

INSPIRING FUTURE STARS



Application Package

Permanent Part-time Position

Library / Resource Manager

February 2010



Khandallah School

20 Clark Street, Khandallah, Wellington

Phone: 04 479 6685

principal@khandallah.school.nz

11 February 2010

Dear Applicant

Thank you for your interest in the permanent, part-time Library/Resource Manager position (20 hours per week) at Khandallah School.

We seek to appoint an enthusiastic, self-motivated supporter of children, teachers and learning to our supportive team. The successful applicant will

- Have a love of literature and familiarity with children's literature in particular
- Provide leadership in all aspects of school library and learning resource management and development
- Work collaboratively with teacher with responsibility for Library and administrative staff.

The position requires sound understanding of information management and systems; information literacy and technology skills and excellent rapport with young students, teachers and parent helpers.

Although desirable, qualifications and experience are not essential. A willingness to undertake ongoing training and development is essential. A satisfactory police vet is a condition of employment. Starting Salary Range \$18 - \$20 per hour.

The position officially commences at the beginning of Term 2 on Monday 19 April, 2010, however, an appropriate induction programme will be offered before the end of Term 1, 1 April.

Applications close, 5:00pm Friday, 26 February, 2010. Please return the completed application form together with your curriculum vitae and the names and phone numbers of at least two referees who can attest to your knowledge, skills, inter-personal qualities and personal attributes.

We look forward to receiving your application, marked confidential, and addressed to Principal, Khandallah School, 20 Clark Street, Wellington, 6035.

If you have any questions about this position, please do not hesitate to contact me.

Yours faithfully,

Louise Green
Principal



Profile of Khandallah School

Khandallah School was established in 1893. Situated at the base of Mt Kaukau in a wonderful native bush setting with extensive grounds close to the city and served by excellent public transport, our location is to be envied.

Facilities include 16 classrooms, a well resourced library, computer suite, administration block, hall, indoor teaching pool, playgrounds, fields and court areas as well as an on-site dental clinic. Our school is an integral and well supported part of the Khandallah community and is now teaching 3rd generation students.

Khandallah School is a Decile 10, U5, urban school, teaching students from Year 1 to Year 6. School roll ranges from 360-390 students, fluctuating in line with population trends. Our school is currently not zoned.

The school is composed of 50% boys and 50% girls. At present 78% of the roll are NZ European, 14% Asian, a small Maori population (4%) and the remaining 4%, a multitude of nationalities. There are usually one or two foreign fee paying students attending our school.

For administration ease and to facilitate planning for optimum learning, the school operates in three groups of classes or syndicates; Senior (Year 5 & 6), Middle School (Year 3 & 4) and Junior (Year 1 & 2).

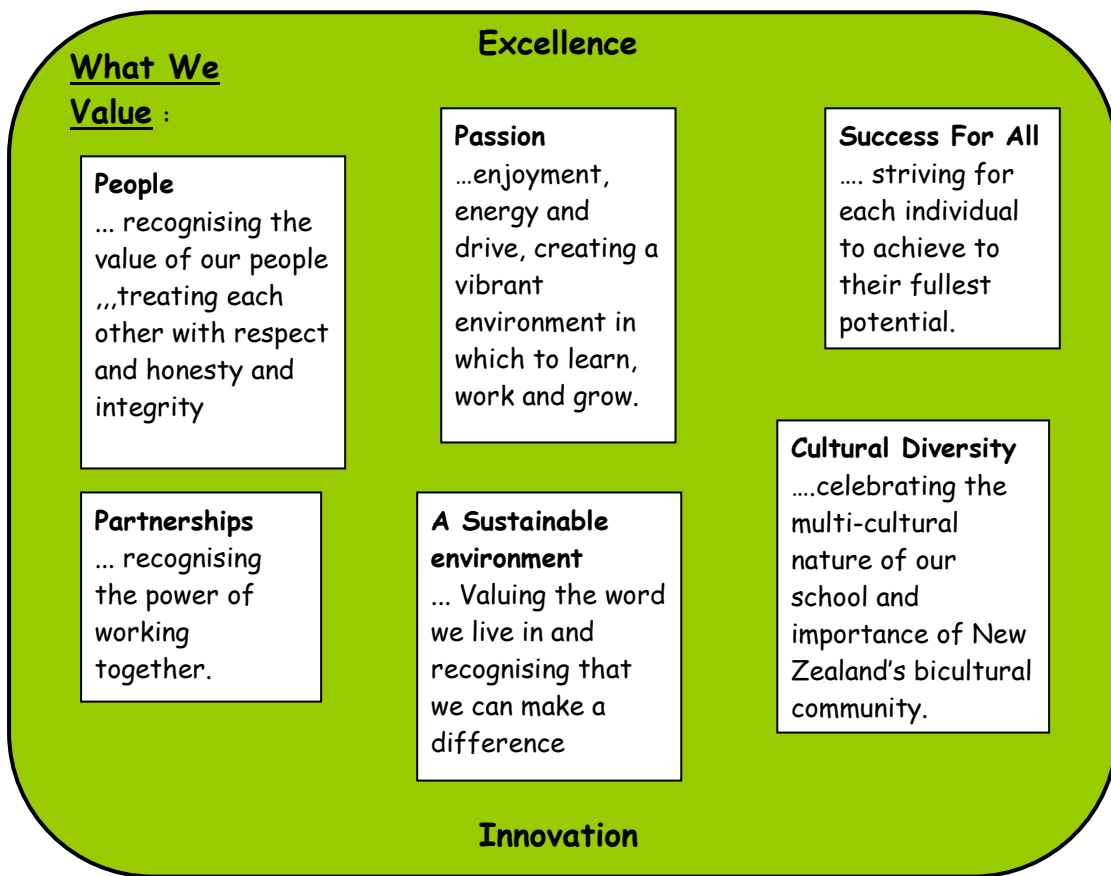
The school has 17 teaching spaces, 16 full-time and 5 part-time teachers, Principal and Support Staff including an Office Manager, Office Assistant, Librarian / Resource Manager, Caretaker, Teachers Aides, and Cleaner.

Attached to our school are 4 Itinerant Resource Teachers of Learning & Behaviour. These teachers work in 12 local schools assisting teachers and students.

Our Vision and Values

Inspiring Future Stars

Vision : Khandallah School nurtures the hopes, dreams and spirit of our children and equips them with the learning skills, passion for life and confidence born out of success that they take to their future.





**APPLICATION FORM
LIBRARY / RESOURCE MANAGER**

This application form emphasises demonstrable skills and attributes. It requires applicants to provide as much evidence as possible in their examples of their successes and achievements.

Please fill in the application form, sign and post together with your curriculum vitae and copies of supporting documentation.

Your CV should include the following:

- Level of education completed
- Relevant learning and experiences
- Employment history including current employment if applicable
- Other relevant details for the position

**Please submit by
5pm Friday, 26 February 2010**

The Principal
Khandallah School
Clark Street
Khandallah

If you have any questions please contact the Principal –
Phone 479 6685
Email – principal@khandallah.school.nz

LIBRARY / RESOURCE MANAGER

Please provide your personal details:

Mr Mrs Ms Miss
(mark one)

Or other preferred title:

Family name or surname	First names (in full)
Preferred name	

Full postal address	
Email addresses	
Private:	
Business:	
Telephone numbers	
Private (after-hours):	
Mobile:	
Business:	

Please mark the appropriate boxes:	
Are you a New Zealand citizen?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If "No", Do you have NZ Permanent Resident status, or A current NZ work permit?	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a current New Zealand driver's licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Have you ever had a criminal conviction?

(Note: Convictions that fall within the eligibility provisions of the Criminal Records (Clean Slate) Act 2004 do not have to be disclosed)

Yes No

If "Yes" please detail:

Have you ever received a police diversion for an offence?

Yes No

If "Yes" please give details:

Have you been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment?

Yes No

If "Yes" please give details:

Are you awaiting sentencing or currently have charges pending?

Yes No

If "Yes" please state the nature of the conviction/cases pending:

Do you have any medical conditions that may affect your ability to effectively carry out the functions and responsibilities of employment, or which may be aggravated or further contributed to by the functions and responsibilities of employment?

Yes No

If you have answered yes please provide more details:

In addition to the information you have provided about yourself, are there any other factors that we should know about to help us assess your suitability for appointment and ability to do this job?

Yes No

Educational qualifications:

Please state your highest secondary level qualification:

Please list your tertiary level qualification(s) if applicable:

Please list any other qualifications that could relate to this position:

Employment history AND/OR Relevant Experience:

Please outline your recent employment history and / or relevant experiences (paid or unpaid), beginning with your current or latest employment / experiences:

Period worked	Employer's name	Position held	Reason for leaving

Referees:

Please provide the names of at least two people who could act as referees for you. One of these people should be able to attest to your ability to work alongside both children and adults.

Please note: if you have included written references from people other than those recorded below, we may contact the writers of those written references.

Name	Addresses – postal and email	Telephone numbers	Relationship (i.e. supervisor, colleague, etc)
	Post: Email:	(W) (H) (Mob)	
	Post: Email:	(W) (H) (Mob)	
	Post: Email:	(W) (H) (Mob)	

Authority to approach other referees:

I authorise the Board, or nominated representative, to approach persons other than the referees whose names I have supplied to gather information related to my suitability for appointment to the position.

Yes

No

Part 2: Supplementary Information

This section provides you with an opportunity to demonstrate why you think you would make a good candidate for short listing for our Library / Resource Manager position. You may express yourself in any way you like in relation to key attributes of the role you are applying for. Please refer to the job description attached.

Use this space to convince us to interview you.

Declaration and Authorisation

1. I declare that the information supplied by me is given voluntarily and is true, accurate and complete in all respects. I acknowledge that I will not hold Khandallah School or the Board of Trustees responsible for any omission or mis-statements that I have made in the information provided.
2. I understand that all information provided about me to you, including my application form, resumé (optional), references and any assessments will be held by the Khandallah School Board of Trustees to be used for the purpose of evaluating my qualifications, experience and suitability for employment as Library / Resource Manager of Khandallah School.
3. I understand that if I withhold relevant information or supply false or misleading information about myself, my application may not be further considered. I also understand that my employment may be terminated if, after investigation, my employer discovers that any information which I have provided is false or misleading.
4. I understand that I am entitled to have access to relevant information retained by the Khandallah School Board of Trustees (except for any exemption provided under the Privacy Act 1993 such as evaluative material) and to request correction of the information and/or request that there be attached to the information a statement relating to the fact that I have requested a correction.
5. I consent to the Principal making such enquiries with such organisations including but not limited to inquiries with all former employers and other bodies or organisations that might hold information relevant to my employment, my suitability for the position and any other information that my prospective employer deems necessary to obtain.
6. I agree to a police vet being undertaken should I be short-listed for the position. The Education Act 1989 section 78C requires that all applicants for non-teaching positions are vetted prior to appointment

Note: if this application is completed and submitted electronically, a signed hard copy must be provided at the time of interview.

Signature: _____

Date: _____



JOB DESCRIPTION

Library / Resource Manager

Name:-

Hours:- Permanent 20 hours per week

Our Motto:

Inspiring Future Stars

Our Mission:

To work together to inspire and nurture learning.

Our Vision:

Khandallah School, as the heart of our community, is the place where we nurture the hopes, dreams and spirit of our children and equip them with the learning skills, passion for life and confidence born out of success that they take to their future.

Our Values:

At Khandallah School we treasure our children and learning.

We are committed to:

<i>Integrity</i>	...in all that we do
<i>Partnerships</i>	...recognising the power of working together towards a common goal
<i>Passion</i>	...energy and drive, creating a vibrant environment in which to learn, work and grow
<i>Success For All</i>	...striving for each individual to achieve to their fullest potential
<i>Cultural Diversity</i>	...celebrating the multicultural nature of our school and importance of New Zealand's bicultural community

PURPOSE OF POSITION:

- ★ This position exists to support high quality teaching and learning through effective and efficient management of library, resource and administrative procedures

ACCOUNTABLE TO:

- ★ The principal who is responsible to the Board of Trustees for the performance of all staff.
- ★ Teacher library responsibility
- ★ Office Manager – administrative

WORKING RELATIONSHIPS:

- ★ Develop and maintain appropriate positive and professional relationships with students based on sensitivity and empathy.
- ★ Develop and maintain appropriate constructive and professional relationships with teacher(s), support staff, parents/caregivers/whanau.
- ★ Work collaboratively to achieve school goals

DOCUMENTS THAT SUPPORT THIS JOB DESCRIPTION:

- ★ The current Support Staff in Schools Collective Employment Agreement
- ★ School Charter, Strategic and Annual Plans
- ★ School policies and procedural statements
- ★ School curriculum and expectations

HOURS OF WORK:

- ★ 20 hours per week.

ROLES & RESPONSIBILITIES:

- ★ Work with the Teacher with Library Responsibility to manage the school library.
- ★ Promotion of literacy and reading
- ★ Provide curriculum support for Inquiry Learning
- ★ Promote and support the development of information literacy across all year levels and curriculum areas.
- ★ Processing / accessioning library books and resources.
- ★ Administrative support
- ★ Co-ordinates parent helpers
- ★ Co-ordinates student Librarians.
- ★ Communicate openly, honestly and tactfully.
- ★ Help maintain a stimulating, secure learning environment for students.
- ★ Help promote the best interest and good image of our school, its students and staff.
- ★ Contribute to the corporate life of the school by being involved in school / class activities.
- ★ Manage school web site

DIMENSIONS

Responsibilities in conjunction with the Teacher with Library Responsibility

- Leadership of library development and planning.
- Developing, monitoring and evaluating school library policies.
- Establish and promote the library as a key resource for Inquiry Learning
- Preparing and controlling the library budget.
- Sharing library management tasks.
- Presenting the school library annual report to the Principal/Board of Trustees.
- Developing library-based information technology.
- Promoting the Library and Information Centre, its resources and services.
- Developing and reviewing library operational plan in consultation with staff.

School Librarian Responsibilities

- Maintain effective day to day library systems and procedures (circulation of resources)
- Maintain a welcoming, stimulating learning environment that supports the schools teaching and learning programmes and student recreational reading interests
- Provide continuing support for individual students and staff to support Inquiry Learning
- Manage and develop the library collection to provide relevant, high quality resources including online which meet the reading and information needs of the school community.
- Collaborate with TLR in selection and purchase of resources
- Collection management tasks eg classification, cataloguing, culling, preparation and maintenance of library resources
- Manage library systems including information technologies
- Prepare annual report and audit, and perform stock take
- Manage programme of training, supervise and support of student librarians
- Manage and train parent volunteers
- Set up library displays in collaboration with TLR
- Develop and participate in library orientation
- Co-ordinating links with external resource agencies, including National Library of New Zealand
- Return of National Library requests
- Keeping records and statistics as required
- Day-to-day liaison with students and teachers, including problem solving in accordance with agreed practice
- Scholastic Book Club (2x per term)
- NZ Post Book Awards

Teaching resources

- Accession, classify and process all teacher resources
- Manage and maintain teacher resource area
- Manage school journal room, middle and senior reading resources
- Resource gathering – staff

Administrative Support

- Prepare staff morning tea - supplies, orders, organisation
- Co-ordinate parent helpers morning tea – annually
- Maintain medical room tidily and ensure sufficient up-to-date first aid supplies
- Provide office reception duties two afternoons per week
- Provide administrative support as requested by Office Manager or Principal

Website

- Maintain the school's website to ensure it is current, attractive and easy to navigate.
- Be proactive in seeking relevant material for inclusion on site
- Upload new material as requested by staff, BOT and Home and School members including current newsletters, staff vacancies, homework sheets, BOT and Home and School documents, photographs etc
- Delete redundant material as necessary