



Job and Person Specifications

DETAILS

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| Position Title: | Student Support Officer (SSO) – Library Support Officer |
| Sub School: | R-12 |
| Line Manager: | Finance Manager |
| Reporting | Business Director |
| Commenceme | July 2025 |
| Tenure: | Permanent, Part-Time 0.83FTE (7.5hrs per day, 5 days per week, 40 weeks) |

DIMENSIONS OF POSITION

The role of the SSO has a dual focus which combines providing administrative support and a pastoral care element to the students and families of the College.

As a member of the Tatachilla Lutheran community, this involves:

- assisting the Principal and other College staff in fulfilling the aims and purposes of Tatachilla Lutheran College, and to support and maintain the philosophy and ethos of the College;
“Teaching the Love of Christ for a fulfilling life which values self worth pursues excellence and serves others.”
- providing effective and efficient support to students and staff;
- model service as shown to us by our Lord and Saviour Jesus Christ;
- work in a team with other staff in providing administrative support to staff, support to parents and students

This is a key role in the facilitation of information literacy and resources development at Tatachilla Lutheran College. As a Library Support Officer, personal qualities of flexibility and positive response to change will directly influence the success of information literacy programs and the provision of information services at our school.

POSITION OBJECTIVES

The SSO will:

- (a) Support Tatachilla Lutheran College’s objectives by providing administrative and wellbeing support to the College community under the direction of the Finance Manager and Teacher Librarian.
- (b) accept the delegated responsibility and authority vested by the Principal.

ORGANISATIONAL RELATIONSHIP

Responsible through the 7-12 Teacher Librarian to the Business Director.



JOB DESCRIPTION

DUTIES AND RESPONSIBILITIES

The following role statement has been adapted to suit the level of responsibility of Library Support Officer position being offered in conjunction with current Library and Information Services at TLC for 2025.

The tasks below are performance duties required of applicants. Although not responsible for the overall planning of work, the successful applicant will be self-directed in the application of the skills relevant to these library tasks.

- Undertake independent Desk Duty ie returns, loans, reserves, simple searches and bookings
- Maintain the service area
- Assist in the day-to-day running of the automated library system providing advice to staff and students in the effective use of OPAC, circulation duties and housekeeping procedures
- Consolidation of the physical space at the beginning and end of day ie tidying shelves, tables, chairs, computers etc
- Book covering and Shelving resources
- Repairing resources
- Liaise with teacher-librarians re Library programs, resources and facilities
- Play an important role in the physical set-up of the Library establishing a welcoming environment, security, identify hazards and set-up for meetings
- Provide reference advice and assistance to both staff and students
- Assist with weeding, discarding and disposing of worn and outdated materials

GENERAL POSITION OBJECTIVES

1. Prepare new resources
2. Maintain resource collection
3. Oversee the operations of Scholastic Book Club
4. Operate the automated library system, especially for circulation
5. Assist in the use of Information Technology

REQUIREMENTS OF THE POSITION

Skills

1. Sound general computer literacy
2. Flexible team member
3. Communication skills
4. Ability to carry out basic cataloguing, circulation and searching
5. Ability to effectively use the Internet

Knowledge and Qualifications

1. Completion of a Library and Information Services Certificates III / Library Technicians course desirable
2. Sound awareness of the role and function of Library and Information services within a R-12 School

Personal Qualities

1. Active Christian commitment
2. Rapport with staff and student
3. Able to work effectively under pressure
4. Able to prioritise and plan tasks with minimal supervision
5. Able to work flexibly within a team setting



Training

1. Attend relevant courses, conferences and meetings as required

Key Responsibilities

1. Assist with routine enquiries and location of resources
2. Basic trouble-shooting with computers and printers
3. Process resources
4. Manage the circulation of resources
5. Oversee Book Club ordering and distribution
6. Monitor student movement in and out of the Library
7. Assist with the supervision of students
8. Shelf books and maintain the order of resources
9. Carry out an ongoing stocktake as directed
10. Other duties as required

Accountability

1. Efficient handling of work flow
2. Working rapport with staff and students
3. Order, maintenance and circulation of resources

PERFORMANCE MANAGEMENT

In relation to setting goals and managing performance, Key Performance Indicators (KPI's) are mapped against the position description so that performance can be measured and acknowledged.

STAFF/STUDENTS/PARENTS

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| Student Support | Provide a high level of professional knowledge and support for students and staff. |
| Communication | Develop effective relationships with stakeholders involved in the education of students as coordinated by teaching staff. Actively and regularly distribute information to staff using a variety of communication methods |
| Confidentiality | Maintain the highest levels of confidentiality and professional disclosure. |

GENERAL

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| Administrative | Tasks are completed to a high quality and in an efficient manner. |
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SELECTION CRITERIA

EDUCATIONAL/VOCATIONAL QUALIFICATIONS

- Valid RRHAN-EC certification or a willingness to undertake this prior to commencement.
- Valid Working with Children Check (WWCC)
- Current Provide First Aid Certificate (HLTAID009, HLTAID010, HLTAID011).



PERSONAL SKILLS, ABILITIES AND APTITUDE

- Show a willingness to support and promote the Christian ethos of the College;
- Have an ability to work in a team environment; working collaboratively with colleagues;
- Have excellent communication and interpersonal skills;
- Self-motivated with the ability to exercise appropriate initiative and prioritisation in the day to day running of the office;
- Exceptional communication in both oral and written communications
- Adept at providing excellent customer service and conflict resolution
- Maintain a high degree of confidentiality and discretion at all times
- Diplomacy and patience to interact with a variety of personalities
- Be approachable, supportive and proactive in developing relationships with students and the College community
- Aptitude to work both autonomously and as a member of a team
- Be able to communicate effectively and work with staff, students and parents; and
- Serve the wider goals of the College community and that of their own in developing a professional learning community.

KNOWLEDGE AND EXPERIENCE

- Relevant or related experience would be an advantage;
- Demonstrated ability to relate effectively to a diverse range of students;
- Conversant with data-base management;
- Computer literacy with Word and Excel packages is essential
- Well-developed and accurate keyboard skills are essential

CLASSIFICATION LEVEL

- As per Lutheran Schools Enterprise Agreement

SELECTION CRITERIA

- **SC1** Evidence of active involvement in a Christian denomination and/or ability to support the Christian ethos of the College, including worship and devotional life;
- **SC2** Demonstrated personal and interpersonal skills that strengthen effective partnerships with parents, students and staff;
- **SC3** Demonstrated ability to develop warm, caring relationships with students. An understanding of the particular needs of students and demonstrated skills in meeting these needs in the context of pastoral care;
- **SC4** Evidence of a personal commitment to continuous self-evaluation and lifelong learning;
- **SC6** Demonstrated levels of confidence, flexibility, initiative, perseverance and resourcefulness necessary to contribute to a community which values teamwork and collaboration.

Equity principles underpin all College policies and procedures. The College is committed to Equal Employment Opportunity principles and values cultural diversity and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.



TATACHILLA
LUTHERAN COLLEGE

APPLICATION PROCESS

APPLICATIONS WITH SUFFICIENT SKILLS AND EXPERIENCE ARE REQUIRED TO:

1. Write a covering letter of up to two pages, addressing relevant experience;
2. Include a curriculum vitae; and
3. List three referees, one being a pastoral referee.

Applications that do not meet the above requirements will not be considered.

Applications should be addressed to the Director of People and Culture, Tatachilla Lutheran College and sent electronically to jobs@tatachilla.sa.edu.au.

APPLICATIONS CLOSE: 4pm, Friday 27 June 2025