



Saint Ignatius College Geelong

ROLE STATEMENT

Education Support Officer/ Education Librarian

Date: June 2017/July 2019

Every staff member at Saint Ignatius College Geelong is expected, at all times, to support the:

- College's Catholic Ethos
- College's Ignatian Ethos
- College's Child Safe Policies and Procedures
- CECV Statement of Principles Regarding Catholic Education

All staff members at Saint Ignatius College Geelong are ultimately responsible to the College Principal via the Deputy Principal: Staff, Identity and Operations and the designated leader of their work area.

Nature of this role	<ul style="list-style-type: none"> • The essential role of every staff member at Saint Ignatius College Geelong is to provide the best possible child safe learning environment and pastoral care for each student according to the College Mission Statement and The Characteristics of Jesuit Education. • The staff member appointed to the position of Education Librarian is expected to perform the duties as outlined in this description, in a professional and respectful way and act as a role model for students. • The primary responsibilities of the role are to support the Information Learning Centre in the provision of services, materials and resources offered to staff and students of the College. • This person will ensure that professional contact with the public is positive and welcoming and promotes the College Ignatian Ethos
General Responsibilities and accountabilities of this role	<ul style="list-style-type: none"> • Direct accountability is to Information Learning Centre Coordinator • Develop and maintain collegial and professional relationships with colleagues • Contribute to a healthy and safe work environment for them self and others and comply with all safe work policies and procedures • Support the Learning Centre Coordinator and other staff in this area • Always hold current certification for Level 2 First Aid and Anaphylaxis • To always complete Mandatory reporting e learning module annually • Undertake an annual professional review • Support a performance and development culture • Adhere to all College policies as published on the College intranet • Undertake other duties as required by the Principal
The specific duties of this role	<p>Competencies</p> <ul style="list-style-type: none"> • Demonstrated strong and effective ICT skills and ability to integrate and promote ICT to staff and students • Keep abreast of new technologies within a school setting; teaching pedagogies and future direction of libraries • Demonstrated ability to work as part of a team as well as ability to work with limited supervision • Well developed problem solving skills • Be comfortable working in the library or classroom situation (supported by teaching staff) • Delivery of quality and timely service to all staff and students • Cataloguing skills • Knowledge of equipment, materials and processes used in a library environment • Demonstrate practices that reflect current educational directions in teaching and learning • Provide specialist assistance to the students and staff using technology and information systems

	<ul style="list-style-type: none"> • Demonstrated ability in the provision of effective information services, including familiarity with digital services • Delivery of quality and timely service to all staff and students • Demonstrated time management and organizational ability together with excellent interpersonal skills • Ability to collaboratively plan and/or co-deliver learning units with teachers • Skill students to explore resources and select most appropriate learning tools to complete research • Knowledge of bibliographies and LibGuides to assist teachers and students with learning units of work • Ability to promote and support teachers in delivering a wide reading program, in conjunction with the ILC Coordinator • Ability to promote and support teachers in delivering information literacy, in conjunction with the ILC Coordinator • Knowledge of relevant websites that review books with the ability to direct students to these sites • Capacity to foster literacy and a love of reading • Assist with the maintenance of the ILC Homepage to students and staff <p>Key Skills</p> <ul style="list-style-type: none"> • Qualifications in librarianship • Experience in a library environment, preferably a school library • Knowledge and understanding of Youth Literature • A demonstrated interest in working with young people in a positive, respectful and supportive manner • Flexibility • Ability to demonstrate initiative • Strong interpersonal skills • Well developed problem solving and time management skills • Proficient use of ICT, intranet and internet • Experience with relevant Library Management Systems
<p>Child Safety and Pastoral Care</p>	<ul style="list-style-type: none"> • Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety • Assist in the provision of a child-safe environment for students • Maintain currency of Child Safe training • Demonstrate a duty of care to students in relation to their physical and mental wellbeing • Be active participants in the College's pastoral care system • Proactively monitor and support student wellbeing • Exercise pastoral care in a manner which reflects Ignatian values • Implement strategies which promote a healthy and positive learning environment
<p>Professional Development</p>	<ul style="list-style-type: none"> • Have current knowledge of curriculum initiatives in relation to your role • Commit to ongoing professional development in relation to your role • Be open to researching areas of interest relevant to directions provided in the school's strategic plan • Continue development of ICT skills as technologies evolve • Be an active member of a relevant professional association as duties permit • Support collegial learning • Participate annually in Ignatian professional development • Maintain currency of first aid, mandatory reporting and anaphylaxis training • Uphold the professional standards expected of this role
<p>General, Administrative and School Community Duties</p>	<ul style="list-style-type: none"> • Attend all relevant school meetings, including staff meetings when the notification to staff specifically indicates that support staff are required to attend • Attend whole-school assemblies and liturgies, whole-school sporting events, House events, Open Day, Mosaic Evening and other events as required by the Principal • Attend staff liturgical events and staff faith days • Use Information and Communications Technologies to enhance administration • Follow the College's financial requirements in relation to ordering and deliveries

Co-Curricular Involvement	<ul style="list-style-type: none">• Support and, where possible, be involved in the co-curricular program• Where appropriate, nominate participating students for awards or school colours• Create and maintain a safe environment in which students may enjoy their participation• Oversee the provision and care of relevant equipment materials and first aid requirements• Consider participation in social justice activities/retreats/spiritual programs.
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This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the College and the development of the skills and knowledge of the position, including the changing needs and in consultation with the incumbent.

Remuneration

As per the Victorian Catholic Education Multi Enterprise Agreement 2018.
Remuneration and hours will be as agreed according to your contract of employment

Other requirements

Employees must have and maintain

- Valid Working with Children Check
- Valid National Police Record Check every 5 years