POSITION DESCRIPTION

Library Technician  (Fixed Term)

Time Fraction  0.8

Closing Date:  15/3/2016

Vacancy No:  1042384  Start Date:  11 April 2016  End Date:  20/12/16

Location Profile
Werribee Secondary College is a highly regarded school in the Wyndham Education District. A consequence of the College’s standing and its excellent Year 12 results is that applications for enrolments far exceed the College’s intake capacity. The College has been a DET accredited provider of a Select Entry Learning Program since 1997. The College attained accreditation as an International School with the Council of International Schools in 2006 and in 2013 became the first state secondary college in Victoria to be accredited by the International Baccalaureate Organisation and authorised to offer the International Baccalaureate. Werribee Secondary College has instilled a culture which embraces hard work and high achievement and all students wear the traditional uniform of blazer, shirt and tie.

The College has implemented a number of curriculum structures and programs which have further enhanced an exciting teaching and learning environment. A re-building program has upgraded the level of many facilities in the past 5 years. This will be augmented by a Recital and Performance Centre now under construction and a new $7 million dollar stage to commence in 2016.

A broad range of co-curricular activities includes amongst others, music, drama, chess, debating, public speaking and Leadership Programs. Further leadership opportunities for male and female students are provided through the College’s Australian Army Cadet Unit, which was formally inaugurated by the then Prime Minister Julia Gillard in early 2012 and is only the third AAC Unit in a Victorian state school.

Resources, Welfare and other Features

The College has implemented a BYOD program which will encompass years 7 to 11 in 2016. Most of the classrooms in the College are equipped with Interactive Whiteboards. There is a student Wellbeing and Leadership Program which is implemented through a House system, weekly Tutor groups and a Pastoral Leadership program.

Werribee Secondary College has 60 International Students who have selected the College to complete their secondary education.

Selection Criteria

SC1  Excellent interpersonal and communication skills and professional behaviour when interacting with students, parents, staff and the wider school community.

SC2  Demonstrated ability to carry out the responsibilities of the position including technical skills and expertise as relevant to the position.

SC3  Sound knowledge & understanding in the use of library computerised systems and software and general work flow in the library.

SC4  Demonstrated high level oral and written communications skills, including the ability or potential to provide readers advisory and reference services to staff and students.
Role

A commitment to professional learning and growth.

Performs and/or supervises tasks that are carried out in accordance with guidelines, accepted practice and school policy.

Specialised support to achieve specific outcomes is a feature of range 2. Typically this will involve accountability for a single function, (e.g. ensuring data is properly maintained) or the operation of a work area (e.g. managing the day to day operation of a school office) under the direction of the principal or another senior manager.

Provides support to teachers and students that is beyond the routine support provided at education support class Level 1, range 1. Within an educational program assists teachers with the coordination of the support function, such as directing/organising the work of other support staff or providing a specialist support role.

Performs technical tasks that require a sound knowledge of basic technical and/or scientific principles that are used to develop and adapt work methods and make judgements where there are clear guidelines and limited options. Routine technical support in libraries, science and information technology laboratories would be typical examples.

An education support class position supports the educational services being provided to students, but must not include duties of teaching as defined in clause 2.6.1 of the Education and Training Reform Act 2006 (Vic) or its successor. Supervision of students cannot be required except where it is an integral part of the employee's position or involves supervision of students individually or in small groups, in controlled circumstances, where the responsibility for students remains clearly with a teacher.

Responsibilities

- Oversees student borrowing system including following up overdue materials with appropriate measures.
- Under direction, perform day to day duties with regard to the library.
- Perform library duties eg. Circulation, stocktaking and shelving.
- Prepare materials for loan, cataloguing, accessorising, labelling, security and covering.
- Maintain the Library Management System
- Maintain Library IT / AV resources
- Shelf-reading and weeding
- Assist with topical displays
- Gather information and resources to support staff and student needs.
- Work with faculties to ensure library resources are relevant and available as required.
- Assist teachers and students in locating reference material, using standard bibliographic tools.
- Ensure work and storage area are in a clean, safe and orderly condition.
- Repair books and other items.
- End of year stocktake of library and resource rooms.
- Any other library duties that are required.

Who May Apply

Individuals with the aptitude, experience and/or qualifications to fulfill the specific requirements of the position.

Other Information

Application Instructions

Applicants should ensure that applications address and include the following:
- A response to all of the key selection criteria.
- A cover sheet providing the name of the applicant, home address, telephone number and email address where the teacher can be contacted, the position you are applying for and the vacancy number of the position
- A CV with a summary of experience and qualifications
- The names and contact details of three referees in relation to the key selection criteria

Please ensure that include either a header or footer containing your name and the vacancy number on each page of your application.

Applicants may also apply with an emailed copy of their application to werribee.sc@edumail.vic.gov.au. Further information about the College is available on our Website (www.werribeesc.vic.edu.au) including the “College Strategic Plan”.