



HOPE
CHRISTIAN COLLEGE
A Ministry of Craigmere Christian Church

Library Technician Role Statement

“And whatever you do, do it heartily, as to the Lord and not to men.” Colossians 3:23

This Role Statement is to be read in conjunction with the Statement of Faith of Hope Christian College and the Staff Code of Conduct.

This role at Hope Christian College is considered to be a calling in the Christian-missional sense of the word. Hope Christian College teachers desire to develop the whole child in a caring, nurturing environment in the knowledge of the gospel of Jesus Christ.

Personal qualities and characteristics

A teacher at Hope Christian College will have the following personal qualities:

- Sincere Christian faith with an active weekly commitment to a mainstream, evangelical church fellowship
- A commitment to the authenticity, accuracy and inerrancy of the Christian Scriptures as contained in the 39 books of the Old Testament and 27 books of the New Testament
- Commitment to Christian education through teaching
- Authenticity and honesty in all relationships
- Flexibility
- Compassion and warmth towards students, parents and staff
- Support for the partnership between Hope Christian College and Craigmere Christian Church
- Discernment
- Resilience and a work-life/life balance

Professional qualities and abilities

- Support for the educational aims and Christian world view of Hope Christian College
- A demonstrated understanding of students and how they learn
- The ability to lead students through a meaningful exploration and fulfilment of the curriculum
- The ability to make decisions through collaboration, consultation and consensus
- The ability to communicate effectively and succinctly, using conflict resolution skills where necessary
- Effective time management including the ability to schedule and prioritise
- An exemplary teaching ability

Position responsibilities

- **Overall Responsibilities**
 - Assistance with running of the Library Resource Centre
 - Assist with organization and management of textbooks
 - Supervise students in the Library
- **Collection Management**
 - Assess the appropriateness and the compliance of books that come into the College collection
 - Assist with stock-take, restocking lost books and removing obsolete or damaged books from the collection
 - Repair damaged books where possible
 - Classify new acquisitions and catalogue data on to the library computing system
 - Cover, bind and label new acquisitions
 - Manage scientific calculators
- **Textbook Management**
 - Organise allocation to individual students or class groups of required texts
 - Organise collection at the end of the school year
- **Administration**
 - Manage the circulation desk
 - Issue overdue notices
 - Manage reservations
 - Promote Library services within the school

- **Supervision**
 - Be in the Library on work days
 - Supervision of small groups of students working independently in the Library by negotiation with teaching staff
 - Supervision of students during lunch breaks
 - Supervision of students during lunch breaks according to the Yard Duty timetable
 - Mark attendance for any Senior Study lessons timetabled into the Library
- **Information Management**
 - Assist teachers with their information requirements
 - Assist students in finding or sourcing from other locations the reference materials they require
 - Keep informed about new trends and releases
- **Other general duties**
 - Take photos of school events, chapels, incursions if/when required
 - Produce College Newsletter 3 times per term
 - Attend staff meetings and other such meetings and College event evenings as directed by your Line Manager
 - Follow HCC policy, process and procedure
 - Be involved in ongoing professional learning with relation to the running of the Library
 - Other duties and responsibilities as needed and directed by the College

Requirements

- Before an appointee is able to commence work at Hope Christian College they must have:
 - Working with Children Check
 - Responding to Abuse and Neglect training (full day)

Qualifications

- Certificate 4 in Library Information Services or equivalent relevant industry certification.

Tenure: Replacement contract

Level: SSO Grade

Hours: 8:30-4:30/3 days per week

Weeks worked: 40 school term weeks + 4 weeks annual leave

Declaration

I have read and understood this Role Statement and I sign as evidence of my agreement with the document.

Staff member name Staff member signature Date.....