



POSITION INFORMATION

■ Primary School Library Assistant (R-6)

Cedar College is committed to helping each student discover their unique potential, deepen their relationship with God, and prepare for a life of purpose and service. Our goal is to guide students as they explore new ideas, develop critical thinking skills, and build a solid foundation for life. Whether in the classroom, on the sports field, or through creative pursuits, we are here to support students on each step of their learning journey.

POSITION OVERVIEW

Date created:	30/10/2024	Commencing:	20/1/2025
Year level(s):	Reception to Year 6	Type:	Permanent Part-Time
Position Title:	Primary School Library Assistant	Hours of Work:	22.5 hours per week (three days 8am-4.00pm)
		Salary:	Commensurate with qualifications

ABOUT THE ROLE

We are looking for a passionate Primary School Library Assistant who will hold close to the values of Cedar College as outlined in this document, and will work collaboratively with the Resource Centre Coordinator and Primary School Teaching Staff to maximise student learning within the Cedar College Library.

DETAILS SPECIFIC TO THIS POSITION

At Cedar College we believe that children are created in the image of God and therefore are valued as unique and capable individuals, full of potential.

Our teachers and support staff are responsible for creating welcoming learning environments that are positive, supportive and engaging. We want all our students to feel comfortable and safe, and to have the opportunity to learn and grow academically, socially, emotionally and spiritually.

With a strong focus on building relationships, our students develop a sense of community and belonging that will support them in maximising their learning outcomes. Our support staff work alongside teachers to support students to experience learning in a way that meets their needs, helping them to become independent learners who develop a love of learning.



Key Responsibilities:

In this role, the Primary School Library Assistant will partner with the Resource Centre Coordinator and Primary School Teachers to support student learning within the Cedar College Library and within classrooms. The role will involve (but is not limited to):

- Supporting the literacy development of students and fostering a love of reading.
- Assisting students to select appropriate reading material.
- Collaborating with teaching staff on the resources required to support student learning in the classroom.
- Providing resources and customer service for students and staff.
- Ensuring that the Library is presented and organised in a creative and innovative way that maximises student engagement and learning.
- Assisting in the purchase, maintenance and organisation of resources.

Personal Requirements:

- Demonstrate a sincere commitment to Jesus Christ, the philosophy of Christian Education, and be actively involved in your local church.
- Demonstrate the ability to develop positive working relationships with students and staff in a way that facilitates engagement with the Library, a love of reading and improved student learning outcomes.
- Be reliable and responsible in building trust within the Cedar community and acting with excellence and integrity.
- Demonstrate the ability to interact with students and colleagues in a sensitive and respectful manner.
- Demonstrate high levels of organisation that facilitate the function of the Cedar Library.
- Willing to learn new systems and processes as required.

QUALIFICATIONS AND APPLICATION PROCESS

Qualifications: Certificate III in Library and Information Services (or equivalent) would be desirable; a current Working with Children Check, and RRHAN-EC training (Responding to the Risk of Harm, Abuse and Neglect – Education and Care training) prior to commencing employment at Cedar College.

Application Process: Applicants will need to complete an application form (obtainable by emailing your details to employment@cedarcollege.sa.edu.au) and attach a cover letter outlining their own beliefs about how to best support student learning in the College Library and the efficient function of the Library, their experience in this area, and how they would be a valuable addition to our Primary School team.

Applications Close: 4pm, Monday November 11, 2024

A great team builds a great school

We believe that excellence in education begins with a great team of support staff.

We are looking for passionate, qualified personnel to join our vibrant school community. You will need to demonstrate a sincere commitment to Jesus Christ, the philosophy of Christian Education, and be actively involved in your local church.

An application form, obtainable by calling (08) 8261 3377, must be submitted in order to be considered for any advertised position.

Employment for all non-teaching positions requires applicants to hold a current Working with Children Check and complete the RRHAN-EC training (Responding to the Risk of Harm, Abuse and Neglect – Education and Care training) and Protective Practices for Education training, before commencing employment.

About Cedar College

Cedar College is an R-12 co-educational Christian school situated in the suburb of Northgate, South Australia, 8km north-east of the Adelaide CBD. Encompassing both Primary School and High School, Cedar College caters for students from Reception (Foundation) through to Year 12.

Cedar College began in 1997 with just 34 students, specifically for the education of students in a distinctly Christian environment. The College is a ministry of CityReach Baptist Church and a member of Christian Schools Australia and the Association of Independent Schools of South Australia.

Today, Cedar College has almost 900 students, and continues to grow in both numbers and facilities. Notable recent facilities include a Creative Arts Centre, two-storey Resource Centre and Administration Block, and the Cedar College Sports Centre.

Our Name

The name "Cedar College" is derived from Psalm 92 v 12, which outlines the growth of a righteous person, pictured as a cedar tree, growing to become strong and vital, and leading a fruitful life.

Our Purpose

The purpose of Cedar College is to prepare students for real life as they discover Jesus, display love and develop self.

Our Vision

Discover Jesus – as the foundation for real life. Cedar College is a place where the gospel is communicated in all aspects of school life.

Display Love – through supportive community and genuine relationships. Cedar College is a place where we seek to follow Jesus' example of love, and where authentic Christian community is central to life.

Develop Self – through high standards in education. Cedar College is a place for individual progress toward each one's full potential.

One School, four Branches

Cedar College is composed of four 'branches', joined together and grounded in the same purpose: Junior Primary from Reception to Year 2, Upper Primary from Year 3 to Year 6, Middle School from Year 7 to Year 9, and Senior School from Year 10 to Year 12. These growing branches allow students to develop academically, spiritually, and socially, providing a College that offers a complete education from Reception through to Year 12.

