



**POSITION TITLE:** Storyteller and Library Technician

**DATED:** October 2019

**REPORTS TO:** Head of Library

**Prepared by:** Head of Human Resources

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### POSITION PURPOSE

The Storyteller and Library Technician is responsible for providing access to the physical and virtual library collections and services; provide regular story telling sessions to students and support St Leonard's College student reading and borrowing. This role works predominantly in the McMillan House Library located in the Junior School.

The Cornish Library caters for Year 5 & 6, Middle and Senior School students from Year 5 to 12 and the McMillan House Library caters for students from ELC to year 4.

### POSITION STATUS

This is a 12 month fixed term, part-time position, commencing Wednesday 22 January 2020, the new staff induction day.

This role includes four weeks' annual leave, plus College deemed shut down days, usually four per year.

As a new role to the College the proposed hours of work for 2020 are as follows:

- Term Time Monday to Friday; 10 hours per week. Days and times to be confirmed when timetables are completed.
- Term Time Saturdays; 2 hours, 9.30am -11.30am.
- School Holidays, in alignment with the College holiday program; 10 hours per week everyday 9.30am to 11.30am.

### REPORTING RELATIONSHIPS

This position directly reports to the Head of Library and the Head of Junior School, and the incumbent will be working as part of the McMillan House Library and Cornish Library teams. These teams have other library professionals who work to provide a dynamic learning environment for the College community.

### DUTIES AND RESPONSIBILITIES

- Storytelling for Prep – Year 4 on a weekly basis.
- Assisting students to browse and borrow, ensuring a welcoming environment is maintained
- Create library promotional material through displays and events
- Provide research assistance to members of the school community

- Assist in the collection, recording and preparation of information to support curriculum programs
- Ability to apply analysis, initiative and innovation to resolve problems
- A demonstrated ability to work accurately and pay attention to detail
- Good verbal, interpersonal and written communication skills
- Ability to work effectively both, in a team and independently
- Able to manage with little direction and guidance
- Excellent time management and organisational skills
- Flexible and has an ability to adapt and operate effectively in a challenging and changing environment
- Shows a strong commitment to deliver exceptional service
- Supportive of the independent school education system

Any other task deemed appropriate for the role.

### **GENERAL RESPONSIBILITIES**

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all staff provide a Criminal Record check (if requested) and an Employee Working with Children check before their position will be confirmed.

- The College:
  - is an equal opportunity employer;
  - complies with the requirements of the Privacy Act;
  - has a strong commitment to OH&S;
  - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards:
  - Communication – effective, helpful and positive;
  - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students);
  - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support;
  - Accountability – we do our work with honesty, integrity and enthusiasm;
  - Performance – we perform to the best of our ability;
  - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

### **CHILD PROTECTION AND SAFETY RESPONSIBILITIES**

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Protection Programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Protection and Safety Policy including being compliant with the Child Safety Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.