



POSITION TITLE:	Teacher Librarian
Prepared:	February 2017
REPORTS TO:	Head of Library in liaison with Head of Learning - English
Prepared by:	Head of Human Resources

POSITION STATUS

This is a permanent part time position, full time equivalent (FTE) of 0.6, commencing as soon as practical but no later than Tuesday 18 April 2017. For 2017 this role is for three days Wednesday, Thursday and Friday.

ROLES AND RESPONSIBILITIES

The teacher librarian's role is to support the Cornish Library in achieving the College's mission and aims. The Cornish Library caters for students from year 5 to year 12 Victorian Certificate of Education and International Baccalaureate Diploma Program.

The purpose of this position is to develop teaching and learning programs and resources to enable students to:

- Maximize their academic potential
- Become lifelong learners by developing their thinking and learning skills
- Develop the habit of reading as a core life skill

The teacher librarian reports to the Head of Library and the Head of Learning- English and works within a library team consisting of teacher librarians and library technicians.

It is expected that the Teacher Librarian will:

- Work with the Head of Library, teacher librarians and teachers to develop and implement a school-wide information and ICT skills continuum.
- Demonstrate an understanding of the Australian Curriculum and how school library curriculum delivers it.
- Participate as a partner in planning, implementing and evaluating school policies relating to curriculum.
- Be involved with curriculum planning and school curriculum committees.
- Develop and implement teaching programs for learning in a physical and digital world.
- Collaboratively plan and teach units of work with classroom teachers which incorporate an appropriate range of information literacy and digital literacy skills.
- Ensure that information and digital literacy skills are not taught in isolation.
- Ensure sufficient and appropriate resources are available to enable students to complete learning tasks successfully.
- Develop activities to promote a love of reading and literature appreciation, such as:
 - Book Week
 - Author, illustrator or storyteller visits
 - Literary activities

- Select and promote a wide range of quality literature reflecting a variety of cultures, genres and themes in both print and digital format to students.
- Develop reading programs that encourage students to read widely on a regular basis.
- Guide students in their reading choices.
- Collaborate with teachers to develop literature based reading programs.
- Use selection tools/reviewing journals to stay informed about current literature for children and young adults.
- Read junior and young adult fiction acquisitions.

Be involved in planning, development and maintenance of Cornish Library LibGuides

- Develop and implement strategies for selecting resources that meet curriculum, informational and student recreational needs within the context of identified school priorities.
- Evaluate and deliver online information resources to suit student and teacher needs.
- Provide a stimulating and friendly learning environment for the College community.
- Demonstrate ability to work effectively and cooperatively in a team environment.
- Demonstrate ability to work independently without supervision.
- Display a high level of professional knowledge by:
 - Presenting and attending conferences and workshops both within and outside the school
 - Reading professional literature
- Demonstrate practices that reflect current educational directions in teaching and learning.
- Communicate with library staff and teaching staff results of professional learning activities.
- Any other tasks as deemed appropriate.

QUALIFICATIONS

- Minimum qualification required is Diploma of Education and Diploma of Library and Information Studies OR Diploma of Education (Teacher Librarianship)
- Eligibility for membership of the Australian Library and Information Association (ALIA).

GENERAL RESPONSIBILITIES

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all teachers provide a Victorian Institute of Teaching (VIT) registration before their position will be confirmed.

- The College:
 - is an equal opportunity employer;
 - complies with the requirements of the Privacy Act;
 - has a strong commitment to OH&S;
 - will not tolerate harassment of any kind.
- Communication – effective, helpful and positive.
- Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students).
- Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support.
- Accountability – we do our work with honesty, integrity and enthusiasm.
- Performance – we perform to the best of our ability.
- Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

All staff are expected to actively support these standards.

Teachers at St Leonard's College are dynamic, enthusiastic professionals who are committed to:

- the development of learning and teaching programs with clearly defined outcomes;
- the maintenance of effective assessment recording and reporting strategies;
- the integration of ICT into teaching and learning in the classroom;
- meeting all curriculum and assessment requirements;
- engaging in cocurricular and pastoral programs of the College.

CHILD SAFETY AND PROTECTION RESPONSIBILITIES

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safety and Protection Policy and procedures including being compliant with the Child Safety Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.