

POSITION DESCRIPTION

LIBRARIAN

CLASSIFICATION	TIME ALLOCATION	REPORTS TO:
Education Support Officer Category C Level 3	4 days per week (0.80FTE)	Principal via the Head of Information Services.

APPOINTMENT TERMS

- Fixed Term
- The conditions of the Catholic Education Multi Enterprise Agreement 2022 apply to this position

ABOUT THE ROLE

The librarian supports Loyola College in achieving the school's commitment to develop articulate, adaptable, discerning and confident young men and women of conscience committed to living the values of Jesus Christ in a global community.

The Librarian participates in all aspects of the day-to-day operations of the Library and should be well versed in contemporary learning strategies to support student learning in the Ignatian tradition. The Librarian should be enthusiastic about actively providing a high level of service to the Loyola College community.

KEY RESPONSIBILITIES:

- Provide training and assistance to teachers and students using technology and information resources with a view to improving the curriculum and student learning outcomes.
- Demonstrate digital and online computer skills to students and teachers, including the importance of website evaluation, effective search strategies and use of online resources
- Provide for and encourage independent research to support curriculum development to improve student outcomes
- Provide active support and guidance in and out of the classroom with the aim of improving student learning outcomes by incorporating the following support mechanisms;
 - for example, book a librarian either physically or virtually in the library or in the classroom
 - actively providing research assistance and demonstrating resources when classes come to library and in classrooms around the college
 - pro-actively research and provide current relevant contemporary curriculum content
 - connect with staff and students in the contemporary learning educational environment

- actively engage in faculty discussions via faculty meetings along with working in consultation with the Heads of Learning
 - have dedicated faculty-based Librarians who are able to make another learning support link between all key stakeholders of Loyola College community (students, teaching staff, non-teaching staff and parents via Ignatian and other forums)
- Prepare descriptive cataloguing of library materials (hardcopy and eResources)
- Assist with the development and evaluation of the library's collection to support learning and teaching
- Promote and foster a love of reading, including literature enrichment programs
- Assist with supervision of students in the library where judgement and discretion is involved, including supervision of students completing SACs
- Provide assistance and troubleshooting when deemed necessary, including digital and information literacies
- Keep abreast of best library practices through professional learning opportunities
- Other duties as requested by the Head of the Library, including but not limited to
 - Undertake rostered desk duties
 - Shelving and shelf-reading
 - De-selection and selection of resources, including undertaking stocktakes
- Other duties as requested by the Principal

SELECTION CRITERIA:

- Completion of or working towards a Librarianship qualification
- A commitment to working collaboratively with both staff and students with the view to develop interest and increase experience in the use of current and emerging technologies
- Demonstrate an ability to work flexibly as a member of a team
- Demonstrate an enthusiasm for the development and improvement of student learning outcomes
- Library management system experience and/or keep updated on changes or innovations
- Exceptional written and oral communication skills, coupled with a high level of organizational skills

SALARY, CONDITIONS & BENEFITS:

- The conditions of the Victorian Catholic Education Multi Enterprise Agreement apply to this position
- Salary will be based on experience and qualifications (part-time role will be paid at Pro Rate). Superannuation and Leave Loading will be paid as per current Government legislation.
- The position is ES Level 3, Category **C** with Seven weeks annual leave. One week is taken in each of the Term breaks and four weeks are taken at the end of the school year (except that the last week of January is not available for leave)
- Discount of approx. 15% off tuition fees (pro-rata for part-time) applies to staff with children attending the College and is granted at the discretion of the Principal.
- Salary sacrifice options (such as Superannuation) as approved by the Principal

OUR VISION:

Loyola, as a Catholic co-educational College in the Ignatian tradition, seeks the education of the whole person and strives to ensure that each student achieves his or her unique potential.

We aspire to develop articulate, adaptable, discerning and confident young men and women of conscience committed to living the values of Jesus Christ in a global community.

*As a community we recognise that this is best achieved in a welcoming and collaborative environment committed to **Justice, Mercy and Faith**.*

CHILD SAFETY:

The successful application is required and expected to be familiar and comply with the College's Commitment to Child Safety, Child Safety and Wellbeing Policy, and Child Safety Code of Conduct Policy and any other policies or procedures relating to child safety

Loyola College has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 1359 requires Loyola College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to: Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment.

VERSION:

November 2025

