

POSITION DESCRIPTION

Librarian



OVERVIEW	
Position Title	Librarian
Business Unit	Community Schools
Reports To	Campus Principal
Direct Reports	none

ORGANISATION PROFILE

Cire Services Incorporated is an award-winning not-for-profit organisation serving the diverse population across Melbourne's outer eastern region.

We provide quality education and training opportunities for people of all ages and deliver a range of innovative programs and services that meet community members' needs.

At Cire, we are driven by our commitment to connect people of all ages, interests and backgrounds with lifelong learning opportunities and support.

OUR VISION

Communities where everyone is empowered to reach their potential.

OUR VALUES

Quality

We strive for excellence in all areas of our organisation.

Inclusion

We believe in diversity and welcome people of all circumstances and backgrounds.

Innovation

We are driven by our vision and offer creative and flexible solutions to reach beyond our potential.

Integrity

We are committed to the highest standards of integrity and professionalism in everything we do.

Sustainability

We are dedicated to ensuring the economic, environmental, and social impacts on our community are considered in all we do.

COMMITMENT TO CHILD SAFETY

Cire Services is committed to creating a child safe organisation where all children and young people are safe and feel safe.

Cire Services has greater focus on safety for those children and young people who are considered more at risk to abuse and neglect.

Cire Services actively supports and facilitates participation and inclusion of Aboriginal children, children from culturally and/or linguistically diverse backgrounds (CALD), those who are unable to live at home, children with a disability and/or children from sexuality and gender diverse groups (LGBTQIA+).

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ROLE PURPOSE

Reporting to the Campus Principal, the Librarian plays a key role in supporting the school literacy strategy.

The primary purpose of the position of Librarian is to facilitate an inclusive culture which fosters engagement in reading to improve educational outcomes of Cire Community School Students. The librarian will also ensure that students and staff are effective and enthusiastic users of the other resources and information available in the library.

ACCOUNTABILITIES

- Collaborating with teaching staff to create meaningful experiences for students that will promote a love of reading and lifelong learning.
- Assisting staff and students with borrowing, library services and information enquiries.
- Ensuring an accurate inventory of resources is kept and maintained.
- Delivery of circulation reports, such as overdue notices for students and staff.
- Reviewing resources periodically to ensure currency and relevance.
- Dissemination of copyright information amongst teachers/staff and students.
- Evaluate, promote and utilize existing and emerging technologies to support teaching and learning, supplement resources and connect the School with the global learning community.
- Lead student library induction sessions, library skills sessions and support the wide reading library classes.
- Develop and contribute to the school reading culture through reading programmes, initiatives and events.
- Supervision and pastoral care of students whilst in the library setting.

KEY SELECTION CRITERIA

- Experience working within a library in an educational environment.
- Demonstrated experience utilising a range of information database systems.
- Demonstrated capacity to accurately shelve library collection and undertake appropriate collection maintenance.
- Proven ability to work in a team environment, communicate proactively and listen and consult with others.
- Strong organisational and administrative skills and a proven ability in determining priorities.

QUALIFICATIONS & EXPERIENCE

- Ability to relate in a positive and professional manner and display a customer service-oriented approach.
- Strong analytical, problem solving and research skills.
- Effective verbal and written communication skills.
- Full Australian driver's licence
- Current Working with Children Check
- Clear Police Check
- Qualifications in librarianship, defined as eligibility for professional membership for the Australian Library and Information Association (ALIA) (desired).

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PRIVACY STATEMENT

National Police Check, Right to Work and Working with Children Clearance will be conducted as part of the selection process.

Cire will protect personal information collected in the course of undertaking employment related checks by restricting its distribution to individuals who require it to make or participate in making an employment decision, and ensuring proper record management procedures are adhered to. Cire will comply with relevant privacy legislation requirements. You will be able to gain access to any relevant personal information that Cire collects about you throughout the recruitment process.

A preferred applicant with a conduct history (criminal or misconduct) will not necessarily be precluded from employment. The relevance of any information collected will be assessed strictly in relation to the requirements of the position applied for.