



Epsom Girls Grammar School

Te Kura Tuarua o Ngā Taitamāhine o Maungawhau

Epsom Girls Grammar School Vision and Values

Vision: Enabling students to be confident, resilient and agentic learners

Epsom Girls Grammar School Te Kura Tuarua o Ngā Taitamāhine o Maungawhau is committed to the principles of Te Tiriti o Waitangi and the New Zealand Curriculum. Learning is founded on traditions of whānaungatanga, service and commitment to high quality education. Ākonga are empowered to be open to change, culturally responsive and reflective.

Values: Courage, compassion, curiosity, community

Position:	Librarian Permanent Full Time (40 hours per week) OR Part Time by arrangement Term Time Only
Responsible to:	Director of Library Services
Direct involvement with:	Library staff and students
Primary responsibility:	Assist in the daily operation of the school library, support student achievement by supporting learning and reading engagement programmes. Contribute to collection development and maintenance, reading promotion across the school, information literacy and reference inquiry. Contribute to an environment in which the vision and values of the school and the goals of the school may be achieved within the context of our school library.

Key Responsibilities

- Help maintain inclusive, innovative learning hubs within the library spaces at Epsom Girls Grammar School.
- Assist in the selection and provision of library resources, physical and digital, that support the curriculum and nurture reading engagement at all levels.
- Updates and maintains the Library Management System including creating and maintaining catalogue records. Experience using the Oliver system is beneficial.
- Develops and delivers literacy based presentations or sessions
- 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.

Applicants should fulfill the following criteria to be considered suitable for this position:

- Have an understanding and commitment to upholding the principles of Te Tiriti o Waitangi and restorative justice.
- Level 5 or above Library Qualification.
- Experience at a professional level in a library.
- Good organisational and computer technology skills, including experience with library management systems, preferably Oliver.
- Knowledge of IT in schools, including social media and online databases
- Have the ability to relate to a wide range of people
- Interest and knowledge of young adult literature.
- Interest and knowledge of the NZ Curriculum
- Be committed to professional development.