



Job Description: Library Manager

About Kohia Terrace School

Our Vision What we aspire to	The power to dream, the passion to achieve			
Our Values What we model and live by	Kohia Kaitiaki <i>We will ...</i>			
	Care and Respect	Persevere to Achieve	Lead with Integrity	
Our Competencies What we learn to do better every day	Mōhio Learners who knows and values self and strives to be the best they can be	Whanaunatanga Learners who builds positive relationships through words and actions	Whakaaro Learners who actively notices, questions and thinks flexibly to make sense of their world	Whakatutukitanga Learners who actively participates and contributes to achieve an outcome that makes a difference

School Type: Full Primary (Year 0–8)

Reports to: Principal

Role Purpose

To lead a vibrant, inclusive, and high-functioning library environment that fosters a love of reading for pleasure and supports the information literacy needs of Kohia Terrace School students

Key attributes

- **Knowledge** - Strong familiarity with children’s literature taking into account different cultural interests.
- **Technical** - Proficiency in Accessit Library Management Systems
- **Interpersonal** - Ability to connect with school staff, 5-year-olds and 13-year-olds with equal enthusiasm.

Hours to be worked

27 hours a week. Mon - Thurs 9.00am - 3.00pm, Fri 9.00am - 1.30pm

Grade B

Step and Rate of Pay (to be agreed upon appointment) Step 1, \$28.08 - Step 7, \$33.68

Key Responsibilities

1. Collection Management & Curation

- **Strategic Purchasing:** Select and source high-interest, age-appropriate fiction and non-fiction that reflects the diverse interests and identities of our 5–13-year-old learners, in consultation with staff and students if appropriate
- **Cultural Responsiveness:** Ensure the collection includes strong representation of Te Reo Māori, Pasifika and Asian languages and stories, along with neurodiverse-friendly formats (e.g., graphic novels, high-interest/low-readability books).
- **Culling & Maintenance:** Regularly assess the collection for physical condition and relevance to ensure the shelves remain "fresh" and inviting.

2. Teaching & Student Engagement.

- **Reading Promotion:** Facilitate and champion the **School Reading Awards** programme. Run an engaging **annual book week**, with student leaders, that spotlights authors/speakers as well as a variety of engaging class/school wide events .
- **Book Promotion:** Work alongside teachers to provide book talks that align with classroom Inquiry topics. This includes use of National Library Books and the 'selling' of newly purchased books.
- **Library Skills Instruction:** Support teachers in delivering age-appropriate lessons on how to navigate the library and use the OPAC (library catalogue)
- **Literacy Based Competitions:** Select and prepare a team/s for the annual Lit Quiz, or similar

3. Administration & Financial Oversight

- **Budget Management:** Accurately track spending, source material from a range of sources, and ensure all purchasing remains within the annual Board of Trustees (BoT) allocation.
- **Teaching Resources:** Maintain and manage the collection of curriculum materials
- **Stocktaking:** Conduct a full annual stocktake to ensure database accuracy and identify areas of loss or required investment.

4. Environment & Culture

- Maintain an organised, welcoming, and visually stimulating physical space.
- Recruit and train a team of **Student Librarians** (Years 6–8) to foster leadership and help with the daily running of the library. Consult with these students as and when required.