



Shellharbour Anglican College

Library Technical Assistant

Permanent 0.6FTE (3 days / week)

(Term Time)

ABOUT THE POSITION

The Library Technical Assistant is a vital part of the wider cross campus library team, working primarily in the Junior School Library. This position will work directly with students from Prep to Year 6, teaching staff and non-teaching staff. In an exciting new library space, the applicant will join a new, combined Junior and Senior School library team that serves in the heart of the school.

RESPONSIBILITIES

- With the Teacher Librarians, create a new, combined library space for staff and students that promotes reading and lifelong learning
- Champion reading in all interactions as you help students find the right books as they start and continue their reading life
- Run exciting activities during lunchtimes, Book Week and support the running of weekly library lessons
- Live out your faith through conversations and interactions with students
- Support the library through maintaining quality and up to date library resources
- The Shellharbour Anglican College [Learning for Hope Framework](#) underpins the teaching and learning from Prep to Year 12 by providing a common language of learning and a purposeful focus on character development, wellbeing and faith.
- In the appointment of all staff, we take into consideration additional interests and abilities, and encourage applicants to include these in their resume.

ABOUT YOU

An energetic and authentic team player, committed to supporting and fostering a deep love of learning in students, you will have a strong personal Christian Faith and be a regular practising member of a Bible-based Christian church. You will have a passion for supporting students and staff in their study and research endeavours across a range of subject areas, a deep interest in classic and contemporary children's and middle grade fiction and enjoy problem solving as a part of a team.

Applicants should be willing to seek opportunities to contribute to the life of the College beyond their particular area of responsibility.

KEY SELECTION CRITERIA

- Strong personal Christian faith and be a regular and practicing member of a Bible-based Christian church.
- Knowledge and interest in children's fiction and middle grade fiction
- Enthusiastic, flexible and proactive
- Ability to work independently and as part of a team, with an eye for detail
- Excellent communication skills, capacity for research and problem-solving
- Ability to communicate effectively with a wide range of people (students, staff, parents, community, booksellers, consultants)
- Significant skill and experience in a range of IT platforms and digital applications (e.g. MS Office, Canvas, Canva etc.)
- Relevant qualification in Library and Information services that entitles membership to ALIA (desirable, but not essential).
- Experience in information management and databases (Edumate /Oliver/ SCIS, desirable but not essential)
- Experience in a library or school environment (desirable, but not essential).

ABOUT SHELLHARBOUR ANGLICAN COLLEGE

Shellharbour Anglican College is a leading Prep to Year 12 school, just south of Wollongong on NSW South Coast. We are one of nineteen schools currently operating under the banner of The Anglican Schools Corporation (TASC). Shellharbour Anglican College strives to provide a caring, holistic education, equipping individuals with personal excellence and Christian integrity. Pastoral Care isn't a buzz word at Shellharbour Anglican College, it's what we do. We are currently implementing our College teaching, learning and wellbeing framework, called Learning for Hope, that is based on New Pedagogies for Deep Learning. This is a long-term project to enhance the quality and depth of learning and equip our students to live with courageous hearts, curious minds and hope-filled hands. The distinctives of teaching and working at Shellharbour are the excellent academic programs, the stimulating teaching and technology-rich environment, the nurturing pastoral care of individuals, the exciting cocurricular opportunities and its strong Christian ethos.

A Shellharbour Anglican College education plants a deep fire within the young people of tomorrow so that they crave challenge, relish deeper learning and develop the courage to explore opportunity and make a positive difference in their community and beyond.

APPLICATIONS CLOSE: Monday 2 March 2026, 5PM

CHILD SAFETY

Shellharbour Anglican College is committed to child safety. All members of staff are required to comply with applicable child protection and are responsible for ensuring that the College's Child Safe policies, procedures and programs are at the forefront of all we do. As such, all members of staff are expected to satisfy WWCC child protection screening and adhere to the College's Child Safe Policy and Code of Conduct.

WHS

Shellharbour Anglican College acknowledges that the health, safety and wellbeing of people and the provision of a safe working and learning environment are central to the values of the College. All members of staff are expected to adhere to and implement safe work practices and procedures in accordance with college policies and undertake annual WHS training.

No role description can capture the complexity of working in a college as such this is a guide and is not intended to be an exhaustive or exclusive list of duties for this position. It is subject to change with evolving needs and will include other duties as they arise.

PAY AND CONDITIONS

Salary and employment conditions are subject to the terms and conditions outlined in the Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025 or any industrial agreement that replaces that award. All permanent staff are paid in line with the MEA plus a discretionary increase from the College for 2024.

This position is classified as a Level 3 or 4 position under the Curriculum/Resources Services section of that award, dependent on the applicant's qualifications, skills and experience.

