

Library Assistant

St Xavier's Primary School Gunnedah

Position Description

[Click here to apply.](#) Applications close 24 October 2021.

Enterprise Agreement	NSW and ACT Catholic Systemic Schools EA 2020
Stream	General Employee - Classroom and Learning Support Services Stream
Hourly Rate of Pay	\$28.90 - \$32.81 gross per hour (based on qualifications, skills & experience)
Reports to	Principal
Location	St Xavier's Primary School Gunnedah
Employment type	Part-time 5 hours 50 mins per day 3 days per week Working Monday to Wednesday 8.30 am to 3.00 pm
Employment status	Permanent

About St Xavier's Primary School Gunnedah

St Xavier's strives to provide students with a rich educational experience, in a safe, happy and innovative environment. We are committed to handing on the Catholic Faith and strive for academic excellence. The atmosphere is very friendly and children are always encouraged to do their best, whether in class, at sport or on the playground. We are lucky at St Xavier's to have brand new state of the art flexible learning spaces where classroom resources are kept up to date. Students have many opportunities to engage with both of their teachers who work using a variety of collaborative co-teaching models. Information technology resources are visible in every classroom. Every student has access to their own Chromebook.

St Xavier's School continues the fine tradition established by the Sisters of Mercy in 1879 of providing high quality affordable education to the children of Gunnedah and district. Catering for children from Kindergarten through to Year 6 and with a current enrolment of 380 students, the school provides an outstanding education where children are nurtured in a catholic professional learning community.

With a population of approximately 12,700 people, Gunnedah is located 75km West of Tamworth on the Oxley and Kamilaroi Highways. It is the hub of one of Australia's richest agricultural regions and is host to Australia's largest and premier primary industry field days and one of the largest agricultural events in the world; AgQuip. Discover Gunnedah's natural beauty, learn the history and culture, enjoy the hospitality and

host of attractions including the show, campdraft and rodeo, picnic races, art exhibitions, panoramic views of Porcupine Lookout or an easy drive to Lake Keepit just to name a few.

For further information on the school, please visit <http://stxaviersgunnedah.catholic.edu.au/>

Position Purpose

The primary role of the Library Assistant is to support the classroom teacher in achieving the best possible education outcomes for the students demonstrating strong support for the vision and ministry of the Catholic school.

The Library Assistant is central to our Library, creating a warm and welcoming place for our entire School community. More than just helping to facilitate our students engaging in the services of the library, 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 every day 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-6) ensures the efficiency and effectiveness of operations within the physical library, allowing the Librarian to concentrate attention on library learning programs, curriculum support and literacy and literature promotion.

Commencement

The commencement date for this position will be negotiated with the successful applicant.

Key Responsibilities

Duties related to the position include but are not limited to the following:

- 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 support including reading groups, participation in clubs or extracurricular activities, 1:1 support or otherwise as directed by the Librarian
- 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 environment for them to explore and learn
- Assisting with inventory management including ordering, stocktaking, weeding of damaged and outdated books
- Cataloguing, preparation and management of library resources, including the management of the Oliver database

- General administrative support as required including assistance with reference enquiries and subject requests, maintaining stationery supplies
- Assisting with Library and whole school events as required e.g book week and Book Fair
- Maintaining cleanliness of the library including reshelving books, resetting of furniture and general tidying
- Creating excitement within the library where students are encouraged to come and learn through the creation of fun and engaging spaces and displays in conjunction with the Librarian
- Provide advice and recommendations based on students' interests and staff needs
- Student supervision as required including recess and/or lunch time
- Participate in professional development, both internal and external to ensure your practice is continually growing and developing.
- Attend to any other matters appropriate for the position and consistent with the skills of the incumbent.

St Xavier's Primary School, Gunnedah reserves the right to alter roles, responsibilities and requirements as required.

Selection criteria

General expectations of staff at St Xavier's Primary School, Gunnedah

- Respect of and a commitment to the Catholic ethos and a willingness to foster it.
- Serve the employer faithfully, honestly, efficiently and diligently and exercise all due care and skill in the performance of your duties.
- Ensure appropriate behaviours when engaging with children.
- Act as a team member, developing and supporting the philosophy and ethos of the team.
- Willingness to undertake professional development.
- Maintain strict observance of school policies, rules and procedures including the reporting of improper or unethical conduct.
- Observe and comply with all WHS protocols.
- Ensure all colleagues, students and parents are provided with quality service in a timely, efficient and friendly manner.
- The ability to maintain strict confidentiality and to exercise discretion and sound judgement.
- Act in a professional and respectful manner at all times.
- Employment is conditional upon successful applicants having or obtaining a valid and current NSW Working with Children Check Clearance.

Selection criteria

Essential criteria

- Highly developed face-to-face customer service, interpersonal and communication skills
- Highly developed ICT skills
- Demonstrate a high standard of competency and proficiency in working with children

- Possess effective interpersonal skills and the ability to work collaboratively as a team member of the school community
- Ability to perform several tasks concurrently under varying deadlines
- Demonstrated ability to work unsupervised, and display appropriate initiative, and be motivated
- Respect confidentiality in all matters concerning the student and school

Desirable criteria

- Experience in OLIVER library software
- Experience in the stocktake and weeding of a virtual and physical collection
- Previous experience in a school library environment

Application

For questions regarding the professional nature of this position, please contact Jen Honner, Principal on (02) 6742 1136 or email jhonner@arm.catholic.edu.au.

Before submitting your application, please ensure the following:

- You have carefully read the position description and ensure you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- **Complete the relevant online application form** by [clicking here](#) and attach a cover letter (optional) and CV that clearly outlines your qualifications and career history.

Preferred applicants must have the right to work in Australia and will be subject to employment screening.