i>

## CONTEXT

Mount Carmel College is a Catholic co-educational school from Reception to Year 12 in the Josephite tradition. Mount Carmel College includes a primary campus, secondary campus and the Western Technical College.

### Mission and Vision

The Gospel values of 'Caritas et Dignitas' (Love & Dignity) reflect our heritage as a Catholic school in the Josephite tradition. They are the foundation of Mount Carmel College.

The Vision and Mission of Mount Carmel College is to serve its community by providing a quality, contemporary Catholic education. The legacy of the Josephite tradition enriches the College as it works to meet the needs of the times. At the heart of our mission is a diverse learning community where relationships are grounded in Gospel values, individuals feel they belong and all are encouraged to celebrate their personal excellence.

Our Core Values are *Belonging, Diversity, Excellence* and *Relationship*.  
We empower hearts and minds to flourish.

## KEY WORKING RELATIONSHIPS

The Library Manager is responsible to the Principal and has key working relationships with:

- Deputy Principal
- School Leaders & Learning Area Coordinators
- Teachers and ESOs
- Students
- Parents/Guardians

## ROLE CONTEXT

### Broad Purpose

The Library Manager oversees and is responsible for the design, implementation, assessment and evaluation of Library services at Mount Carmel College ensuring that the College fulfils the requirements of the South Australian Certificate of Education and the Australian Curriculum.

The Library Manager plays a pivotal role in ensuring that the learning experiences in a modern learning environment are relevant and engaging for all students affording them every opportunity to experience success as learners.

## KEY AREAS OF RESPONSIBILITY

### Teaching and Learning

- Assist teachers with all aspects of facilitating lessons in the libraries, especially for research based subjects.
- Provide leadership in maintaining an accessible and welcoming learning environment for students where they are valued and assisted with their information needs
- Provide individual assistance for students and teachers using a range of resources and technologies.
- Promote literature across all year levels: formal talks and recommendations for individual students.
- Undertake appropriate Professional Development relevant to librarian roles.
- Library promotion: submit articles for the College newsletter , social media posts and Yearbook
- Promote Book Week and other celebrations of literacy

### Management of library staff

- Meet regularly with the ESO Resource Centre Officer
- Plan and delegate work and resolving problems
- Coordination and management of library volunteers and work experience placements

### Management of Resources including Library System

- Prepare annual budget proposal
- Implement approved annual budget
- Oversee Recurrent Budget spending: library books, e-Books, online database subscriptions, Library Management System, tech/Stationery, periodicals and Book Hire.
- Liaison with Finance Office staff regarding payments.
- Liaise with Library Management System support staff, Mount Carmel College ICT staff and the College Registrar re upgrades, uploading of student and staff information, check backup of library system
- Generate stocktake reports and removal of outdated material

### General Library Duties

- Cataloguing and classification of resources
- Produce displays on current topics and student work.
- Report and follow through on maintenance issues.
- Circulation desk duties
- Supervise and manage students in the Library.

### General

- Undertake any other duties as assigned by the Principal

## PERSON SPECIFICATIONS

The Library Manager will be:

- Committed to and live out the Catholic and Josephite values of the College
- A person of outstanding character and leadership and be able to model and inspire others to uphold the school's vision, mission and values
- A person who works collaboratively and will role-model best practice
- Empathetic to the complex learning needs of students

- Skilled and experienced as a successful educator
- Committed to the ongoing development of contemporary teaching and learning practices
- An educator committed to personal life-long learning and encourages this in others
- A person with highly developed communication skills and the ability to relate to, and respond effectively to, the needs of staff, students and families.
- Able to work with colleagues to create a collaborative learning environment
- Competent in the administrative and organisational dimensions of the role

## SPECIFIC REQUIREMENTS & CONDITIONS

- Some extra hours and flexibility around hours may be required around special events in the life of the College eg special masses and celebrations.

Qualifications and Training – possess or willing to obtain, and must be maintained:

- Working With Children Check and clearance to work in Catholic Education SA
- Approved Responding to Risk of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) training or as amended or updated
- Designated First Aid Certificate
- Current and financial registration with the South Australian Teachers' Registration Board
- Undertake an Annual Professional Review

## WORK HEALTH & SAFETY

### **Workers**

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must –

- take reasonable care for your 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 to, with any reasonable instruction given by the employer
- cooperate 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.

Reference:

Division 4, Section 27 and 28 WHS Act 2012.

## PERFORMANCE REVIEW

- The employee must undertake performance review on an annual basis

## GENERAL

This Position Information Document has been designed to indicate the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

PID last review date: November 2024