

HPSS Role: School Library Lead/Kaiwhakahaere Whare Pukapuka

Hobsonville Point Secondary School

The school was built as a modern learning environment to meet the needs of 21st century learners and opened in 2014. The school is a Year 9-13 co-educational state secondary school with a future projected roll of 2500, currently with 760 students in 2023. Hobsonville Point is an area rich in history, situated in a prime location in the Upper Waitemata Harbour, which continues to be developed as a new community. This includes the Primary and Secondary schools which operate collaboratively as two schools, one vision.

Our Vision

What we want for our young people: To create a stimulating, inclusive learning environment which empowers learners to contribute confidently and responsibly in our changing world.

Our Mission: *Innovate, Engage, Inspire*

Our Principles: *The foundations of our curriculum decision-making are:*

- **Innovate** through personalising learning
- **Engage** through powerful partnerships
- **Inspire** through deep challenge and inquiry to develop empowered learners

Our Values. *We encourage, model and explore these values:*

- Excellence
- Inquiry
- Connectedness
- Collaboration
- Innovation

ROLE DESCRIPTION	Library Lead/Kaiwhakahaere Whare Pukapuka
Responsible to	Business Manager (as part of Support Staff Team) Deputy Principal (Library Liaison)
Functional Relationships	Library team, student librarians, all staff and students
Hours of Work	37.5 hours per week, term time (40 weeks), 8.30am - 4.30pm (negotiable)
Position Statement	In collaboration with Library staff, provide an overarching view of the way the Library can support teaching, learning, and achievement in our future-

	<p>focussed school. Develop warm, inclusive and welcoming relationships with students that encourage and build engagement with library use, reading and information literacy. Grow and maintain the management and administration of all aspects of the school library. Ensure our Library continues to be a safe space for all and our most diverse students. Have a vision for growth and development of library services as the school grows and support curriculum development such as the NZ histories curriculum.</p>
Educational Qualifications	Professional Library qualification / Experience
Knowledge	<p>Library Management System (Oliver)</p> <p>School Library collection development and learning resources.</p> <p>Children/Young Adult literature, especially NZ writers.</p> <p>A working knowledge and overview of information and digital literacy skills and their links with the library.</p>
Capabilities	<ul style="list-style-type: none"> ● Staff management; ● Planning and organisation; ● Financial management of budget and ordering; ● Excellent oral and written skills - confident and effective in communicating with all library users and able to provide high-level assistance with reading and information needs; ● Collection management and processing; ● Effective information literacy, online search skills and use of online tools. ● Time and stress management.
Personal Qualities	<ul style="list-style-type: none"> ● Excellent relational skills: inclusive, warm and demanding; ● Optimistic and able to interact positively with students and staff; ● Collaborative: able to work with staff to support and develop curriculum resources; ● Willingness to keep up-to-date with IT and library trends; ● Love of literature in all forms; ● Ability to promote the library to staff and students; ● Innovative: ability to facilitate change and growth.
Responsibilities & Tasks	
INNOVATION: Reading Engagement	<ul style="list-style-type: none"> ● Promote and foster the enjoyment of reading for pleasure. ● Develop and contribute to a school-wide reading culture. ● Provide leadership and support to teachers on reading engagement and developing life-long readers. ● Ensure the collection provides a wide range of quality reading material, catering for diverse needs and interests.

INQUIRY: Information Literacy & Inquiry Learning	<ul style="list-style-type: none"> ● Ensure that the Library plays an integral role in supporting inquiry, and that students have easy access to print and eResources. ● Ensure the development of information literacy across both HPSS and HPPS (primary). ● Collaborate in the development of a collection that has relevant resources in a variety of formats to support inquiry learning.
EXCELLENCE: Service / Library Management	<ul style="list-style-type: none"> ● Develop, review and maintain the Library's guiding documents, in collaboration with Library staff, for review by SLT. ● Collaborate in the development and maintenance of a current Collection Management Plan. ● Prepare and present reports in line with school policy, if required. ● Collaborate in the preparation of annual budgets for library resources and capital expenditure. ● Ensure library expenditure is appropriately managed. ● In collaboration with library staff, maintain an up-to-date school library procedures document. ● Ensure the appropriate training and regular performance appraisal of all Library staff. ● Be a professional and supportive member of the school community. ● Engage in professional development opportunities and performance appraisal. ● Stay aware of developing trends and facilities for storage and access to eResources. ● Stay up-to-date with professional reading.
CONNECTEDNESS: Place, Space and Community (physical & virtual)	<ul style="list-style-type: none"> ● Promote the library services and resources to all staff and students. ● Stay up-to-date with library trends that will help to provide the school community with a welcoming and positive learning facility. ● Manage the LMS effectively. ● Charging and distribution of daily usage school laptops.. ● Collaborate with Library staff to ensure there is a school library presence on the school website and KAMAR, and any stand-alone library website or social media platforms. ● Liaise with external agencies, including SLANZA, and other relevant agencies. ● Maintain strong links with HPPS Library team to provide assistance and PD when required. ● Attend staff meetings and briefings when required or if practicable.
COLLABORATION: Library Collection & Resources	<ul style="list-style-type: none"> ● Collaborate with staff to ensure that the library is seen and used as a reading and research resource. ● Collaborate with LAs and Library staff to ensure appropriate selection and management of all learning resources, both print and online. ● Ensure the collection is managed and is able to meet curriculum needs and that resources are current, relevant, and meet the reading needs and interests of the school community. ● In collaboration with Library staff develop a buying plan that ensures the library delivers appropriate, high quality material - print and

online.

- Consult with teaching staff as to the reading needs of their students.
- Ensure that resources are catalogued, organised and maintained in line with internationally accepted standard library practice.