



Information pack: Librarian

Reports to: The Principal
Business Manager

Responsible for: Library assistants, student librarians

Liaising with: Teachers, support staff

Purpose of position:

To ensure the Wellington High School Library serves the learning needs of students and staff

Hours of work:

This is a permanent, part-time position for 32.5 hours per week. This is a 52 week contract that includes 7 weeks of paid annual leave.

Delegations and authorities:

Personnel: Library Assistants

Financial: Management of the Library budget

Relationships:

Internal	External
Principal and Deputy Principals Teaching staff Support and Maintenance staff Community Education Centre staff Students Library Assistants Student librarians	Suppliers Visiting speakers

Objectives:

Library management

- Oversee the organisation and development of the library
- Mentor and supervise the library assistants
- Develop policy for the library in conjunction with other members of the library team
- Maintain and develop the collection, following the Collection Development Policy, and ensure it is catalogued appropriately
- Liaise with faculties to ensure the collection meets the curriculum needs
- Use the AccessIt effectively
- Organise and complete annual stocktake and weeding of the collection
- Set the annual budget and make purchases as planned
- Keep up-to-date with literature, particularly Young Adult literature
- Provide an annual report for the Board of Trustees and contribute to the school magazine and other school publications
- Maintain the library's presence on the school website and intranet

Work with teachers and students

- Encourage and teach students and staff to use the library and its resources effectively
- Work with teachers and classes undertaking inquiries, compiling and disseminating resources
- Teach students information literacy skills
- Teach staff information literacy skills
- Train and supervise student librarians with assistance from the library team

Outreach

- Maintain a professional network and liaise with other libraries including the National Library
- Belong to the School Library Association of New Zealand Aotearoa (SLANZA) and attend professional meetings / training programmes / conferences
- Organise lunchtime events and liaise with visiting speakers

Any other duties required to ensure an effective delivery of library services

Person specification:

The Librarian will:

- have empathy with Wellington High School's WERO
- have a relevant librarianship qualification
- have the skills to manage and lead a team
- advocate, promote and genuinely have a passion for young adult literature
- enjoy working in a busy and stimulating workplace
- be positive, enthusiastic, hardworking and adaptable
- possess confident interpersonal and excellent organisational skills
- be able to demonstrate an innovative and proactive approach to the role
- be willing to go the extra mile
- maintain high standards
- be confident in using a computer