



# POSITION DESCRIPTION

## TEACHER LIBRARIAN

### POSITION OBJECTIVES

To deliver high quality teaching and learning in a safe environment that enables students to achieve their full potential.

### KEY RESPONSIBILITIES

#### Leadership and management

- Be responsible for the achievement of the College vision and goals through the development and delivery of high quality teaching and learning outcomes for all students
- Contribute to the development and implementation of College objectives and planning
- Embrace and enhance the position of the College as a leading provider of education
- Exercise discretion and confidentiality in regards to information
- Establish and maintain a supportive school environment
- Have a broad knowledge of the life of the College

#### Teaching

- Plan, prepare and deliver effective learning and teaching programs that provide students with opportunities to observe, question and investigate
- Establish clear objectives for all lessons and communicate these to students
- Plan and implement an education program that follows curriculum guidelines and engages students and offers a range of learning choices
- Adapt teaching methods and instructional materials to meet students' varying needs and interests
- Prepare, implement and assess learning tasks to evaluate students' progress
- Submit appropriate curriculum documentation as required by the Deputy Director of Glendalough (Teaching and Learning)
- Responsible for the care, wellbeing and guidance of students in their classes
- Observe and evaluate students' performance, behavior, social development and wellbeing. Report concerns to the student's Homeroom Teacher, Cluster Coordinator or Deputy Director Teaching & Learning.
- Work closely with other teachers to provide support and ensure a consistent approach to common expectations is maintained
- Implement strategies and practices to develop a trusting and professional relationship with students and parents
- Meet with parents or guardians when necessary to discuss their children's progress
- Instruct and monitor students in the use and care of equipment and materials in order to prevent injuries, damage or loss
- Follow all administration policies governing students including maintaining accurate and complete student records
- Communicate behaviour and academic progress via Semester One and Two Reports and Parent Teacher Conferences
- Communicate the various library curriculum, facilities and resources available to students and parents through the College Portal

#### Librarian

- Assist in developing the library services and programs at the Glendalough campus, including information literacy, the integration of learning technologies and literature program.
- Promote reading as a lifelong skill and recreational interest through the reading program and promotional activities.
- Work with teaching staff to develop the library's collection to be relevant to and reflect the curriculum needs and recreational interests of students and staff

## POSITION OBJECTIVES

To deliver high quality teaching and learning in a safe environment that enables students to achieve their full potential.

## KEY RESPONSIBILITIES

	<ul style="list-style-type: none"><li>• Assist students and staff in their use of the library through formal teaching activities and informal instruction</li><li>• Supervise student use of the library during school hours</li><li>• Work as part of the College library team to promote the importance of the library within the educational context</li><li>• Attend library faculty meetings</li></ul>
<b>Relationship management</b>	<ul style="list-style-type: none"><li>• Foster quality relationships with students, staff and parents</li><li>• Use consultative and collaborative approaches to solve problems, make decisions, develop and implement initiatives</li><li>• Maintain a relationship centred approach to education</li><li>• Participate in Committees as required</li><li>• Provide prompt, accurate and professional responses to students, staff and parents</li></ul>
<b>Child Safety</b>	<ul style="list-style-type: none"><li>• Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety</li><li>• Assist in the provision of a child-safe environment for students</li><li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing</li></ul>
<b>Professional Development</b>	<ul style="list-style-type: none"><li>• Commit to ongoing professional development in your area of work</li><li>• Be open to researching areas of interest relevant to directions provided in the school's strategic plan</li><li>• Continue development of ICT skills as technologies evolve</li></ul>
<b>General Duties</b>	<ul style="list-style-type: none"><li>• Abide by the EREA Code of Conduct</li><li>• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures</li><li>• Attend school meetings, conferences and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal</li><li>• Be available on call during the term break and other 'out of school hours' times for emergency situations that may arise</li><li>• Other duties as directed by the Principal</li><li>• The College reserves the right to alter this position description as required to reflect emerging priorities</li></ul>

## SELECTION CRITERIA

<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"><li>• A demonstrated understanding of the ethos of a Catholic school and its mission</li><li>• A demonstrated understanding of the mission and vision of the College</li></ul>
<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"><li>• Experience working with children</li><li>• A demonstrated understanding of child safety</li><li>• A demonstrated understanding of appropriate behaviours when engaging with children</li><li>• Be a suitable person to engage in child-connected work</li></ul>
<b>Education and Experience</b>	<b>Essential:</b> <ul style="list-style-type: none"><li>• Extensive teaching experience as a primary teacher librarian</li><li>• Registered Teacher in Victoria (or eligible for registration)</li><li>• Anaphylaxis and First Aid Training</li><li>• Non-Government Schools Protecting Children-Mandatory reporting and other Obligations Certificate</li></ul>

	<p><b>Desirable other:</b></p> <ul style="list-style-type: none"> <li>• Master of Education (Teacher Librarianship) or relevant qualifications in library and information services</li> </ul>
<p><b>Skills and Attributes</b></p>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team.</li> <li>• Presents a professional and positive demeanour and is a solution orientated person</li> <li>• Proven ability to work collaboratively and energetically within a dynamic organisation, by being proactive, demonstrating initiative and a willingness to accept responsibility</li> <li>• Demonstrates a respect for and acceptance of difference in students, parents and staff</li> <li>• Well-developed decision making skills</li> <li>• Good oral and written communication skills, including ability to build rapport and communicate with children, parents and the College community</li> <li>• Demonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions</li> <li>• Very good organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing priorities</li> <li>• Proven ability to integrate IT into the curriculum and teaching practice</li> <li>• Ability and willingness to accept policy directives</li> </ul>