



KINGSWAY SCHOOL

Job Description

Name of Employee		
Job Title		Junior Campus Librarian/Literacy Education & Support
Location		KingsWay School – Junior Campus
Reports to		Associate Principal Teaching and Learning Support, Jonathan Price
Direct Oversight		NA

Tenure	<i>Permanent part time</i>
Working Hours	<i>24 hours per week (30min unpaid lunch break)</i>
Hourly Rate	<i>\$22.24 (Grade C, Step 11)</i>
Weeks Per Year	<i>40 weeks per year</i>
Holiday Pay	<i>8 % as per support staff collective agreement</i>

Position Summary

- Create a Primary School library environment that is conducive to learning
- Ensure that students and staff at the Primary School are effective users of the library
- Provide appropriate library material and information to the students and staff of KingsWay Primary School
- Manage the storage and distribution of Primary School Library material
- Catalogue, process, and maintain Primary School Library material
- Provide literacy education and support to all Primary classes

Person Specification

- Be able to manage & take control of a class without teacher support
- Motivate class to love learning and reading
- Facilitate a love of literacy with children
- Create a fun, positive library environment
- Grow learner agency and potential

Personal Attributes

- Excellent communication and people skills, in particular with Primary School students
- Demonstrate a flexible, helpful and supportive attitude
- Have the ability to multi task, support student learning and display attention to detail in every area of work
- Be well-organised, show initiative and be a self-starter.

Signed _____ (Employee) _____ (date)

Signed _____ (Principal) _____ (date)

Reviewed: Week 8/9 of Terms 1 and 2 then annually

Components of job	Tasks & Responsibilities
Supports Special Character	<ul style="list-style-type: none"> To be an appropriate role model for the students To model the ideals and behaviour that exemplify the principles and vision of the school.
Library administration 10 hrs/wk	<p>Library function</p> <ul style="list-style-type: none"> Oversee, manage and operate the Junior Campus library Book purchasing, maintenance, issuing Administering Athenaeum, the Library Management System Supporting digital literacy and fluency Organising and supporting literary events and activities that promote reading, such as Book Week; Book Character Day; Quizzes; Competitions; Reading Scavenger Hunt At all times demonstrating an active commitment to nurturing students, and a desire to see them reach their full potential. Actively attribute that their talents and abilities are God-given. Facilitating an open, flexible, learning area that provides for enjoyable and convenient access to, and use of, library resources. Assisting teachers in promoting reading <p>Equip staff & library monitors (Y3-6)</p> <ul style="list-style-type: none"> To undertake library functions - issuing and returning books To train and help library monitors To train teaching staff (in order to allow for lunch time use of the library) 1 of 3 teachers know how to issue and return books <p>Library rotation</p> <ul style="list-style-type: none"> Organise termly rotation of books Manage the process of rotation with the support of the Senior Campus library assistants. <p>To Note:</p> <ul style="list-style-type: none"> maintain continuity between the campuses where possible ensure working & planning collaboratively lay foundations in JC that set up students with the skills they will need later
<p>LIBRARY Literacy - Reading - Library Education 8 hrs/wk</p> <ul style="list-style-type: none"> Y3-6 classes 12 classes 8 hours per week over 4 days <ul style="list-style-type: none"> 40min/class/wk = 480min <p>6hrs/wk</p> <ul style="list-style-type: none"> NE-Y2 classes 9 classes 6 hours per week over 4 days <ul style="list-style-type: none"> 40min/class/wk = 360min <p><u>Please note</u> This part of the job will be evaluated to determine if this has worked.</p> <ul style="list-style-type: none"> Week 8-9 of Term 1 Week 8/9 of Term 2 	<ul style="list-style-type: none"> Support collaborative practice Teacher release for: <ul style="list-style-type: none"> Spanish – Library – Physical Education rotation Support learning through linking library with topics - teachers to plan the learning for the term Story reading Library Education <ul style="list-style-type: none"> How a library works Self-check-out and check-in

Expectations:

- Working at KingsWay School requires you to adhere to all aspects of the staff manual