



Library Assistant (Term - Time)

Position Description

Created by: Principal
 Revised: April 2024
 Review Date: Sept 2025

POSITION TITLE	Library Assistant (Term - Time)
DIRECT REPORT	Principal through the Head of Library Services
AWARD	Lutheran Education (Victoria Schools) Multi Schools Enterprise Agreement 2023
CLASSIFICATION	Remuneration commensurate with experience and as classified in the MEA
LOAD/TENURE	Minimum 20 hours/week, 40 weeks/year as per Annual Working Arrangements Roster and signed Employment Contract
REQUIREMENTS	<ul style="list-style-type: none"> • Hold relevant qualifications or have related work experience in information services. • Be willing to obtain and maintain First Aid Certification (HLTAID009 & HLTAID011). • Support and comply with Victorian Child Safe Standards. • Support the Christian Ethos of the college and meet all expectations outlined in the Staff Code of Conduct.
POSITION OBJECTIVE/PURPOSE	The Library Services team offers a comprehensive suite of information services to the Trinity Lutheran College community. Guided by the Head of Library Services, the Library Assistant role encompasses a variety of support tasks critical for the seamless operation of the Library. Each Library Assistant plays a key role in enhancing the Library's reputation as a dynamic, supportive, and stimulating center within the College. This position requires a proficient Library Assistant who can work efficiently both autonomously and collaboratively. Their responsibilities include addressing learner and staff inquiries, as well as adapting to adjustments that align with the overarching strategy of Library Services.
WORKING ARRANGEMENTS	<p>This position is part-time and during school terms only. Each year a revised and specific working arrangements letter will be issued outlining term dates, starting and finishing times, professional development days and processes exist for mutually agreed additional variation to hours should needs be identified.</p> <ul style="list-style-type: none"> • Minimum weekly hours: 25 (rostered between 8:00 am – 4:45 pm) • Minimum number of weeks (School Terms): 40

KEY RESPONSIBILITIES

Library Assistant (Term - Time)

Position Description

- Upholding College Values and Professional Standards*
- Act as a professional and inspiring role model for the community, embodying Trinity Lutheran College's Christian ethos and values.
 - Foster a Christ-centered, supportive atmosphere within the library through active participation in and leadership of worship and devotions.
 - Adhere to the college's dress code and comply with Lutheran Education Australia (LEA) staffing policies, embracing the principles for maintaining a respectful and values-driven environment.
- Library Operations and Resource Management*
- Support and, where directed, oversee aspects of textbook hire, coordinating closely with educators, suppliers, and publishers.
 - Lead and contribute to the organisation of annual library events such as Book Week, leveraging personal strengths as directed.
 - Manage the administration of Library Services systems, including library management platforms and digital resources.
 - Facilitate weekly Book Clubs and break time activities, creating engaging and inclusive literary experiences.
 - Develop and maintain the library's social media presence, promoting library resources and events to the college community.
- Engagement and Literacy Promotion*
- Assist with circulation desk duties, including resource borrowing, returns, reservations, and shelving, ensuring a welcoming and efficient user experience.
 - Provide guidance to learners and staff in locating and selecting resources, enhancing the accessibility and utility of the library's offerings.
 - Design and implement displays, flyers, and promotional materials for the Library, both physical and digital, to stimulate interest and participation in library programs.
 - Participate in the stocktaking of library collections, ensuring the accuracy and relevance of resources.
- Community and Wellbeing Support*
- Offer supervision and support to learners before, during, and after school hours, contributing to a safe and nurturing environment.
 - Engage in reading mentorship, fostering a culture of reading and lifelong learning among the learner community.
 - Demonstrate a commitment to learner care and wellbeing, prioritising child safety and a supportive educational atmosphere.
- Professional and Community Collaboration*
- Maintain discretion, sensitivity, and confidentiality in all interactions and duties.
 - Actively collaborate with the Library Services Team and other school support staff to enhance the effectiveness of the college's educational mission.
 - Contribute to the college's administrative and educational goals by providing exemplary library services support.
 - Continuously embody and promote the college's core values, building and sustaining positive relationships within the school community.
- Development and Review*
- Engage in ongoing professional development, participating in the annual performance review process to identify growth opportunities and enhance service quality.
 - Report to the Head of Library Services, working under their guidance to fulfill the library's strategic objectives and support the college's educational mission.

Library Assistant (Term - Time)

Position Description

Additional Responsibilities

- Support learner activities and school calendar events, contributing to the vibrant community life of the college.
- Adhere to the college's Occupational Health and Safety policies, ensuring a safe and healthy environment for all community members.
- Undertake other duties as required by the Deputy Principal, demonstrating flexibility and commitment to the college's needs. Assist with circulation desk duties, including resource borrowing, returns, reservations, and shelving, ensuring a welcoming and efficient user experience.

SELECTION CRITERIA

- 1. Library Services Knowledge and Practice*
 - Demonstrated ability to support learning through library services and resources.
 - Demonstrate proficiency with contemporary Library Management Systems and digital resources, ensuring a seamless and accessible library experience for all users.
 - 2. Collaborative Spirit and Team Engagement*
 - Demonstrate a strong commitment to teamwork, actively contributing to a collaborative library environment that values innovation, support, and shared goals.
 - 3. Learner Engagement and Values Alignment*
 - Illustrate an ability to engage with young individuals in a manner that is positive, respectful, and supportive, embodying and upholding the college's core Christian values and educational ethos.
 - 4. Technological Aptitude in Library Services*
 - Demonstrated competence in use and application of digital technologies used in library service delivery and service provision to support learning and research.
 - 5. Personal Commitment and Community Integration*
 - While not mandatory, a strong personal alignment with Christian values and active engagement in the Christian faith is highly valued, reflecting the mission and community spirit of Trinity Lutheran College.
-

COLLEGE CONTEXT

COLLEGE MISSION

At Trinity Lutheran College, we are guided by the gospel of Jesus Christ to nurture and challenge each individual learner to grow into an inquiring and compassionate global citizen with a heart to serve, shape and enrich the world. We aim for quality in all that we do. This is reflected in our foundation text:

"I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit; apart from me you can do nothing." (John 15:5)

COLLEGE VISION

To be united Christ-centered learning community, passionate about learner outcomes and committed to understanding and respecting each other.

ABOUT TRINITY

Trinity Lutheran College, located in Mildura, is a vibrant Prep to Year 10 co-educational institution embedded within the Lutheran tradition of education. The College is dedicated to fostering an environment where every learner is encouraged to achieve their utmost potential. In this community, learning is regarded as a lifelong journey, embraced by all members.

As an authorised world school for the International Baccalaureate (IB) Primary and Middle Years Programmes, Trinity Lutheran College is at the forefront of delivering an inquiry-based educational experience. This approach encourages learners to engage deeply with their learning process, promoting critical examination, investigation, and reflective thinking within a supportive framework. The college is committed to contemporary education, encouraging staff to continuously evolve as learners and researchers, thereby embodying exemplary pedagogical practices.

Central to the college's ethos is the nurturing of each individual's unique abilities, guiding them to recognise their innate talents and aspire to excellence. These efforts are grounded in the core values of FAITH, KNOWLEDGE, and HONOUR, which are integral to the community's way of life, influencing how members interact, learn, and coexist.

Building positive relationships within a safe, inclusive and compassionate environment is a key focus at Trinity. The college employs restorative practices to address conflicts, emphasising the importance of repairing, rebuilding, and restoring harmonious relationships. This approach fosters a cohesive community spirit and promotes mutual respect among learners and staff.

Preparing learners for the future is a significant goal of Trinity Lutheran College. The curriculum is designed to cultivate inquiring minds, creativity, resilience, and a commitment to personal and academic growth. The college values the strong partnerships formed with families, inviting parents and caregivers to actively participate in the educational journey.

Trinity Lutheran College offers a comprehensive program that ensures learners receive a solid academic foundation, are proficient in technology use, understand and appreciate their cultural heritage, and participate in sports and recreational activities. Leadership is fostered at all levels, providing learners and staff with opportunities to take responsibility, demonstrate initiative, and collaborate effectively.

Trinity Lutheran College is committed to being a Child Safe organisation. Trinity Lutheran College has a zero tolerance for child abuse and is committed to acting in children's best interests and in keeping them safe from harm. Trinity prioritises a child safe environment and actively seeks to ensure that we meet all legal obligations including the Child Safe Standards. The College policies in relation to child safety and being a safe community are available on the College website.

The College welcomes all educators who share a passion for learning and a dedication to making a meaningful difference in the lives of learners.

Trinity Lutheran College is an Equal Opportunity Employer.
