



Ballarat High School

POSITION DESCRIPTION **Librarian**

TIME FRACTION	1.0
CLASSIFICATION	ES Level 1, Range 3
JOB TITLE	Librarian
EMPLOYMENT PERIOD	07/09/2026 – 06/09/2033
JOB OPENING NO.	1535693
APPLY BY	07/08/2026

School Profile

Ballarat High School is a vibrant and inclusive government secondary school with a proud history dating back over a century. The school caters to approximately 1,500 students from Years 7 to 12 and offers a broad, challenging and future-focused curriculum designed to meet the diverse needs and interests of our students.

Ballarat High School is a learning community where every person is valued, respected, and challenged as a learner. At Ballarat High School, we are guided by the core values of Pride, Respect and Responsibility, which underpin all aspects of school life. These values shape a positive school culture where students are encouraged to strive for excellence, take ownership of their learning and behaviour, and contribute meaningfully to their community.

We are committed to evidence-based teaching, student wellbeing and the ongoing professional growth of our staff.

With strong community connections, modern facilities and a culture of high expectations, Ballarat High School provides a dynamic environment where all students are supported to thrive.

Role Description

The holder of this position will be a key member of the Library team at Ballarat High School. The team includes 2 x Librarians, 1 x Library Technician, and staff and student volunteers.

This position will support the achievement of the Library's goals:

- To maximise learning growth & achievement of all students.
- To promote a reading culture, develop literacy and foster a love of reading.
- To teach information literacy skills and create responsible digital citizens.
- Optimise the social & emotional wellbeing & resilience of every student.

The Librarian will have a key role in the leadership, management, and delivery of Library services to students and staff and will have a high level of independence and accountability. Student supervision will be an integral part of the role.

As an ES staff member, the range of duties may be expanded in the future in accordance with the ES Range 1 Level 3 General Duties.

Attendance during some school holiday periods may be required and would be compensated through Leave Purchase or Time in Lieu arrangements.

Responsibilities

The key responsibilities of the position may include, but is not limited to:

Library Operations

- Development and maintenance of both print and non-print collections and services that meet the needs of students and staff.
- Evaluating the effectiveness and flexibility of information services in meeting School and student needs and contributing to strategic planning of library services for the school.
- Assist with the management of library resources, equipment and budget.
- Produce, promote and display relevant materials to students and staff which creates a welcoming learner-centered environment.
- To maintain the Library as an active, vibrant, orderly and efficient learning area of the school.
- Maintain a healthy and safe working environment, ensuring identified risks regarding equipment, resources and facilities are reported to appropriate OH&S personnel within the school.
- Manage appropriate cataloguing and borrowing systems for resources, equipment and teaching aids that support Ballarat High School's needs, including the use of the Oliver library management system.

Program Support

- Play a leading role in the use of emerging technologies within the library context.
- Support students to become resourceful, independent users of the Library.
- Advise on, and where appropriate provide, teaching staff with relevant resources to support the teaching of the curriculum.
- Develop and implement professional learning for staff to develop their information literacy skills.
- Develop programs which enhance and support a reading culture within the school.
- Implement and organise research, reading and literacy programs to support teachers in the development of literacy skills in students.
- Develop and implement promotional activities that increase the usage of the library service by students and staff.
- Support staff to ensure they work within copyright rules and regulations.

General Administration

- Assist in the planning, submitting, implementing and evaluation of program budgets for the Library.
- Work on the circulation desk and provide technical and research support to library users.
- Conduct an annual stock take of resources.
- Liaise with relevant staff regarding student booklists.
- Maintaining digital equipment held in the library and supporting student and staff use of such equipment.

Human Resources

- Assist in the management of the work of Library staff and volunteers.
- Assist in the identification of own training needs.
- Participate in a review of personal Performance and Development.

Key Selection Criteria

Applicants are requested to present a written response to the key selection criteria below:

1. Relevant qualifications, recognised for professional membership of ALIA (or equivalent).
2. Demonstrated knowledge of Library requirements in an educational setting and a demonstrated enthusiasm for working with young people, with the knowledge and ability to support student achievement.
3. Wide knowledge of young adult literature and the ability to promote and foster a reading culture.
4. Demonstrated knowledge of current and emerging technologies, their application within a school library and a capacity to develop opportunities for enhancing student learning through their use.
5. Excellent organisational and management skills and experience in delivering a high standard of library services to meet the needs of students and staff.
6. Highly developed interpersonal and communication skills including the ability to lead and manage staff and work as a member of a highly performing team and effectively liaise with staff, students, vendors and networks in line with BHS core values.

Child Safe Standards

Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available at [Child Safe Standards: Policy | education.vic.gov.au](https://www.education.vic.gov.au/child-safe/child-safe-standards/Pages/default.aspx)

EEO and OHS Commitment

Applicants seeking part-time employment are encouraged to apply for any teaching service position and, if they are the successful candidate, request a reduced time fraction. Such requests will be negotiated on a case-by-case basis and will be subject to the operational requirements of the school.

The Department of Education (the department) is committed to the principles of equal opportunity, and diversity and inclusion for all. We value diversity and inclusion in all forms - gender, religion, ethnicity, LGBTIQ+, disability and neurodiversity. Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply for roles within the department. The department recognises that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and department workplaces. It is our policy to provide reasonable adjustments for persons with a disability (see Workplace adjustment guidelines).

Additional support and advice on the recruitment process is available to Aboriginal and/or Torres Strait Islanders from the Koorie Outcomes Division (KOD) via marrung@education.vic.gov.au.

Who May Apply

Individuals with the aptitude, experience and/or qualifications to fulfill the specific requirements of the position.

Conditions of Employment

- This vacancy is to replace an employee on parental absence and is for a period of seven years or until the employee absent on leave returns to duty at the school.
- All staff employed by the Department and schools have access to a broad range of employment conditions and working arrangements.
- Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check.
- A probationary period may apply during the first year of employment and induction and support programs provided.
- Detailed information on all terms and conditions of employment is available on the Department's Human Resources website at <https://www.education.vic.gov.au/hrweb/Pages/default.aspx>
- A current Working with Children Check.

DE Values

The department's employees commit to upholding the department's Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. The departments Values complement each schools own values and underpin the behaviours the community expects of Victorian public sector employees, including those who work in Victorian Government Schools. Information on the department values is available at:

<https://www2.education.vic.gov.au/pal/values-department-vps-school-employees/overview>

Applications

Enquiries regarding the position can be directed to Mrs Lesley Thorpe 03 5338 9000.

Applications should be submitted via School Jobs Vic (formally Recruitment Online)

<https://www.education.vic.gov.au/hrweb/careers/Pages/advacsSch.aspx> or a copy of your application can be emailed to Mrs. Julie Pickering Personnel Manager, ballarat.hs@education.vic.gov.au marked Confidential Librarian, by 11.59pm on the closing date.

Responses to the Key Selection Criteria and a Resume including the names of three (3) referees, their contact numbers and email addresses, must be included in the application.



If you need help to understand the information in this Job Description, please contact Ballarat High School on (03) 5338 9000 or ballarat.hs@education.vic.gov.au