



## Introduction to St Luke's Grammar School

St Luke's Grammar School is a K minus 1 – Year 12 co-educational Christian School in the Anglican tradition and it is the School's vision 'to equip students to make a difference in the world'. St Luke's seeks to promote a work environment and culture to attract and retain outstanding professionals by fostering professionalism, commitment, loyalty, Christian values and a high standard of pastoral care.

St Luke's Grammar School employs over 100 full-time and part-time teachers, supported by teachers' aides, peripatetic tutors and administrative and grounds staff.

Applicants for the following position should be able to demonstrate support for the School's Christian ethos as well as the co-curricular life of the School.

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**Position:** Non-Teaching Librarian, Bayview and Dee Why Campuses

**Load:** Full Time, Term time only

**Hours:** 8 hrs per day, 5 days per week

**Commencement:** Term 3, 2019

**Reporting to:** Head of Information Services

### Position Overview:

St Luke's Grammar School is seeking to appoint an experienced and energetic Librarian who is suitably qualified, to be based mainly on the Bayview (Pre-K to Year 6) Campus.

The successful applicant will ideally be a Christian and actively involved in his or her church and be willing to contribute to the co-curricular life of the School.

### Personal Attributes:

Applicants should demonstrate a clear understanding and affinity with the ethos and philosophy of the School and will:

- Show active support for the Christian faith
- Communicate effectively with students, staff and parents
- Collaborate as a team player with well-balanced decision-making skills
- Demonstrate strong organisational skills
- Demonstrate a highly motivated and positive attitude
- Demonstrate approachability, flexibility and mutual respect with students, staff and parents
- Have a passion for literature and use of technology in education

## **Essential Knowledge, Skills and Responsibilities:**

The successful candidate will be able to demonstrate the following:

- Extensive experience using library management systems and applying cataloguing standards
- Demonstrated knowledge of collection management practices including curriculum resourcing
- Experience with circulation duties including loans, returns and reservations of all materials
- Experience processing resources including the contact covering and jacketing of resources and repairs
- Experience preparing learning resources, notes, instructions and procedures
- Demonstrated ability to provide valuable and current information, exemplary advice, instruction and support materials to students, staff and parents
- Demonstrated understanding and ability to follow and provide advice to students, staff and parents regarding copyright requirements
- Understand key trends, challenges and the nature of the changing role of school libraries
- Well-developed computer skills using multiple platforms and related software
- A willingness to perform a variety of duties as required by Head of Information Services and Head of Junior School in the provision of information services to the School community
- A willingness to undertake continuous professional development

## **Qualifications and Experience:**

Library experience within a school setting and appropriate Tertiary Qualifications. Australian Library and Information Association (ALIA) membership eligibility. Candidates with Library Technician qualifications and substantial experience within a school setting will be considered if they are currently undertaking further librarian studies.

## **Duties:**

- Contributing to a welcoming and friendly atmosphere in the Pre-K to 6 LearningHub at Bayview and showing confidence when engaging with students, staff and parents
- Library focused duties such as: circulation and reference desk enquiries; shelving, weeding and shelf checking of the collection; ordering and processing of new resources; collection development; overdue processing
- Work in collaboration with the Systems Librarian based at the Dee Why campus in maintaining an effective Library Management System
- Assist Teacher Librarians with preparing materials for Pre-K to 6 lessons, learning resources, instructions and procedures as required
- Assist students and staff with resource and research queries, reading advice and use of LearningHub spaces and technology
- Develop promotional materials for a digital display and create displays in the LearningHub to promote wider reading
- Contribute effectively to team meetings remotely
- Assist with special events organisation, and take initiative in running events such as Book Week, Library Lovers' Month, Premier's Reading Challenge
- Other duties as directed by the Principal and Head of Information Services

Please send a covering letter identifying areas of interest and expertise, plus the following information no later than Monday 1 July, 2019.

The Principal  
Mrs Jann Robinson  
St Luke's Grammar School  
210 Headland Road  
Dee Why NSW 2099

Or email to: [employment@stlukes.nsw.edu.au](mailto:employment@stlukes.nsw.edu.au)

- Cover Letter
- Curriculum Vitae
- The names and phone numbers of 3 x Referees, including a Professional Referee, and a Referee who can attest to the Christian beliefs and practices of the applicant.

Please direct any enquiries to:

Elizabeth Little  
Executive Assistant to the Principal  
T: (02) 9438 6237  
E: [employment@stlukes.nsw.edu.au](mailto:employment@stlukes.nsw.edu.au)