



Appointment of School Librarian

August 2023

Dear Applicant

Thank you for expressing an interest in the position of School Librarian at Maidstone Intermediate School commencing ASAP.

The following documents are included in this application pack:

- Criteria for appointment
- Role description
- Application for appointment

Information about our school can be obtained from the school website www.maidstone.school.nz.

Please ensure that your CV clearly addresses the criteria for appointment.

Application is to be returned with your CV and covering letter to:

Vacancy Scale A
Maidstone Intermediate School
Redwood Street
UPPER HUTT 5018

Or email to admin@maidstone.school.nz

Applications close **8:00 am, Monday 4 September 2023**

If you have any further questions please contact the school on 04 528 3094 or admin@maidstone.school.nz

Nga mihi nui

Wikus Swanepoel
Principal / Tumuaki



Job Description – Support Staff (Librarian)

Please refer to Clause 3.5 Job descriptions of the [Support Staff Collective Agreement](#)

Position Title	Librarian
Reports to	Principal
Working Relationships	Functional Relationship with: Principal, Teachers, Office Team, other members of staff, and students

Educational qualifications	Professional Library qualification
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Other skills and Personality qualities	Knowledge	Library management and systems New Zealand Curriculum School library collection development and learning resources Children’s and/or Young Adult literature, especially NZ writers Information and digital literacy skills and their links with the library
	Skills	Staff management Planning and organization Financial management Excellent oral and written communication skills Collaboration with IT and teaching staff Effective online search skills and use of online tools Time and stress management
	Personal qualities	Able to interact positively with students and staff Willingness to keep up-to-date with IT and library trends Love of literature Ability to promote library to staff and students Ability to facilitate change

Primary Objectives	<ul style="list-style-type: none"> ● to manage the day-to-day running of the Library ● to provide a safe and stimulating environment for students ● to provide a quality educational resource ● to administer and maintain the teaching resource room ● to develop and maintain quality community relationships ● to manage the budgets for the purchasing and maintenance of resources ● to support the maintenance of the website of the school ● to support event management at the school
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	<ul style="list-style-type: none"> • Provide the expertise of a professional librarian • Use this expertise to provide an overarching view of the many ways the school library can support student learning and achievement • Contribute to the management and administration of all aspects of the school library
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Hours of Work	32.5 hours per week (term-time only)
Rate:	
Allowances:	

Signed: (librarian)

Date:

Signed: (librarian)

Date:

Key Tasks	Expected Outcomes
Objective One: To manage the day-to-day running of the Library	
1. Supervision of the Library	The Library will be a tidy, attractive environment Systems for issuing and returning will run smoothly Students will know the expectations of behaviour in the Library Stay up-to-date with library trends that will help to provide the school community with a welcoming and positive learning facility.
2. Processing of books and student resources	New books and resources will be cataloged and processed in a timely manner Issuing and controlling of overdue books/resources will be monitored and followed up in a timely manner
3. Training and supervision of library monitors and library leaders	Student Librarians will be managed and trained - 4 per class Student Librarians will gain a sense of achievement in their ability to work in the Library. Working with Library leaders to enhance the profile of reading and the library The Library website will be managed and updated in a timely manner

4. Implement and manage the Maidstone Library Website	Resources on the website will relate to classroom learning programmes whenever possible and appropriate Assistance with the maintenance of the school website
5. Maintain up-to-date with Library information and innovation	Library software AccessIT will be maintained and managed Relevant courses and meetings will be sourced and attended within budget restraints
Objective Two: To provide a safe and stimulating environment for students	
1. To create a safe lunchtime environment for students	Students will feel supported by the Librarian in the Library
2. To provide a stimulating environment for students	Students will be engaged in a variety of activities during lunchtimes Library programmes and displays will vary according to current events, topics & themes
Objective Three: To provide a quality educational resource	
1. Teachers will be supported in teaching students library and research skills.	Teachers will be supported to develop students' Library and research skills
2. Library activities will promote literacy and creativity for students	Teachers will be supported in providing rich and stimulating learning activities within their Library programmes.
3. Library resources, displays and activities will be provided in response to school-wide topics	Liaison with teachers will ensure resources, and some displays and activities reflect the school-wide topics Resources will be sourced and/or created to support classroom programmes
4. Lead and administer the school-wide reading programme	Promote and foster the enjoyment of reading for pleasure, contributing to the development of reading skills. Develop and contribute to the school wide reading culture through reading programmes, initiatives and events. Provide leadership and support to teachers on reading engagement and developing life-long readers. Ensure the collection and provides a wide range of quality reading material, catering for diverse needs and interests.
Objective Four: To administer and maintain the Teaching Resource Room	
1. Teaching resources will be maintained and monitored	Systems for the issuing and monitoring of teaching resources will be accessible and efficient A stock take of Maths and English resources will be undertaken annually New resources will be cataloged and processed eg journals, etc
2. Assist teachers with the sourcing of resources	Teachers will be assisted in locating appropriate resources
Objective Five: To develop and maintain quality community relationships	



<ol style="list-style-type: none"> 1. Locating and liaising with resources in the local community 2. Liaise with the Upper Hutt Library 	<p>People and places within the local community will be incorporated into, and be used to enrich the Library programmes whenever possible</p> <p>A collaborative working relationship will be maintained with the Upper Hutt Library as much as possible Upper Hutt Cluster meetings will be attended Involvement with SLANZA maintained</p>
<p>Objective Six: To manage the budget for the purchasing and maintenance of resources</p>	
<ol style="list-style-type: none"> 1. Liaise with Principal over setting of budgets 2. Manage the Library budgets 	<p>At the end of each school year, budgets for the following year will be set in collaboration with the Principal</p> <p>New library books and resources will be purchased within the Library buying plan and, where appropriate, in consultation with teaching staff Maintenance of books and resources will be done within the annual budget Budgets will be monitored throughout the year</p>



Maidstone Intermediate

Application for Appointment

POSITION APPLIED FOR: LIBRARIAN

PERSONAL DETAILS

Name: Miss/Mrs/Ms/Mr _____

Address: _____ Home Phone: _____

Email: _____ Work Phone: _____

I may be contacted at work Yes / No Mobile: _____

Are you a NZ registered teacher? Yes / No Type of Registration: _____

Registration No: _____ Expiry Date: _____

Citizenship: _____ Ethnicity: _____

Iwi (if applicable): _____

PRESENT EMPLOYER

Name: _____ Work Phone: _____

Address: _____ Mobile*: _____

Position Held: _____ Date Commenced: _____

REFEREES

Name: _____ Work Phone: _____

Address: _____ Home Phone: _____

Mobile*: _____

Email: _____ Relationship: _____

Name: _____ Work Phone: _____

Address: _____ Home Phone: _____

Mobile*: _____

Email: _____ Relationship: _____

Name: _____ Work Phone: _____

Address: _____ Home Phone: _____

Mobile*: _____

Email: _____ Relationship: _____

**please ensure mobile numbers are included*



TERTIARY EDUCATION QUALIFICATIONS

Successful applicants will be required to provide verified copies of qualifications.

Institution Attended	Year	Qualification Attained	Date Awarded

WORK SERVICE

Position	ORGANISATION	Date From	Date To

OTHER INFORMATION

Have you had any injury or medical condition which the tasks of this job may aggravate or contribute to, or know of any reason why you might have difficulty carrying out the role description attached?

Yes No

If yes, please give details below:

Do you have a current New Zealand driver's licence? Full Restricted No

Do you give permission for your police record to be checked? Yes No

Have you changed your name by deed poll/statutory declaration? Yes No

Other names known by: _____

The successful applicant will be required to provide two forms of photo identification.

PRIVACY ACT 1993 (TO BE SIGNED BY APPLICANT)

This Application is submitted with the understanding that any further information given is for the use of the employer and their authorised representatives who may at any time have access to this information.

Furthermore consent is given for members of the Maidstone Intermediate Appointments Committee or its advisor to make enquiries of my present or past employers or colleagues or any other person who may assist in establishing my suitability for the position of teacher at this school.

APPLICANT'S SIGNATURE: _____ DATE: _____

DECLARATION

HAVE YOU EVER BEEN CONVICTED OF AN OFFENCE AGAINST THE LAW? (apart from minor traffic offences); received police diversion for an offence, have charges pending or know of any reason why you should not be employed to work in a school environment?

Yes No

If YES, please provide date and details of offence(s) on a separate sheet. Please note that you may be asked to provide a copy of the relevant court records available from the registrar of the court concerned.

I certify that I am registered (or provisionally registered) as a New Zealand teacher. I solemnly and sincerely declare that to the best of my knowledge and belief the information given in this application and in my CV is correct.

APPLICANT'S SIGNATURE: _____ DATE _____