E-Librarian

We are seeking an enthusiastic and creative librarian to join our innovative team at Lowther Hall AGS.

Permanent position
0.5 FTE

Commencing as soon as possible

LOWTHER HALL

Lowther Hall is an inclusive school for girls from Kindergarten to Year 12, committed to excellence for all. Situated in Essendon, it is the only Anglican independent school for girls in the area. The School has a maximum enrolment of 800, a size which enables each girl to be known as an individual. Lowther Hall is a learning community in which staff and students work together to achieve shared goals of improvement and innovation.

POSITION DESCRIPTION

The Learning Resource Centre (LRC) services the entire staff and student body. This role plays an important part in redefining the delivery of resources in both the physical and virtual environment for the students and staff of Lowther Hall Anglican Grammar School. The E-Librarian will be able to meet the core selection criteria and will have flexibility in working across areas of need and interest. The role will require a willingness to innovate and develop new strategies in providing best practice in the area of information services and knowledge management for the purpose of improving student learning outcomes.

Support of the School's Christian ethos is essential.

SELECTION CRITERIA

Candidates should address the core selection criteria in a statement of 300-500 words.

Core selection criteria: All applicants must meet the following:

- Appropriate degree level qualifications in the area of information services, librarianship, or in the process of acquiring such qualifications
- Current Working With Children Check
- Wide knowledge of literature for children and young adults
- Familiarity with strategies to foster a love of reading and literature in young people
- Knowledge and understanding of the use and development of library management systems
- Knowledge of trends in education in areas of information services and knowledge management
- A genuine commitment to their own learning

Applicants should demonstrate evidence of:

- High level use of a library management system/s
- Development of user education strategies and programs including online tutorials, programs or publications e.g. using recording tools such as Screencasting applications, Photoshop etc.
- Innovative use of web tools and spaces including social media to provide exposure for literacy promotions and in support of teaching and learning
- Use of digital media, tools, storage and accessibility for resource development
Management of content both hard copy and digital including content that may be delivered via a tablet device such as an iPad or via an intranet or cloud environment, including appropriate management of such content.

Management of all facets of a digital media library such as ClickView, Enhance TV, and/or other multimedia sources

*Eligibility for membership of ALIA will be an advantage.*

**APPLICATIONS**

Applicants for the position, E-Librarian, should include in their application the following information:

1. Full name
2. Residential/Postal address, email and phone contact details
3. Religious affiliation (optional)
4. Educational qualifications
5. Previous work history
6. A statement of 300 – 500 words addressing the core selection criteria
7. The names, addresses and telephone numbers of three professional referees from whom confidential information may be sought.

Applications close at **9:00am on 15 April 2016** and should be addressed to:

The Principal
Lowther Hall
PO Box 178
ESSENDON VIC 3040

Telephone: 03 9325 5000
Facsimile: 03 9331 1247

Email: employment@lowtherhall.vic.edu.au
Website: www.lowtherhall.vic.edu.au

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