St Andrew's College

POSITION DESCRIPTION –PREPARATORY SCHOOL LIBRARIAN

POSITION TITLE: Preparatory School Librarian

REPORTS TO: Preparatory School Office Manager

RESPONSIBLE FOR: Ensure the Preparatory School library is a well-organised, vibrant and welcoming environment, and a place that excites children and supports their learning.

KEY RELATIONSHIPS: Internal:

- Preparatory School Office Manager
- Principal of Preparatory School, Executive and SLT teams
- Office/administration, reception and library staff
- Secondary School library
- Teaching and support staff
- Students

External:

- Suppliers and professional library organisations
- Parents/caregivers

CORE VALUES OF ST ANDREW'S COLLEGE:

St Andrew's College offers pre-school to Year 13 education which is:

- Independent.
- Co-educational.
- Christian in its ethos, derived from its Presbyterian foundation.
- Scottish in traditions.
- Focused on excellence, the love of learning and encouraging each student's highest personal achievement.
- Caring, supportive and stimulating.
- Attentive in its provision of opportunities for the development of the values and skills necessary to make a positive contribution to local and global communities.
- Able to offer boarding accommodation during the school year from Years 9–13.
- Inspirational and encouraging, by providing the appropriate support for each student to achieve their potential.

Values – principles in all we do.

VALUE	
Truth | Pono	We seek knowledge and act with integrity.
Excellence | Kairangi	We strive for our best.
Faith | Wakapono	We step forward in confidence.
Creativity | Auahatanga	We dare to imagine and make a difference.
Inclusivity | Kanorau	We value diversity and embrace difference so we all belong.

DUTIES / KEY RESPONSIBILITIES:

The below statements are intended to describe the general nature and level of work to be performed within the role. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

Key Area of Responsibility – Preparatory School Library
Expected Outcomes
• Promote the library services and resources to all staff and students. • Keep up-to-date on layout and design trends that will help to provide the school community with a welcoming and positive library facility. • Manage the Integrated Library System effectively. • Maintain and develop the library's digital presence, including relevant content on College websites, intranet platforms and online learning environments. • Maintain awareness of developments in library services, digital resources and emerging technologies that support student learning and access to information. • Ensure the library plays an integral role in supporting inquiry learning, reading engagement and equitable access to high-quality print and digital resources. • Collaborate with teachers to develop information literacy across the school through leading / participating in information skills coaching. • Collaborate with Team Leaders and teaching staff to understand curriculum planning for resource selection, ensuring learning resources remain relevant and responsive to curriculum needs. • Ensure the collection is managed and developed in consultation with staff and students, so that resources are current, relevant to the curriculum, and meet the reading needs and interests of the school community. • Work with the Secondary School Library to develop a buying plan and strategies that ensure the library delivers appropriate, high-quality material which is both in print and online. • Consult with teaching and literacy staff as to the reading needs of their students • Ensure that resources are catalogued, classified, stored and maintained in line with internationally accepted standard library practice. • Coordinate school-wide coordination of training for all staff and students in effective use of resources. • Work closely with teaching staff to ensure that the library is seen and used as a reading and research resource. • Support students in selecting appropriate reading material that reflects their interests, needs and reading development. • Lead library initiatives, events and programmes that foster a culture of reading, literature and lifelong learning, including events such as Book Week. • Follow the school's digital use policies.

Key Area of Responsibility – Professional Support
Expected Outcomes
• Assist with reception and office duties as required by the Preparatory School Office Manager. This may include assisting with the cover for road patrol duties if required. • Assist the Principal, Deputy Principals and SLT as required. • Attend staff meetings and professional learning as required. • Contribute positively as a professional, supportive and collaborative member of the school community. • Liaise with external agencies, including SLANZA, LIANZA, the National Library of New Zealand and other relevant external agencies as required. • Maintain current professional knowledge and engage in ongoing professional learning relevant to library and information services. • Demonstrate initiative and problem solving. • Actively contribute to Admin Team meetings, with a focus on team development, continuous improvement and administrative processes. • Manage sensitive information and matters with discretion, professionalism and confidentiality.

EDUCATION, EXPERIENCE, SKILLS, QUALIFICATIONS:

1. Excellent communication skills – ability to communicate well verbally and in writing, and able to effectively use technology.
2. A Certificate in Library and Information Services, or a Bachelor of Library and Information Studies.
3. Experience in a similar school library position.
4. Love of literature and knowledge of children's literature, especially New Zealand writers.
5. Information literacy and skills including effective online search skills and use of online tools.
6. Knowledge of school library collection development and learning resources.
7. New Zealand curriculum knowledge desirable.

PERSON SPECIFICATION:

1. Personal qualities of honesty, integrity, enthusiasm and approachability;
2. Leadership along with an ability to work as a member of a team;
3. Ability to work calmly and positively in all situations;
4. Loyalty and commitment to students and their parents and staff;
5. Be supportive of the strengths of the school, and exercise discretion and confidentiality;
6. Always interested in the wellbeing of students;
7. Excellent people skills, professional, respectful and courteous in manner;
8. Ability to work independently;
9. Adaptable and flexible;
10. Effective organisational, planning and time management skills;
11. Attention to detail.