


POSITION DESCRIPTION

POSITION:	Librarian – Junior School	
STATUS:	Permanent	
TIME:	Full-time, Monday – Friday 8.00am – 4.30pm 42 weeks - Term time only Term time +1 week of Term 1 Break, 2 weeks of Term 2 Break & 1 week of Term 3 Break	
LOCATION:	Kristin School, Auckland, New Zealand	
VISION / CONTEXT:	Kristin School is an independent co-educational school for students from Early Learning to Year 13, which aims to provide students with a superior all-round education, to prepare them to be responsible global citizens, to think creatively, reason critically, communicate effectively and learn enthusiastically throughout life. Key to the achievement of this vision is the school's strategy of attracting and retaining the Best People.	
LINE MANAGEMENT:	<ul style="list-style-type: none"> ● Reports directly to the Head of Library Services 	
KEY RELATIONSHIPS:	<ul style="list-style-type: none"> ● Library staff ● ICT staff ● Teachers ● Students and their families 	
SALARY:	Hourly rate	
JOB PURPOSE	The Junior School Librarian is part of a team responsible for providing integrated information services, including digital and print resources, for all learners in support of the School curriculum. This role is also instrumental in making the Library a vibrant centre of learning, inquiry, knowledge creation, ideas and reading, where all members of the community feel welcome, supported and safe.	

Accountabilities	Responsibilities & Expectations	Performance Indicators
<p>1. Junior School Librarian</p>	<ul style="list-style-type: none"> ● Ensure the Library is an inviting and attractive environment for students, teachers and the community. ● Deliver engaging sessions both in the Library and in the classroom to deliver instruction, resources and information literacy skills ● Provide students with a positive Library experience, engage with students and seek opportunities to enhance their learning outcomes. ● Promote and foster the enjoyment of reading for pleasure, contributing to the development of reading skills ● Contribute to the development of the collection by keeping up to date with new releases and reviews of Junior and Middle grade literature and making recommendations for purchase. ● Collaborate with Junior School teachers to plan and support their academic programmes. ● Support the development of student’s research and information literacy skills to support their assessment tasks. ● Encourage academic integrity and good digital citizenship in support of these policies in the school. ● Develop and contribute to the school wide reading culture through reading programmes, initiatives and events. ● Prepare resources as needed to support classes and curriculum, including the creation of curated digital products for use by students and teachers. 	<ul style="list-style-type: none"> ● The Library Learning spaces are attractive, clean, tidy and arranged appropriately for their purpose and ready for each new class. ● Students have a positive experience and enjoy returning to the Library. ● Students explore a diverse range of literature and read for pleasure. ● Junior School teachers feel well supported with their collaborative unit planning and are confident that the Librarian understands and contributes to their units of work and supports them with appropriate, current resources to meet the needs of the formative and summative assessment tasks if required. This is evidenced by positive commentary in the reflection phase of unit evaluation. ● Feedback from teachers reflects that resources were appropriate and delivered in a timely manner. ● Students feel well supported in their research and can confidently utilise resources to support their academic programme, both at school and from home. ● Students demonstrate a high level of digital citizenship and academic integrity in their work - evidenced by teacher feedback and the use of referencing tools. ● Students can use digital tools and databases confidently and appropriately. ● Changes are made as necessary to Junior School and whole school collections to meet student and community needs ● Records are maintained accurately in the Library Management System.

Accountabilities	Responsibilities & Expectations	Performance Indicators
	<ul style="list-style-type: none"> ● Maintain accurate and current records within the Library Management System (circulation and cataloguing). ● Assist with regular library circulation tasks. e.g. shelving, reservations, overdues, weeding etc ● Procure additional resources from outside agencies as necessary to support curriculum units e.g. Auckland Libraries and the National Library. ● Support Middle and Senior Library Colleagues with everyday library tasks to ensure the smooth running of the Library as a whole. 	<ul style="list-style-type: none"> ● Junior Library displays, signage and styles are consistent with Kristin Branding and the style of the library.
2. Health & Safety	<ul style="list-style-type: none"> ● Actively support a safe and supportive work environment by ensuring compliance with the school's policies, procedures and legislative requirements ● Ensure all practicable steps are taken to keep safe while on the School grounds or participating in school activities. 	<ul style="list-style-type: none"> ● Evidence of compliance with school's policies, procedures and workplace health & safety legislative requirements ● Evidence all practicable steps are taken to ensure safe work practices, including hazard identification, accident, incident and near miss reporting for all events.
3. Other	<ul style="list-style-type: none"> ● Attend and participate in all Library meetings ● Attend Staff meetings as needed ● Participate in professional development as needed to keep up with best practice Library services and technologies ● Participates in a way that articulates, supports and furthers the school's strategic vision ● Model positive behaviours, which support the School's Code of Ethics and Core Values ● Other duties as requested by the Director of Business Services or Principals. 	<ul style="list-style-type: none"> ● Evidence of attendance and positive participation in Library department meetings ● Evidence of attendance at Staff meetings as needed ● Evidence of participation in professional development ● Evidence of support for the School's vision and strategic plan ● Evidence of demonstrating appreciation, respect and affirmation for others and of working effectively with all stakeholders to create a positive and collaborative school culture.

Key Selection Criteria

Qualifications, Training & Experience

- Professional library qualification with relevant experience working in a school library or currently studying towards a professional library qualification (e.g. Open Polytechnic, Victoria University, Charles Sturt University or other appropriate and recognised course of study)
- Experience working with primary/Junior School or intermediate/Middle School age students
- National Police Vetting Check (with results considered satisfactory by the School)

Attributes and Skills

- Ability to develop and maintain effective relationships with students and staff from diverse backgrounds
- The proven ability to work as an effective and constructive team member
- Excellent interpersonal skills
- Organisational ability with demonstrated self-motivation and initiative
- Sound problem-solving skills
- Strong verbal and written communication skills
- A high degree of professional judgement and responsibility
- A genuine interest and willingness to assist students
- Flexible, approachable and consistent in manner
- Reliable and punctual
- A high level of energy and vitality.