



POSITION DESCRIPTION

LEARNING RESOURCE CENTRE SPECIALIST

CONTEXT

Padua College provides a contemporary Catholic secondary co-education for young people within the regions of the Mornington Peninsula and Western Port Bay. Our College was founded by the Sisters of Mercy and is named after St Anthony of Padua. In partnership with our students, staff, parents, parishes and the wider community, Padua College gives witness to the Christian faith in our Catholic tradition. We aim to be a positive, creative, hope-filled learning community where Catholic values and spirit are shared and the sacred dignity of each person is nurtured.

The **North Star** is our guiding direction. It encompasses our “why” at Padua College as we align our vision and action. It inspires, challenges, and provides direction.

We want every person to:

- recognise and utilise their God-given talents;
- be the best they can be; and
- make a positive impact on their world.

Our Core Values:

- a) We welcome and affirm
- b) We inspire growth of the whole person
- c) We create a love of learning
- d) We build positive relationships
- e) We embrace diversity
- f) We show compassion for those in need
- g) We reconcile and forgive
- h) We work for a just and peaceful world

OVERVIEW OF THE ROLE

The Learning Resource Centre Specialist collaborates with the Head of Library to promote and connect high quality provision of library services to students and staff encouraging engagement, successful learning, and positive student outcomes.

The Learning Resource Centre Specialist assists the Head of Library in the efficient management and administration of the individual library spaces across the College, providing a knowledgeable resource service and a welcoming and engaging environment for staff and students, focussing on the operation and technical aspects of the library. The Learning Resource Centre Specialist also has an administrative role and will be responsible for circulation and supervision duties, stock maintenance, and overdue items.

The Learning Resource Centre Specialist is a key member of the Library Team under the direction of the Head of Library and reports to the Director of Business.

MAJOR AREAS OF RESPONSIBILITY

The responsibilities of the Learning Resource Centre Specialist include but are not limited to:

- i. Technical Services required within the library technical services and physical environment;
- ii. Support general library duties, including administration, circulation desk and supervision duties;
- iii. Professional Practice;
- iv. Child Safety within the library;
- v. Performing other duties and implementing decisions as requested by the Principal or the College Improvement Team.

STATEMENT OF DUTIES

The following duties are aligned to the Learning Resource Centre Specialist's major areas of responsibility:

i. Library Technical Services & Physical Environment	<p>The Learning Resource Centre Specialist will attend to assisting with technical services by:</p> <ul style="list-style-type: none">• descriptive cataloguing of library materials including accessing SCIS Database;• maintaining the Library Management Database;• maintaining, controlling, operating, and demonstrating the use of audio-visual equipment with limited complexity;• maintaining, updating, and creating resources on the Libguides content management and curation platform;• processing library resources;• organising library displays;• shelving;• creating displays for Library events, promotions, and themes;• opening and closing of Library as required;• assisting in the general maintenance of the library;• maintaining relevant Library systems in the College; and• other duties as determined by the Director of Library.
ii. General Library Services	<p>The Learning Resource Centre Specialist will undertake general library services by:</p> <ul style="list-style-type: none">• supporting teachers in the delivery of lessons, programs, and activities;• assisting students and staff in developing the use of current systems and emerging technologies;• promoting library collections, programs, and resources to foster an appreciation and passion for literature in students;• supporting Learning Leaders with resources for courses, units of work, texts, etc;• assisting with desk duties including circulations and other general inquiries;• maintaining the library collection; and• other duties as requested by the Head of Library.
iii. Professional Practice	<p>The Learning Resource Centre Specialist will:</p> <ul style="list-style-type: none">• demonstrate a commitment to ongoing professional development;• be open to researching areas of interest relevant to directions provided in the College strategic plan;• continue to develop ICT skills as technologies evolve;• be an active member of relevant professional associations;• participate in the staff appraisal process as required;• attend College meetings, staff professional development and faith development sessions as required;• attend professional development courses and training as required; and• participate actively in the ongoing evaluation of Library services to ensure their effectiveness.

iv. Child Safety	<p>The Learning Resource Centre Specialist will:</p> <ul style="list-style-type: none"> • assist in the active supervision of students in the College Library; • be familiar with and comply with College policies including, but not limited to, the Child Safety Policy and Code of Conduct, and the Staff and Student Professional Boundaries Policy; • assist in the provision of a child-safe environment for students; • demonstrate a duty of care to students in relation to their physical and mental wellbeing; • exercise pastoral care in a manner which reflects College values; and • implement strategies which promote a healthy and positive learning environment.
v. Expectations	<p>The Learning Resource Centre Specialist is expected to:</p> <ul style="list-style-type: none"> • undertake work and supervision of students during non-term weeks (the week that the Library Centre Resource Specialist is due to work under Category C arrangements) at such campuses as required and directed by the Head of Library/Director of eLearning and Innovation; • be familiar with and comply with Padua College's Child-Safety and Wellbeing Policy and Code of Conduct, and any other policies or procedures relating to child safety; • be familiar with and comply with legislated Occupational Health and Safety practices and participate in consultative processes to ensure workplace safety for staff and students; • maintain currency of all relevant legislated and required College Occupational Health and Safety modules, and all First Aid and CPR Qualifications; • undertake regular professional learning to maintain a high level of awareness of current and best practice in the major areas of responsibility associated with the role; • attend College and Campus Staff Meetings as requested by the Principal or his/her nominee; and • perform any other day to day duties as requested by the Principal or his/her nominee.

This statement of duties is not intended to be an exhaustive or exclusive list of duties assigned to the position. They are intended as a guide as to the responsibilities of the role. The position is subject to review and modification by the Principal (or nominee), in negotiation with the appointee, in response to the evolving needs of the College, and experience and expertise of the appointee. Any significant additions to the responsibilities may be requested by the Principal (or nominee) through consultation and mutual agreement with the appointee.

CHILD SAFETY

Padua College is committed to the safety, wellbeing, and inclusion of all our students. The school has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. Particular attention is paid to the most vulnerable children (Aboriginal and Torres Strait Islander, culturally and/or linguistically diverse backgrounds and children with a disability). In this context, Padua College implements a regular and comprehensive Child Safety and Protection program across the entire Padua College community.

All staff at Padua College take an active role, and are well informed of their obligations, in relation to Child Safety under Ministerial Order No. 1359 "Implementing The Child Safe Standards – Managing The Risk Of Child Abuse In Schools And School Boarding Premises ". Employment at Padua College is subject to school policies including the Child Safety Policy, Child Safety Code of Conduct and Child Protection – Reporting

Obligations Policy, being read, understood, and adhered to by being proactive in reporting any concerns or identified risk. Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.

KEY ORGANISATIONAL RELATIONSHIPS

INTERNAL	EXTERNAL	COMMITTEES
Principal College Improvement Team Head of Library/ Director of eLearning & Innovation Staff Students	SLAV	Library Team

CRITERIA FOR EFFECTIVE LEADERSHIP

The effective performance of the Learning Resource Centre Specialist will be due to their capabilities across a comprehensive range of the following:

Attributes & Dispositions

- commitment to the Mission, Vision, and Catholic identity of Padua College
- a vision for exemplary practice and student engagement informed by Padua's Teaching and Learning Framework
- a tenacious and resourceful capacity for hard work
- approachability as an active listener, negotiator, and advocate
- sound organisational skills and the ability to prioritise workloads effectively
- ability to organize and maintain Audio Visual equipment
- sound communication skills, both written and oral
- good interpersonal skills and the ability to work as a constructive member of the library team including a professional and courteous manner with students, parents, visitors, staff, and other members of the public

Knowledge & Understandings

- a diploma level or equivalent library qualification and be eligible for Librarian membership of the Australian Library and Information Association (ALIA)
- highly effective computer literacy including MS Office Suite, College's intranet, internet, Library management systems, Clickview and LibGuides
- knowledge of the appropriate avenues and resources for seeking information, support, and clarification in relation to the responsibilities of the role
- knowledge of the College's policies and procedures that impact on library services

Skills & Capabilities

- track record of skilfully fostering positive relationships between teachers and students
- capacity to multi-task and pay close attention to detail
- proven ability to assist students and staff with their information searches
- demonstrated commitment to the development of best practice Library strategies as linked to education.
- ability to work collaboratively as part of a friendly and enthusiastic team.
- a commitment to Child Safety including experience working with children, a demonstrated understanding of child safety and a demonstrated understanding of appropriate behaviours when engaging with children.
- ability to work autonomously and without direct supervision with highly developed customer service, organisational, time management and interpersonal skills with the ability to deliver a high standard of library services to meet the needs of students and staff.

- a wide knowledge of and passion for young adult literature and the ability to promote and foster a reading culture.
- ability to maintain Library standards in line with Australian Library and Information Association (ALIA) and School Library Association of Victoria (SLAV) recommendations.

TENURE, CONDITIONS AND REQUIREMENTS

CLASSIFICATION:	1.00 FTE ESE Level 3 Category C
TENURE	Ongoing
APPRAISALS	Annual Review Meeting
ENTITLEMENTS	Entitlements under the <i>Catholic Education Multi Enterprise Agreement 2022</i> (or its successors)
REQUIREMENTS	Criminal Record Check Valid Working with Children Card Completion of Complispace OHS and Child Safety onboarding

Authorised by: _____

Date: _____

Signed by: _____

Date: _____

Name: _____

Date of Document: October 2025

Date for Review: October 2028