



## PENLEIGH AND ESSENDON GRAMMAR SCHOOL

### POSITION DESCRIPTION

**POSITION:** Teacher Librarian

**REPORTS TO:** Director of Library Services

**LOCATION:** Keilor East

#### PURPOSE:

To provide effective delivery of library and information services that supports the educational aims of the School and enriches its teaching programmes.

#### NATURE AND SCOPE:

Penleigh and Essendon Grammar School is a school for boys and girls from Kindergarten to Year Twelve. The school operates on three campuses with a student population of over 3,000. The Kindergartens and Junior School (boys) are located in Essendon, the Junior School (girls) in Moonee Ponds and Gottliebsen House Middle School (boys), McNab House Middle School (girls) and the Larkin Centre (coeducational Senior School) are located in Keilor East.

The school has an excellent record for the academic achievement of its students in all areas. The curriculum is designed to challenge students intellectually, to develop their knowledge within particular disciplines and to gain an appreciation of contemporary society and its history. The academic programme is complemented by a diverse co-curricular program of Drama, Dance, Music and Sport.

The school actively promotes the safety, wellbeing and participation of all students, including supporting children from culturally diverse backgrounds and those with individual needs and encourages every student to thrive in the classroom and beyond.

### POSITION CONTEXT

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The Teacher Librarian is at all times responsible to the Director of Library Services, Deputy Principal and the Principal for the effective performance of duties relating to the provision of library services. The Teacher Librarian also reports to the Head of Section on issues relating to classroom teaching and student wellbeing matters.

The incumbent is expected to support the school's values, policies and procedures and the philosophy of an independent school associated with the Uniting Church and support Equal Employment Opportunity principles, including support for an equitable, safe, and productive environment for all staff and students and treating all school community members with dignity and respect.

The library service is a microcosm of the school with central administration of the library's management system, purchasing and processing and a decentralized delivery of services and resources through site-based libraries. The library staff works as a collaborative team, sharing resources and supporting one another in the development and delivery of services to the school community.

There are several Teacher Librarian positions based across all campuses.

#### **JOB GUIDELINES:**

##### **DIRECT RESPONSIBILITIES**

A Teacher Librarian may perform various duties depending on the needs of the school.

General responsibilities include:

- To work with staff and students, providing a high-quality, welcoming, responsive, and proactive Library service.
- To assist in managing the Library so that it provides excellent service in support of the school's educational philosophy and policies.
- In association with library and teaching staff, instigate, manage, assess, and improve programs that encourage student learning and literacy.
- To encourage literacy, promote online resource use and run information literacy programs that foster independent lifelong learning skills.
- Meet VIT and national standards of teaching and regularly review personal professional knowledge and practice.
- Work collaboratively with all relevant staff members, ensuring information is communicated in an appropriate and timely manner and supports improved student learning outcomes.
- Maintain a positive environment in the library which is respectful of all present and fosters student learning.

- Support a range of school events and activities as required.
- Actively support and promote school policies and procedures, particularly those relating to student welfare.
- Work safely and report any hazards in accordance with school procedures.
- Ensure adherence to and demonstrate behaviours in accordance with the School's Child Safety Code of Conduct, including the Child Safe Standards and ensure any child safety concerns are reported immediately.
- Other duties, as required.

### ***Specific responsibilities***

- Develop a love of literature, promote information literacy, and assist in the acquisition of skills to utilize computer technologies, through appropriate teaching practices.
- Develop programmes and conduct lessons that are thoroughly prepared and designed to engage and challenge all students in learning.
- Prepare term and weekly planners.
- Organise and sequence the skills, content, and concepts to ensure student learning.
- Understand and accommodate the learning needs of all students, including those with a disability or special learning needs.
- Assist the Director of Library Services in managing the collection, including collection development, weeding, stock-take, preservation and repairs, the operation of the library management system and the development of the library website.
- Attend meetings as required including weekly sectional staff meetings and regular library staff meetings.
- Promote and publicise library services, acquisitions, and events across the school. In association with the library team organize Book Week activities and book fairs.
- Promote literacy and an appreciation and enjoyment of literature.
- Supervise and train Library staff and act as a mentor for staff members, as required.

### ***Professional learning***

- Annually prepare, implement, and evaluate a professional learning plan in accordance with school priorities and individual learning needs.
- Actively participate in professional learning activities and research on an ongoing basis in order to keep up to date professionally; this includes maintaining current knowledge of ICT resources and learning technologies for use in library programmes.

- Support school-wide professional learning through the sharing of professional knowledge and practices with colleagues.
- Use professional standards to regularly evaluate one's professional knowledge.
- Participate in a cyclical review process to continuously improve knowledge and practice.
- Develop and maintain professional networks to assist in keeping up to date with best practice in libraries.

## SELECTION CRITERIA

The incumbent will demonstrate the following attributes:

- Qualifications in teaching and librarianship and eligible for teacher registration with the Victorian Institute of Teaching
- Ability to effectively plan lessons that develop information literacy
- Ability to encourage and promote a love of reading
- A strong customer service focus, with the ability to develop positive relationships with students and staff
- Experience in a school setting and strong student management skills preferred
- Effective ICT skills, including proficiency with Mac computers and experience with Spydus, would be helpful
- Effective interpersonal, written, and oral communication skills
- Effective organisational skills with attention to detail and accuracy
- A sound working knowledge of library equipment and VCE Curriculum
- Ability to build positive work relationships as a member of a small team
- A commitment to student care and wellbeing, including a commitment to child safety, demonstrating an understanding of appropriate behaviours when engaging with children with diverse needs and backgrounds
- Valid Working with Children Check and eligibility to work in Australia

## CONDITIONS

Employment conditions are as per the *Penleigh and Essendon Grammar School (Teacher, Kindergarten Teacher, Kindergarten Assistant and School Assistant Staff) Agreement 2022*.

## CONCLUDING REMARKS

The position description should not be seen as limiting and is open to review, by negotiation, by either party.