

# REPLACEMENT RESOURCE CENTRE COORDINATOR

The teaching, learning and support which occur within our College, takes place within the context of our Vision Statement.

**"Kildare College, a Kildare Education Ministries Catholic Girls College in the Brigidine tradition, is a student-centred learning community, seeking to live out the message of Jesus Christ and the Gospels".**

## Our Kildare Ministries Core Values:

**Wonder** | Celebrating all that is good with joy and gratitude

**Courage** | Speaking and acting with integrity

**Hospitality** | Welcoming all

**Hope** | Bringing a sense of purpose

**Compassion** | Walking with and having empathy for all

**Justice** | Making the needs of the vulnerable paramount

It is our Core Values that inform every aspect of our work at Kildare as we educate our young women in partnership with their families.

# APPLICATION PROCESS

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## Guidelines for Applicants

Your application is to meet the following guidelines:

1. A covering letter (maximum 1 page) detailing the following:
  - Your experience relevant to the role
  - What motivated you to apply
  - What you hope to contribute to the Kildare College community
2. A completed Kildare College Employment Application and Declaration Form
3. A copy of your Curriculum Vitae

## Timeline for Applications

- Applications close 9.00am, Wednesday 26 March 2025.

## Qualifications and Training

The successful applicant is required to:

- Gain a Department of Human Services (DHS), Working with Children Check (WWCC) prior to being employed, which is to be renewed every five years before expiry,
- Undertake Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN- EC) – both Masterclass and Fundamentals training prior to commencement,
- Undertake First Aid training prior to commencement (HLTAID012 - Provide First Aid in an education and care setting).

For all other special conditions, please refer to the Position Information Document.

All enquiries should be directed to the HR Manager on 08 83699999 or via email [hr@kildare.catholic.edu.au](mailto:hr@kildare.catholic.edu.au)

Applications should be submitted in PDF format and be addressed to the Principal via email: [vacancies@kildare.catholic.edu.au](mailto:vacancies@kildare.catholic.edu.au)

## POSITION INFORMATION DOCUMENT

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<b>Name:</b>	Successful Applicant
<b>Position Title:</b>	Replacement Resource Centre Coordinator
<b>Stream:</b>	Resources
<b>Grade:</b>	4
<b>Employment Category:</b>	Replacement Contract
<b>Commencement date:</b>	28 April 2025
<b>Concluding date:</b>	27 June 2025
<b>Hours worked per week</b>	37.5 – Monday to Friday, 8.00am to 4.00pm

### INTRODUCTION

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Kildare College is a Kildare Ministries Catholic Girls' College in the Brigidine tradition, educating girls from Year 7 to Year 12. Established by the Brigidine Sisters in 1966, Kildare College is situated at Holden Hill in the north-eastern suburbs of Adelaide. The College has a current enrolment of 775 students.

### REPORTING RELATIONSHIP

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- Reports directly to the Business Manager
- Ultimately responsible to the Principal

### KEY WORKING RELATIONSHIPS

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- Leadership Team
- Teaching Staff
- Students
- College Community

### MAJOR AREAS OF RESPONSIBILITY

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The Resource Centre Coordinator will:

- Support student learning
- Support teachers in resourcing tasks and activities
- Coordinate the operations and students of the Resource Centre.
- Actively coordinate student activities and Resource centre Displays.

## DESCRIPTION OF POSITION

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### General Criteria

Education Support Officer Grade 3

Refer to: Enterprise Agreement 2020 (or as amended)

## BROAD PURPOSE

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The Resource Centre Coordinator leads the operation and development of the Resource Centre. Central to the role is an understanding of the need to support and resource staff and student learning. Ultimately the Resource Centre is a safe area, a place of welcome, where a love of learning is engendered. The Resource Centre Coordinator is responsible for ensuring a strong presence is maintained to support student access to information inside and outside of the physical location of the centre.

## KEY RESPONSIBILITIES & DUTIES

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### SUPPORT STUDENT LEARNING

- Assist students to seek, and critically evaluate information.
- Support teachers and students to access and use a variety of resources and technologies.
- Instruct students in the use of specialist technology tools and services.
- Ensure students are engaged in learning in a meaningful and productive environment within the Resource Centre.
- Support individual students as required.
- Ensure that the Resource Centre has a variety of vibrant displays that are updated regularly.
- Promote a love of reading amongst the students by enabling access to a wide variety of suitable resources and providing opportunities in conjunction with the teaching staff, for classes to explore literature.
- In consultation with the Curriculum Coordinator and Curriculum Key Teachers, select, purchase and process fiction, non-fiction and electronic resources that will support the teaching and learning program.
- Plan for, resource and provide daily engaging and interactive activities each lunchtime for the students.

### SUPPORT TEACHER PEDAGOGY AND CURRICULUM PLANNING

- Provide staff with professional reading opportunities.
- Inform staff on an ongoing basis about professional learning opportunities, publications, and relevant resources.
- Assist in the preparation of ideas where the access, synthesis and presentation of information is required.
- Suggest new ways of accessing and utilising information.
- Provide team teaching support when required.

## MANAGEMENT

- Ensure that the Resource centre is clean, tidy and maintained each day, including the upstairs Study Area.
- Open and actively supervise the Resource Centre during the day and lockdown the building at the end of the day.
- Devise and document Resource Centre policies and practices.
- Undertake the required administrative functions of the Resource Centre in a timely and effective manner.
- Liaise with the Senior Years Coordinator regarding issues relating to the use and maintenance of the upstairs Senior Study area.
- Organise procedures and systems for the efficient delivery of services in the Resource Centre.
- Collate borrowing and overdue lists, and follow up in a timely manner.
- Utilise online systems for information provision about the Resource Centre eg. Library updates, new resources, special themes etc.
- Assist with the Resource Centre budget preparation and consult with the Finance team as needed.
- Ensure that all equipment is regularly maintained, is available, accessible and replaced when required. Demonstrate use of equipment as requested.
- Oversee the activities of small groups of students working independently in the Resource Centre, including students in the upstairs Study Area.
- Plan, organise and conduct task associated with an audit of resources as required.
- Train, allocate work and monitor the work performed by Resource Centre Volunteers.
- Suggest ideas relevant to continuous improvement of the Resource Centre.
- Actively participate in required training, staff, and school activities as applicable.
- Perform any other duties as determined by the Principal.

## PERSON SPECIFICATIONS

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- Uphold and contribute to the policies and ethos of Kildare Education Ministries.
- High level interpersonal and communication skills to interact effectively with staff, students and families. This includes providing service and assistance in a positive, respectful, supportive, and professional manner.
- High level organisational and time management skills including the ability to take significant initiative and responsibility to achieve the effective delivery of a professional Resource Centre.
- Ability to plan effectively and meet deadlines.
- Sound administrative knowledge and skills to attain the required outcomes of the role.
- Demonstrated ability to analyse, plan, and apply solutions to support the smooth operation of the Resource Centre.
- Experience in supervising students and effective skills to positively guide and support volunteers.

## SPECIFIC REQUIREMENTS

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### Qualifications and Training:

- A Certificate IV in Library and Information Services and/or relevant demonstrated equivalent competencies and/or experience in a comparable role is desired.
- Screening clearance and current valid Working with Children Check (WWCC) to work in Catholic Education SA.
- Current valid Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC).
- Current and accepted HLTAID012 - Provide First Aid in an education and care setting.
- Kildare Education Ministries Child Protection Program.
- Be familiar with and understand Kildare College's WHS policies.
- Use correctly any equipment provided for health or safety purposes.
- Undertake professional development and applicable training.

## WORK HEALTH & SAFETY

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This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

### As a Worker, while at work you must:

- take reasonable care for your own health and safety.
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

(Reference: Division 4, Section 28 – SA WHS Act 2012)

## CONDITIONS OF EMPLOYMENT AND PERFORMANCE APPRAISAL

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- The Resource Centre Coordinator is offered in accordance with the SA Catholic Schools Enterprise Agreement 2020 and will be subject to any Enterprise Agreement updates in the interim of taking up this position.
- The salary and entitlements are consistent with those as outlined in the SA Catholic Schools Enterprise Agreement 2020 (as amended or replaced).
- All employees are required to proactively participate in the College's Performance Appraisal Program including periodic review.

- I have read and understand the requirements of this position. I acknowledge that this Position Information Document has been designed to indicate the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

Signed \_\_\_\_\_  
(Employee)

Date \_\_\_\_\_

Signed \_\_\_\_\_  
(Principal)

Date \_\_\_\_\_