



Library Assistant Role Statement

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

The Library Assistant role at Hope Christian College is a calling, in the Christian-missional sense of the word, to assist teachers to resource their teaching and students to develop a love of reading, literature, and research. Hope Christian College staff work as a team to develop the whole child in a caring, nurturing environment in the knowledge of the gospel of Jesus Christ.

Personal qualities and characteristics

Staff at Hope Christian College will have the following personal qualities:

- A sincere Christian faith with an active weekly commitment to a mainstream, evangelical church fellowship
- Commitment to education through a Christian world-view
- Effective time management including the ability to schedule and prioritise
- Ability to work as part of a team, but also work independently
- Able to communicate effectively and clearly, using conflict resolution skills where necessary
- Compassion and warmth towards students, parents and staff
- Authenticity and honesty in relationships

Professional duties

Duties will vary from day to day, but include:

- Utilizing the circulation desk to loan, return, reserve books, etc.
- Reshelfing or storing resources for easy access
- Tidying collection and library in general
- Assisting teachers and students with their information and resource requirements
- Repairing damaged books where possible
- Preparing (labelling, covering, etc.) new acquisitions
- Entering new acquisitions on to the library computing system
- Supervision students in the Library
- Assist with allocation/collection for individual students or class groups of required texts
- Assist with displays and set up for special days and events
- Assisting with stocktaking, ordering, etc. as directed by Librarian
- Other duties and responsibilities as needed and directed by the College or Librarian.

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)
- Basic CPR Training

This Role Statement is to be read in conjunction with the *HCC College Purpose & Vision* (Statement of Faith) and the *HCC Staff Code of Conduct*.

Tenure: Ongoing

Level: SSO Grade 1 (Resources)

Hours: 15 hours per week, 41 school term weeks (+ 4 weeks annual leave)

Declaration

I have read and understood this *Role Statement, HCC College Purpose & Vision* (Statement of Faith) and the *HCC Staff Code of Conduct*, and I sign as evidence of my agreement to abide by the content of these documents.

Staff member name

Staff member signature Date / /