



JOB DESCRIPTION

Position:	Librarian
Responsible to:	Library Manager
Functional relationships:	Library staff Teaching and Support Staff Students
Duration:	Fixed term for 2027

Objective: To contribute to the effective operation of the school library.

Key tasks

Library Programmes and Resources

- Liaise with teachers and students to identify how the library can support teaching and learning in conjunction with the Library Manager.
- Timetable all library programmes.
- Teach all library programmes as allocated by the Library Manager. These include but are not limited to: Orientation, Leisure Reading Booktalks, Reading Engagement Programmes, Information Fluency
- Coordinate internal and external competitions e.g. Library events, Reader's Cup etc.
- Conduct reference interviews and provide reader advisory services to supply staff and students with targeted curriculum and recreational information/reading as required.
- Contribute to collection currency and diversity by purchasing and recommending supplies and resources in conjunction with the Library Manager.
- Organise, prepare, and maintain resources for library programmes, staff, and students, sharing them with library staff.

Library General:

- Catalogue, accession, physically process, maintain, weed, and organise the library's physical and digital resources and departmental collections.
- Assist the Library Manager in all the day-to-day operations of the library as required during opening hours and at school related events such as open day.
- Supervise student librarians on duty and actively support them in developing their skills across various library tasks.
- Assist with conducting and reconciling the end-of-year stocktake.
- Ensure a safe, well-maintained environment by following school and library procedures and actively managing student behavior during the library's opening hours.
- End to end overdues management: process reminders, follow up with borrowers, assist with library charges being added to accounts and report statistics monthly
- Contribute to maintaining the CHS Library Website, ensuring it remains up to date
- Confidently use library and school management systems (Oliver, Kamar, SOBS) to manage resources and borrowers, manage bookings, track usage, print class lists, and generate reports.

- Undertake professional development to keep up to date with library best practise.
- Represent the library where required e.g. SLANZA events.
- Encourage and support students to read for enjoyment and improve their literacy.
- Contribute to creating vibrant displays (collaborating with library staff and student librarians where necessary).
- Support students using library technologies such as laptops, computers and the printer.

Hours of Work:

The position is for 20 hours per week Monday 8.15am - 3.45pm, Tuesday and Thursday 8.15am-3.15pm during term time only. A paid 20mins morning tea and unpaid 30mins lunch break are provided.

Salary & Conditions of Employment:

Based on the Support Staff in Schools Collective Agreement (SSCA), and classified Grade B under Librarian and Library Assistant remuneration. Commencing pay rate will depend on qualifications and experience.

PERSON SPECIFICATION

It is expected that library staff have an interest in and a knowledge of literature which appeals to a broad spectrum of young adults. Access to information by means of the internet is also part of library employment, so internet and computer literacy is essential.

As in many positions in a large secondary school, the ability to be flexible, use initiative and to work under pressure is essential. A good working relationship with colleagues is necessary, as is the ability to relate to teenage students.

Desirable knowledge and skills

- Teaching experience
- A passion for reading, books and learning
- Microsoft office applications e.g. Word, Excel and Powerpoint, preferably to an intermediate level
- Google Workspace e.g. Gmail, Drive, Docs, Sheets and Forms
- Library and or administration qualifications and/or experience

Core Competencies

1. Teaching and Instruction

- Confidently present to and teach classes in collaboration with teaching staff
- Deliver engaging library programmes, orientations, and booktalks

2. Participation and Attitude

- Displays integrity and takes responsibility for own actions
- Respects diversity in the workplace
- Identifies and participates in personal and professional development
- Accepts and manages personal responses to change in a positive manner
- Works collaboratively as a team member

3. Thinking and Communicating Skills

- Conveys information clearly, logically and accurately (verbal and written)
- Strives to use correct Māori pronunciation
- Actively listens and asks questions if required

- Seeks information, analyses options, considers implications and applies sound judgement to solve problems
- Consults others when necessary and keeps appropriate people informed

4. *Managing Self and Relating to Others*

- Accepts ownership for finishing work
- Uses time productively
- Establishes systems and methods for organising resources and/or documentation to provide an audit trail for future reference
- Plans and organises tasks on a day-to-day basis
- Actively builds positive and productive working relationships
- Shares knowledge and credit with others
- Accepts constructive criticism and learns from it

5. *Working with Youth*

- Demonstrates a genuine passion for working in a high school environment
- Connects effectively and builds positive relationships with teenagers
- Works well with teenagers across various settings, including full classes, small groups, and one-to-one interactions