

Position Description – Learning Commons Technician

Mater Christi College, Belgrave is a Catholic School established by the Sisters of the Good Samaritan of the order of St Benedict in 1963. The College is governed by an incorporated board under the auspices of Good Samaritan Education. Mater Christi is a proud leader in educational innovation and strives to educate young women to be *Informed, Compassionate* and *Creative*. This role description is written in light of the Mission and Vision statements of the College and the associated School Improvement goals set each year.

Position Overview

The Learning Commons Technician is responsible for supporting the Learning Commons Leader in realising the vision and purpose of the Learning Commons. The Learning Commons Technician supports the day-to-day operations of the Learning Commons to ensure that it is a central and vibrant focal point of the College to advance the learning experience of students and teachers. The role includes administrative and technical responsibilities and working with the team to cultivate a warm and welcoming environment. All positions at Mater Christi College are employed under the conditions set out in the VCMEA (2018) and subsequent agreements.

Commitment to Mission

All staff in a Good Samaritan School have an indispensable role to play in furthering the mission of Good Samaritan Education and of the Church as a whole. It is expected of all employed at Mater Christi College that they:

- Familiarise themselves with and accept the Good Samaritan Educational Philosophy of the school within the wider context of Catholic Education.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work.
- Avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community in whose name they act.
- Comply with the accreditation policy of the CECV to teach in a Catholic School.

Mater Christi College is a Child Safe School

Mater Christi College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our students and their fundamental right to be respected and nurtured in a safe school environment. This includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing. We also commit to listening to, and taking seriously all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and members of the community. We will continuously review and improve our systems to protect children from abuse. Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

Attributes and Competencies

It is expected that all staff will:

- show a lively and practical support of the Catholic, Good Samaritan and Benedictine nature of the College.
- have a firm belief in, and commitment to, the mission and vision of the College and an ability to articulate and promote these.
- have a clear focus on student learning and wellbeing in and beyond the classroom.
- actively support and demonstrate loyalty to the leadership of the College and show practical understanding of the nature of confidentiality as required.
- exhibit ongoing professional growth on a personal level and for the benefit of the College community.
- demonstrate a high level of ability to articulate educational issues and perspectives in communication with colleagues and others, particularly in public forums.
- demonstrate an understanding of key priorities of the legal requirements surrounding Child Safety.
- display initiative, exercise creativity and adaptability; be able to work autonomously and as part of a team.

It is expected that the Learning Commons Technician will:

- demonstrate a collaborative approach to teamwork.
- demonstrate initiative and the ability to prioritise tasks to meet the needs of students and staff.
- be enthusiastic, proactive and flexible, with a positive approach to change.
- have excellent organisational, time management, written & verbal communication skills.
- demonstrate adaptability in response to the changing role of libraries in the education sector.
- have knowledge of trends in information services and knowledge management.
- demonstrate interest in Young Adult Fiction and promotion of reading in young people.
- have excellent interpersonal skills and the ability to create a warm, welcoming and inclusive environment where each person feels safe and valued.

Key accountabilities and specific duties	
Learning Commons Technician	<ul style="list-style-type: none"> • Supports the effective and efficient day-to-day operations of the Learning Commons. • Assists in the development of information services and innovative Learning Commons programs that help build within students a knowledge of the inquiry research process, technology skills and digital citizenship, and a love of literature and reading. • Respond to staff and student requests in a timely manner. • Initiate, respond and adapt to new and emerging technologies to support teaching and learning. • Support users with ICT, including troubleshooting, printing, and photocopying. • Assist in managing and helping users with digital media platforms such as Clickview, LibGuides, Overdrive. • Maintain and assist users with STEM technologies & equipment within the Learning Commons, including 3D-printing. • Promote and support Learning Commons programs, initiatives, and lunchtime activities. • Supervise students while undertaking regular duties.

Key accountabilities and specific duties	
Administrative Duties	<ul style="list-style-type: none"> • Assist the Learning Commons Leader in organising, managing, and distributing LC resources including the cataloguing of resources and execution of borrowing procedures. • Create and import accurate metadata to facilitate collection access. • Catalogue maintenance using Access-IT and SCIS. • Help maintain the physical collection including repairs, weeding and stocktaking. • General maintenance of the Learning Commons environment, including displays. • Provide opportunities to utilise the Learning Commons space outside of school hours, including opening and closing the Learning Commons on a rostered basis. • Attend Learning Commons team meetings. • All other duties as directed by the Learning Commons Leader or College Executive Team in commensuration with the position's classification.
Professional Growth and Appraisal	<ul style="list-style-type: none"> • All roles in the College are subject to a formative appraisal and review from time to time.
Policies, professional standards and legislative requirements	<ul style="list-style-type: none"> • Inspired by the Rule of St Benedict and guided by College policies, uphold professional standards and legislative requirements as expected of all staff.
Commitment to Child Safety	<ul style="list-style-type: none"> • All employees, including those with positions of leadership, should demonstrate an ongoing understanding of child safety requirements, including understanding appropriate behaviours when engaging with young people, in and beyond the classroom. This commitment should extend beyond the legal obligations relating to child safety (such as mandatory reporting, Ministerial Order 1359) and include pastoral care of the whole person.
Other duties	<ul style="list-style-type: none"> • As directed by the Principal or delegate

Requirements

- Essential**
- Relevant tertiary qualifications in an ALIA-accredited course (or working towards such qualifications).
 - Demonstrated experience and confidence in a range of ICT platforms.

- Desirable**
- Demonstrated ability in the use of Access-IT and SCIS data.

Other

- Tenure** Ongoing
- FTE** Full-time