



Guildford Grammar School

POSITION DESCRIPTION

Position Title:	Senior Librarian
Date established:	2024
Reports to:	Director of Technology

POSITION OVERVIEW

Reporting to the Director of Technology, the Senior Librarian supports the operations of the library and develops effective library, information, and research services and programmes for students and staff. The incumbent has an excellent understanding of all database services and online resources and possesses the ability to actively seek out new technologies and services.

REQUIRED COMPETENCIES AND SKILLS

Education and training

- Tertiary qualification in a relevant discipline or equivalent industry experience

Administration

- Excellent Macintosh and Windows environment knowledge (Mac OSX, Pages, Keynote)
- Experience with several library systems and willingness to learn more
- Sound knowledge of the Australian Curriculum and the various components associated with each of the learning areas

Information Services

- Have an excellent understanding of all database services and online resources and how they can be accessed and are used.
- Have a high degree of ILT skill that will enable you to create digital signage, generate digital resources and manipulate video content.
- Be proficient in various rich media applications.
- Be able to adequately solve issues arising from ILT use in a time effective manner.
- Understand the fundamentals of how the Internet and World Wide Web operate.

- Demonstrated ability to actively seek out new technologies and services and remain cognizant of current technology developments.

Additional Requirements and Values

- Demonstrates highly developed planning, organisational and time management skills.
- A positive, open and innovative mindset with a strong customer focus.
- Ability to work under pressure whilst maintaining accuracy.
- Posses a high level of personal integrity and credibility and maintain confidentiality.
- Demonstrate commitment to the Purpose, Values and Anglican ethos of the School and capacity to be actively engaged in all aspect of school life.
- Be responsible and accountable for continuing compliance with our Child Safe practices and Child Safe Reporting Policy. It is expected that all staff will maintain contemporary knowledge of the policy always. All staff have a responsibility to raise any concerns they have about child protection to the Principal immediately.

KEY RESPONSIBILITIES AND TASKS

These include, but are not limited to:

Collection Development and Administration

- Support in the creation of library research guides in collaboration with other library staff.
- Maintain and support the continued development of the collection ensuring all series are up-to-date and pre-ordered.
- Be the first point of contact for all department purchasing.
- Create copyright documentation and apply/advise on licensing regulations.
- Create and manage library internal and external help guides.
- Prepare and maintain all AV and media equipment including loans and returns.
- Catalogue all resources as directed.
- Maintain and be a focal point for all library information system issues and liase with Tech Centre and vendors.
- Maintain and produce ongoing documentation relating to up-to-date referencing guidelines based on school academic honesty policy.

Research Services

- Actively review statistics of library operations in order to create detailed reports to inform our teaching and learning programmes.
- Use data on a fortnightly basis to refine and evaluate resources that have been provided to the community.
- Produce reports regularly on the status of various library projects that can be shared both internally and externally.

Learning Environments

- Continually evaluate and assess physical and virtual learning spaces to ensure exciting, engaging and productive learning environments are created and maintained.
- Ensure spaces are maintained and are tidy on a regular basis.
- Creatively rearrange spaces regularly to ensure that a vibrant approach to library design is maintained and furniture that is made mobile is used to create new spaces for students.
- Ensure care is given to the layout/signage/procedures of the collection to reduce possibilities of students accessing inappropriate texts.

Leadership and Personal Development

- Self-identify professional development opportunities and undertake PD independently, based on personal development goals.
- Attend professional development courses, library conferences, computing conferences and other meetings required to ensure best library principles and practice are maintained.
- Undertake specific professional development as set by Director of Technology within the designated time frames.
- Actively and regularly share content created with professional associations.

This position description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.