



Epsom Girls Grammar School Vision and Values

Vision: Enabling students to be confident, active, resilient learners

Epsom Girls Grammar School is a leading New Zealand school founded on traditions of service and commitment to girls' education and focused on developing young women to become confident and resilient learners, actively contributing to their communities.

Values: Courage, compassion, curiosity, community

Position:	Librarian Permanent Part Time, 26 hours per week, Term Time Only
Responsible to:	Director of Library Services
Direct involvement with:	Library staff and students
Primary responsibility:	Contribute to the development of an inclusive and supportive learning environment within the specific context of the Library.

Key Responsibilities:

- Assist in the daily operation of the school library.
- Contribute to student achievement by supporting learning and reading engagement programmes and initiatives.
- Help maintain inclusive, innovative learning hubs within the library spaces at Epsom Girls Grammar School.
- Assist in the selection and provision of library resources that support the curriculum and nurture reading engagement at all levels.
- Update and maintain user records in the Library Management System and work with students and whānau to ensure overdue items are recovered. Experience using the Oliver system is beneficial.
- Support student agency through innovative library programming and the mentoring of senior students in library leadership roles.
- Foster a love of reading and help maintain the Library collections.

The successful applicant should :

- Demonstrate an understanding of, and commitment to Te Tiriti o Waitangi
- Develop an understanding of restorative practices, and who understands the importance of building and maintaining constructive relationships
- Hold personal and professional values that are inclusive of all students and their diverse backgrounds and model these appropriately both in class and in the wider school arena
- Work well in the library team
- Have relevant Level 5 or above qualification, preferably a Library Qualification.
- Have experience at a professional level in a library
- Good organisational and computer technology skills, including experience with library management systems, preferably Oliver
- Knowledge of ITC in schools, including social media and online databases
- Able to relate to a wide range of people, particularly young women
- Be Interested and have knowledge about young adult literature
- Be Interested and have knowledge of the NZ Curriculum
- Be committed to professional development

