

## Job Description Librarian Assistant



Please refer to Clause 3.5 Job descriptions of the [Support Staff Collective Agreement](#)

Position Title	Librarian Assistant
Reports to	Library Manager
Working Relationships	External Suppliers, Students, All teachers & support staff

**Employment Status:** Part-Time | 27 hours per week | Term Time plus 2 days prior to students commencing at start of year.

### Purpose of the position

To assist the Library Manager with the library resources and systems. To provide teaching & learning support for all levels across curriculum areas. To provide encouragement for students to read and improve literacy skills. To provide an environment that is welcoming & safe for students.

Key Responsibilities	Appraisal Indicators
<b>Teaching &amp; Learning Support</b>	Staff & Student feedback on assistance through inquiry learning process. Feedback from users on level satisfaction with assistance received
<b>Library Management</b>	Allocated tasks are completed within allocated timeframes Assist with annual stocktake & account for physical resources.
<b>Library Resource Management</b>	Process resources both written & audio. Resources are up to date & respond to current trends & needs

### Tasks and Duties

<p><b>Teaching &amp; Learning Support</b></p> <ul style="list-style-type: none"> <li>• Assist in student and teacher training to support learning including smart ICT use.</li> <li>• Assist with library orientation as requested by teachers and/or students.</li> <li>• Assist in organising themed events &amp; general displays that will encourage reading.</li> <li>• Ensure the library environment is safe and welcoming for staff and students.</li> </ul>
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**Library Management**

- Assist in maintaining the general tidiness of the library & shelf books

**Library Resource Management**

- Assist in the care and use of, and account for physical and electronic resources.
- Maintain ongoing consumables list for restocking.

**General Responsibilities****Health & Safety & Wellbeing**

- Take responsibility for personal safety & wellbeing
- Contribute to a culture of teamwork, respect and collegiality amongst staff
- Contribute to a safe working & learning environment
  - Practicing safe work methods
  - Proper use of safety equipment
  - Active participation to eliminate & minimise workplace risks

**Declaration:**

Approved by:	
Date approved:	
Reviewed:	
Appointee:	
Date appointed:	