

### Preamble

St Joseph's College is a Catholic boys' school in the Salesian tradition. The Teacher Librarian (or Librarian) shares in the responsibility of fostering a sense of unity, growth and development within the College. The Teacher Librarian (or Librarian) must demonstrate a sound understanding of the Catholic ethos of the College and the Salesian principles of leadership. Actions should reflect the values and teachings of Don Bosco and represent best practice in the delivery of learning and teaching programs. This role is outward-facing in that Library and Information Services must respond to the needs of 21<sup>st</sup> Century learning.

### Child Safe Standards

The Teacher Librarian (or Librarian) must be:

- committed to the safety and wellbeing of all children and young people.
- able to demonstrate an understanding of the Child Safe Standards and their legal obligations under the Ministerial Order No. 870.
- a suitable person to be engaged in working with children and young people.
- able to understand and commit to Child Safe Standards and expectations relating to Melbourne Archdiocese Catholic Schools (MACS), PROTECT, VRQA and VIT.
- able to demonstrate an understanding of and commitment to Child Safety protocols, Codes of Conduct and to ensuring the Child Safe focus of St Joseph's College.

### General Responsibilities

The Teacher Librarian (or Librarian) manages the Chieri Resource Centre (College Library) under the direction of the Deputy Principal (Learning) and the Head of Learning. The Teacher Librarian (or Librarian) works closely with the Learning Area Leaders, Level Learning Leaders and subject teachers in providing high quality programs. The Teacher Librarian (or Librarian) works to inspire enthusiastic, effective teaching within each subject, ensuring that resources, talents and facilities are fully and effectively utilised in achieving the Learning and Teaching Goals and Annual Action Plan in line with the Strategic direction of the College.

### Qualities

The Teacher Librarian (or Librarian) is required:

1. To have a comprehensive knowledge of matters relating to the management of a library, information services and of current developments in learning and teaching pedagogy.
2. To assist teachers to achieve desired educational outcomes.
3. To be a highly effective in modelling best practice and assisting teachers to develop their pedagogy.
4. To work collaboratively with members of the Chieri Resource Centre Team.

### Duties

The Teacher Librarian (or Librarian) is responsible for ensuring the relevance of Library and Information Services programs to the College's Learning and Teaching policies and practices.

- Maintain a high level of professional knowledge.
- Meet with the Chieri Resource Centre Team to discuss learning initiatives and programs.
- Help plan and implement activities and programs that require a whole school focus for the library e.g. Literacy Week, Book Week.
- Oversee library programs to ensure that all students are taught the necessary skills to use the facilities to achieve effective learning outcomes across Learning Areas.
- Liaise with the teaching staff to ensure that the available resources are appropriate for the learning and teaching in all areas.
- Promote the effective integration of electronic information resources and learning technologies into the curriculum.
- Coordinate and deliver a 'Research and Information Skills Program' specifically designed for Year 7 students through LEAP e.g. 4-6 period spaced program for each class.
- Ensure students are exposed to a range of genres in both print and digital formats.

- Undertake rostered supervision of the library and reception desk duties.
- Collaborate with teachers and the Chieri Resource Centre staff to deliver inquiry-based learning opportunities.
- Maintain a focus on the information literacy of students within curriculum planning.
- Promote literacy development and be an active member of the Literacy Project Group (LPG).
- Oversee use of the Library system ensuring relevance to the College community and the ability to access relevant information including online resources.
- Further develop and oversee programs that extend the students' use of Chieri.
- Participate in the development of an annual budget, and supervise its expenditure.
- Purchase resources according to the College's Purchasing procedure through the Finance Team.
- Attend professional learning activities to ensure professional development.
- Support and explain College policies in learning matters to Learning Area teachers.
- Lead professional development in the Library and Information Services Area by offering professional development activities at designated times during the year.
- Assist Library and Information Services staff to maximise the effectiveness of the service.
- Ensure that all resources are returned to the Chieri Resource Centre as appropriate.
- Consult with the Principal, Deputy Principal (Learning) and Head of Learning to establish priorities and provide appropriate resources.
- Provide information to facilitate transition of students from one year level to the next.
- Ensure that all communications to teachers, students and parents are of the highest quality.
- Maintain stock control.
- Support the ethical and effective use of technology across all areas of the school.
- Demonstrate and support exemplary teaching practice that makes effective and innovative use of ICT in curriculum design and implementation
- Research into current and emerging pedagogies and technologies.
- Support the provision of access to current research into ICT.
- Promote and encourage the use of the College's ICT resources.
- Conduct ongoing evaluation of ICT technologies in relation to their educational potential.
- Develop strategic partnerships both within the school and the wider community to enhance the provision of ICT across the curriculum.
- Work with relevant staff to ensure resources are accessible anywhere/anytime (students and teachers).
- Work with staff to develop and teach programs that enable students to develop 21<sup>st</sup> Century skills (focus on *Information Fluency* – ask, access and acquire, analyse, apply, assess – with inclusion of *Media Fluency* – creation of digital products, developing technical skills).
- Collaborate with teachers to develop ways to integrate the use of digital resources, new technologies and applications into the curriculum.
- Work with relevant staff to contribute to the implementation of the Strategic Plan for the development and resourcing of ICT.
- Promote models of learning and classroom organisation that make effective use of eLearning and ICT in learning and teaching.
- Assist with the development of models for the effective use of ICT, incorporating hardware and software and teaching approaches within each area, and a strategic plan for their widespread implementation.
- Raise staff awareness of the need for students to acquire information skills and the importance of resource-based learning in acquiring these skills.
- Develop and implement a consistent approach to information skills at all year levels.
- Ensure that students become effective users of information through the development and implementation of an Information Skills Program.
- Instruct, supervise and assist students in the use of information resources and technology.
- Promote the effective integration of electronic information into student learning.
- Other duties as determined by the Principal or delegate.

### **Key Performance Indicators**

1. Display a high degree of accountability and efficiency in the carrying out of the duties for this position.

2. Able to competently carry out multi-tasking duties both in immediate and longer-term situations.
3. Be approachable and responsive to all members of the College including the staff of the Chieri Resource Centre.
4. Show initiative and enthusiasm in all matters relating to curriculum development at the College.
5. Be able to establish and maintain a positive spirit and good order in the Library and Information Services Area.
6. Be continually striving to improve the academic results through the provision of high-quality Library and Information Services.

### **Criteria for Selection**

1. Proven record as a skilled educator.
2. Support and participation in the faith life of St Joseph's College including commitment to the Salesian ethos of the College.
3. Evidence of a commitment to acquiring and maintaining 'Accreditation to Teach in a Catholic School', actual 'Accreditation to Teach in a Catholic School' or 'Accreditation to Teach Religious Education in a Catholic School' (in the case of a Teacher Librarian.)
4. Ability to effectively work as a member of staff within the Chieri Resource Centre.
5. Ability to promote a healthy learning environment which promotes best practice and excellence in student learning outcomes.
6. Knowledge and understanding of contemporary practices and policies related to 'learning and teaching' and 'student wellbeing' e.g. Child Safe Policy, Reportable Conduct.
7. Well-developed interpersonal skills including organisation and communication.
8. Ability to ensure that students develop their understanding and upholding of 'respectful relationships' in the context of interactions with all staff, students and the wider community.
9. Ability to uphold the College motto 'Agite Quae Didicistis'.
10. Ability to work effectively both independently and as part of a team.
11. Commitment to ongoing professional learning.

### **Terms and Conditions**

Terms and conditions are as outlined in the *CEMEA 2022* for Registered Teachers (Teacher Librarian) or for Education Support Employees (Librarian). Salary is set out in the Award according to years of experience and qualifications. The Teacher Librarian (or Librarian) is employed as a Teacher (or Education Support Employee). Should the position be filled by a Teacher Librarian, a teaching component forms part of the role.

#### **Qualifications:**

Teacher Librarian: Current registration as a teacher with formal qualifications related to 'Library and Information Services' or equivalent experience e.g. Teacher Librarian.

Librarian: Formal qualifications as a Librarian or equivalent experience e.g. Librarian.

The Teacher Librarian (or Librarian) is required to participate in relevant professional learning as well as be involved in feedback and appraisal programs.

The Teacher Librarian (or Librarian) is required to participate in professional learning in order to be able to effectively lead and develop the learning and teaching program.

This position requires involvement in school community activities outside designated school hours and participation in planning times during some school holiday times and attendance at the College Open Days.

This Position Description is subject to modification as determined by the Principal.

***Last Updated July 2023***