

POSITION DESCRIPTION



Founded 1917

The Cathedral School
of St Anne & St James
T O W N S V I L L E

ROLE TITLE:

Learning Hub Coordinator

REPORTS TO:

Ian Gamack (Principal)

Tonia Gloudemans (Deputy Principal)

INDUSTRIAL AGREEMENT:

The Queensland Anglican Schools Enterprise Agreement

CLASSIFICATION:

Library – Information and Resources

Level 3

COMMENCEMENT DATE:

9th January 2024

We are seeking an experienced Learning Hub Coordinator/Librarian to join our amazing school in January 2024. Working in brand-new facilities, the successful applicant will have an eye for detail and be able to create a visually appealing Learning Hub. The Learning Hub Coordinator is to provide a welcoming first point of contact for all visitors to the school's Learning Hub and assist in creating an environment that inspires students and focuses on the core business of learning. The position requires an understanding and knowledge of 21st-century learning technologies, in addition to experience working in libraries/resource centres. This is a fantastic opportunity to support young adolescents in their learning journey while working in a great school with wonderful colleagues. The position is a full-time term-time position, working 40 weeks per year. You will be required to work Monday to Friday during the school term, plus a week at the beginning and a week at the end of each school year.

The Cathedral School of St Anne & St James located in Mundingburra is Townsville's only Independent Anglican School for boys and girls from Early Childhood to Year 12 and boarding students from Year 7 to 12. The School is set adjacent to a lagoon and lush tropical rain trees creating a wonderful canvas to inspire learning and creativity. At Cathedral we 'educate for life-long success'. We know that this requires a well-rounded education and a focus on developing the "whole person" by nurturing the body and spirit as well as the mind.

ORGANISATIONAL ENVIRONMENT

The Cathedral School is an Anglican co-educational school of approximately 1100 students from six weeks old to Year 12 including 150 boarding students from Years 7 to 12.

MISSION:

The mission of The Cathedral School is to be a caring, Christian community in which students are challenged and inspired to explore, learn, and grow so they will be equipped to make wise decisions as informed members of society.

AIMS:

1. To be a centre for academic excellence.
2. To encourage an understanding that the spiritual and moral aspects of life are central to our humanity.
3. To affirm the unique worth of the individual.
4. To inspire our students through creative, purposeful, enjoyable learning, to reach their full potential.
5. To develop attitudes which are anticipatory, visionary, and reflective.
6. To educate our students to be discerning, sensitive, and responsible.

ORGANISATIONAL EXPECTATIONS

All employees are expected to respect the confidentiality of the individual, and to treat all members of the school community with courtesy.

All employees are bound by the requirements of the school's policies, procedures and any other practices (such as the Code of Conduct and Dress Code) and are expected to provide appropriate support and pastoral care to students of the school.

The Cathedral School is committed to maintaining a healthy and safe work environment. Everyone must adhere to the *Workplace Health and Safety Act*.

The Cathedral School is committed to the safety and wellbeing of children enrolled at the school. As a condition of employment in accordance with the *Working with Children (Risk Management and Screening) Act 2000* (Qld), employees are expected to obtain and hold for the duration of employment, their Queensland Teacher Registration.

Staff are required to take an active role and be well informed regarding their legal obligations in relation to child safety and duty of care. Staff must familiarise themselves and comply with the school's Student Protection Manual.

Proof of qualifications will be required prior to commencement.

The position description is a guide only and is not intended to be an exhaustive list of duties attached to this position. They may also vary over time to reflect the changing needs of the school. Employees may be required, from time to time, to undertake duties that are outside their usual role or specialism, but within their skills, competency, and capability.

Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways which are inconsistent with their obligation to act impartially. Nor should such information be used improperly to cause harm or detriment to any person, body, or the school.

PRIMARY ROLE PURPOSE

The Learning Hub Coordinator is a full-time term-time position, working 40 weeks per year. The position is responsible for providing a friendly, welcoming atmosphere for all visitors to the Middle and Senior School Learning Hub and creating an environment that inspires and focuses on student learning.

The Learning Hub Coordinator is responsible for providing professional and courteous customer service to all employees, students, and visitors to the Learning Hub, with a focus on:

- The visual appeal and atmosphere of the Learning Hub.
- Operational and technical aspects of library and information services.
- Productive student learning and behaviour in the Learning Hub.

The position requires a positive and enthusiastic attitude at all times.

The Cathedral School is committed to achieving the best educational outcomes for every student in our school. Our vision is to provide excellence in education through promoting the best interests of students, commitment to quality and personal accountability and to ensure the continued promotion of the philosophy of the School which is founded on the Mission Statement.

RELATIONSHIPS AND AUTHORITY

The position is responsible to the Deputy Principal for the day to day performance of duties. The Learning Hub Coordinator's role is expected to work in consultation with all staff members of the Middle and Senior School team.

Employees at this level are responsible and accountable for their own work. Work is carried out with general supervision on progress and outcomes and involves the application of knowledge with depth in some areas and a broad range of skills. Employees will be able to accept responsibility in meeting time deadlines and will display an ability to maintain confidentiality.

Work will require effective communication and interpersonal skills with staff (including management) students, parents, and the general public to respond to queries and to address issues in accordance with established routines, methods, and procedures. Areas of work may include liaison between the School, the student and the student's family where personal knowledge and initiative may be applied to planning, actions and achieving outcomes.

Employees may be required to supervise, train (by means of personal instruction and demonstration) or guide staff and students in their area of knowledge.

Problems are solved by reference to established practices and procedures, and the application of initiative or judgement in applying them or by reference to the Deputy Principal.

KEY ACCOUNTABILITIES

The key accountabilities of the Learning Hub Coordinator are to provide professional and courteous services to the school community:

LEARNING HUB ENVIRONMENT

Provide friendly, pro-active services to Learning Hub users at all times:

- Greet and assist all visitors to the Learning Hub in a friendly, welcoming manner.
- Create and maintain a positive and productive tone in the Learning Hub.
- Provide a safe space for students to visit the Learning Hub before school, after school, and during break times.
- Create displays promoting the Learning Hub's use and resources, subject area curriculum, school events, and promotional activities.
- Maintain a clean, presentable, and visually appealing Learning Hub.
- Assist visitors with borrowing resources.
- Provide research and information literacy assistance to Hub users.
- Maintain resource collections to ensure easy access.

LEARNING HUB OPERATIONS

Maintain Learning Hub facilities, resources, records, and systems, and provide support for the operation and use of IT and AV equipment:

Resources Processing and Management

- Maintain an efficient and effective resource processing system.
- Research the reading and content level of print and digital resources, in particular fiction.
- Label print resources with colour coding to indicate the level of content.
- Indicate suitability age with regard to the content on digital platforms.
- Place year-level restrictions on borrowing for print and digital resources on the Library Management System.
- Undertake cataloguing procedures including:
 - Ordering, downloading, and uploading catalogue information when required.
 - Entering details of new resources into the Hub's software.
- Catalogue and process resources including print and non-print, AV, and digital equipment.
- Process orders for teaching and learning resources on behalf of the Learning Hub and other departments.
- Direct cataloguing procedures across campuses – Wonder Hub, ELC.
- Maintain and repair resources as needed.
- Carry out stock rotation, culling of resources and stock takes.
- Train staff in the use of the Library Management System.

Circulation

- Perform circulation duties including borrower files maintenance, loans, returns, and reservations.
- Pursue unreturned resources.
- Email parents regarding overdue resources.
- Ensure borrower records are up to date.

Technical Equipment and AV

- Organise and maintain AV and digital equipment and ensure all items are available and ready for use.
- Provide technical assistance to Learning Hub users e.g., photocopying and printing.
- Assist and monitor users of iPads and computers.
- Ensure photocopying paper and toner are available when required.
- Monitor the condition and performance of specialised equipment and facilitate repairs as required e.g. cameras and calculators.

eLearning

- Maintain the Learning Hub page.
- Oversee bookings of Learning Hub spaces/areas, equipment, and textbook collections.
- Be proficient with Learning Hub software – Oliver.
- Communicate with Softlink, the library software development and solutions company.
- Maintain online platforms e.g. eWheelers – eBooks, audiobook, wellness collection.
- Liaise with ReadCloud to establish the new year setup; provide new staff and students with access to digital textbooks and teacher resources.
- Communicate digital textbook problems to ReadCloud (e.g., access, missing textbooks).
- Keep abreast of cataloguing updates through the School Catalogue Information Service (SCIS).
- Renew digital licenses and subscriptions e.g., EBSCO and Gale Education databases, ClickView, Digital Theatre+, and Newspapers.
- Accept and sign off on copyright licenses.
- Receive and disperse digital resources e.g., the Update Series, AES.
- Liaise with IT staff to update the school system to accommodate various resources and platforms.
- Demonstrate knowledge of contemporary learning technologies e.g., Vivi, Ben Q screens.

STUDENT ENGAGEMENT IN LEARNING HUB

Supervise and assist students who attend the Learning Hub including:

- Monitoring students to ensure that they are appropriately engaged in their respective learning.
- Assisting students to locate resources relevant to their learning needs.
- Monitoring student behaviour to ensure students are not participating in non-curricular activities during study periods i.e., gaming, social media, etc.
- Communicating with students in a respectful, courteous manner to remind them of appropriate Learning Hub behaviour when required.

OTHER

Professional Development

- Participate actively in professional networks e.g. NQ_TL, OZ_TL.
- Attend relevant professional development training, workshops, and webinars.
- Train and monitor any Learning Hub volunteer staff.

Budgets and Finance

- Complete and submit an annual Learning Hub budget to the Finance department.
- Receive and process ERMs.
- Process requisitions and invoices.
- Monitor budget and keep spending within set budget limits.

Administration

- Provide a high standard of administrative support including:
 - Maintain accurate files and records.
 - Quality, accurate word processing.
- Be clear about action to be taken in the case of emergencies.
- Perform any other duties requested by the Principal or Deputy Principal.

SKILLS AND KNOWLEDGE

ESSENTIAL CRITERIA

The Learning Hub Coordinator will be required to meet the following Essential Criteria and actively work towards obtaining the desired competencies, knowledge, and skills.

Qualifications

- Certificate III in Education Support.
- Current Suitably 'Blue Card' or exemption notice.
- Current First Aid, CPR, Asthma & Anaphylaxis certificates.
- A COVID-19 digital certificate or immunisation history statement indicating full vaccination status.

Competencies, Knowledge & Skills

- Proven work experience working in a Library/Learning Hub and ability to work without direct supervision.
- Experience using cataloguing systems and online resource platforms.
- Experience in working with adolescents.
- Excellent communication and interpersonal skills with a range of people including staff, students, parents, and volunteers.
- Customer service focus with an attention to detail.
- Organisational and time management skills.
- Advanced computer skills in Microsoft office are required.
- Ability to maintain accurate records according to guidelines.
- Understanding of occupational health and safety and anti-discriminatory practices.

- Ability to demonstrate maturity, flexibility, creativity, and initiative within work role.
- Commitment to personal and professional development including sharing of knowledge, information, and skills with work colleagues.

Desirable Competencies, Knowledge & Skills

- Experience working in a school would be an advantage.
- Experience with TASS software is desirable.

APPLYING FOR THE POSITION

Applicants wishing to apply for the position are required to submit a **cover letter** and **resume** outlining their experience providing 3 work references to which the school can contact. We will assess applications as they arrive, so please apply today!

Please send applications to:
Human Resources
The Cathedral School
Email: hr@cathedral.qld.edu.au