

SCHEDULE A

POSITION DESCRIPTION

Position title:	Library Assistant
Reports to:	Principal or Principal's Delegate
Enterprise Agreement:	NSW and ACT Catholic Systemic Schools Enterprise Agreement 2017
Classification	Classroom and Learning Support Services Level 4

Position Objective

The Library Assistant works collaboratively with other school staff to provide support and assistance to teachers, students and school leadership in the successful delivery of school learning and pastoral outcomes. This position type provides support and assistance to Teachers and students in a classroom setting to individual students or groups of students, or to support the operation of curriculum-related services in a school, such as those provided by a library, laboratory or a technology centre.

Knowledge, Skills and Experience

A Classroom and Learning Support Services - Level 4 employee:

- applies knowledge with depth in some areas and a broad range of skills in a variety of roles and tasks;
- uses discretion and judgement in planning and organising and achieving outcomes in time constraints;
- works under general direction. General Employees at this level may work semi-autonomously and may be required to supervise other Classroom and Learning Support Services employees; and
- performs duties that typically require a skill level which assumes and requires knowledge and training equivalent to completion of certificate III, or completion of year 12 or completion of certificate II, with relevant work experience.

Indicative Duties

A Classroom and Learning Support Services - Level 4 employee's duties may include but are not limited to:

- toileting, washing and dressing disabled or other students;
- travelling with students with a disability;
- assisting therapists in their work with students;
- carrying out individual programs of a self help nature that develop independent living skills in students;
- supervising students in non-teaching periods (including on excursions);
- supervising groups of students other than in a classroom situation, including taking responsibility for the library if no teacher librarian is present or playground supervision if an agreement has been reached;
- assisting in teaching duties under the direction and general supervision of a Teacher, including assisting a Teacher with a small group of students in an area adjacent to that concurrently used by the responsible Teacher;
- under direction, taking students for their individualised teaching plans in specific areas, and reporting to Teachers on, and charting, student progress;
- taking part in case management meetings with Teachers;
- working in collaboration with a Teacher or group of Teachers in the implementation of learning and teaching strategies for an individual student, groups of students or class,

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including students with special needs and recognised disabilities, and gifted and talented students;

- researching reference material under the direction of a Teacher;
- assisting with the selection and preparation of teaching resources that meet student needs and interests;
- preparation of displays, charts, diagrams and models;
- receiving, issuing, distributing, stock-taking and safeguarding of teaching resources, goods, supplies, stores, materials and equipment, other than dangerous goods;
- monitoring expenditure on resources;
- providing technical assistance in the operation of a library, laboratory or technology centre;
- preparing descriptive cataloguing for library materials, supervising library circulation systems, answering reference and information enquiries, and providing guidance in the use of information systems;
- assembling and dismantling of, and carrying out minor maintenance on, equipment or teaching aids for demonstration or practical work;
- preparation of practical work for use in the classroom, including general and complex laboratory experiments;
- preparing simple chemical solutions and, under instruction, more complicated solutions;
- developing and using appropriate storage systems, including for dangerous and toxic substances consistent with material safety data sheets;
- specialised care of flora and fauna;
- assisting in the training of other Classroom and Learning Support Services Level 3 and 4 General Employees;
- interpreting for non-English-speaking students and Teachers, and interpreting within the school community (bilingual aides only); and
- assisting a Teacher to take a group of students for duties of a non-teaching nature involving skills in a language other than English (bilingual aides only).

Position Requirements

General or ancillary employees are required to support the mission, teachings and ethos of the Catholic Church's work in schools. All employees must also demonstrate:

- The ability to work effectively both autonomously and as part of a team
- The ability to follow direction, prioritise and meet set deadlines
- Interpersonal skills in working with a range of personnel
- Strong planning and organisation skills
- Quality in fulfilling assigned work

Work Health and Safety

- A report of incidents and dangerous hazards must be advised to the supervisor on the date of incident, and the immediate danger of any hazard must be removed.
- Compliance and cooperation with reasonable instruction, policies and procedures of the School.

The Employer reserves the right to vary this position description in response to its changing needs.

Catholic Education Diocese of Parramatta (CEDP) is a child safe organisation, and is committed to providing child safe communities that recognise and uphold the dignity and rights of all children and young people.