



Position Description

Junior School Teacher Librarian (Part-time)

OMNIA SUPERAT DILIGENTIA

DILIGENCE OVERCOMES ALL

OUR SCHOOL MOTTO SINCE 1892

Ipswich Girls' Grammar School including Ipswich Junior Grammar School offers high quality, non-denominational education for girls only from Years 7 to 12, with boarding available from Year 5, and coeducation from Kindergarten to Year 6. We pride ourselves on providing a personalised, holistic education with a focus on academic excellence.

Our Vision

Ipswich Girls' and Junior Grammar School's vision is to be the destination school where globally conscious students lead with grit and grace.

Our Purpose

Opening doors for a brilliant future.

Our Goals

World Ready: We co-create global learning adventures with our students so that they love to learn for life, and lead with grit and grace.

Future Focused: We nurture an adaptive, collaborative workforce that advances the staff community and the educational experience they deliver.

True Belonging: We share and celebrate our heritage, diversity, and inclusivity to strengthen our connections and community.

Destination School: We leverage our unique place and space as a premier destination for learning and work.

New Momentum: We continue our legacy by making smart, resilient investments in our future.

Our Values

- **Diligence** - Digging deep and using grit to get the job done.
- **Excellence** - Committing to be brilliant together.
- **Respect** - Valuing diversity and embracing the uniqueness of everyone.
- **Integrity** - Finding the courage to do what is right.
- **Care** - Showing kindness, compassion and grace for people and place.

Location

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Email: principal@iggs.qld.edu.au
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THE ROLE	
Position Title:	Junior School Teacher Librarian
Department:	Academic
Reports to:	Head of Junior School
Location:	Junior School
Classification:	Ipswich Girls Grammar School Including Ipswich Junior Grammar School Enterprise Agreement
Hours:	0.6 FTE

Your Opportunity

The Teacher Librarian in the Junior School plays an important role in the creation of a hub for learning and the effective management of teaching and learning resources across K-6. The Teacher Librarian oversees the management and running of the Junior School Library and the library ancillary staff.

As the Junior School Teacher Librarian, you will:

- Maintain the standard of excellence required by the School's reputation and uphold the coeducational teaching and learning philosophy of the School
- Promote the interests of Ipswich Girls' Grammar School including Ipswich Junior Grammar School
- Attend and/or facilitate staff development and training programmes when and if appropriate
- Comply with work health and safety responsibilities detailed in the safety management system.

Typical Duties/Skills

All employees of Ipswich Girls' Grammar School are required to:

- maintain a degree of flexibility in working hours from time to time as required for the position
- accept that the School reserves the right to modify the position to meet its operating needs
- assist and relieve in other positions from time to time
- demonstrate support for the School's vision and purpose
- undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or their representative

Other duties:

- Development, preparation and delivery of teaching and learning programs in alignment with the School frameworks
- Monitoring, evaluating and reporting on student progress
- Maintaining accurate records of student attendance, progress and assessment
- Fostering a supportive classroom climate which enhances student growth and confidence
- Attendance at parent-teacher meetings, staff and department meetings and other scheduled meetings as required
- Participation in grounds' and/ or supervision as per roster

Your Role

Key Responsibilities:

- Ensure the library is a hub of learning within the Junior School and that it reflects a welcoming environment which encourages learning and develops students' confidence and love of books and literature
- Ensure the highest possible standard of curriculum support, though the provision of appropriate print, visual and digital resources
- Collaborate with the Head of Curriculum and Pedagogy (Junior) to support program and unit resourcing
- Collaborate with the Teacher Librarian (Secondary) and Secondary Library Staff regarding resourcing to ensure a smooth transition from Junior to Secondary School
- Ensure effective and efficient management and maintenance of the Junior School Library
- Implement the School's Pedagogical Framework
- Ensure the resources in the library are carefully selected and are reflective of the current curriculum

- Assist students in the location, collection and evaluation of materials relevant to their information needs
- Liaise with and assist staff to ensure the resource needs of their current program are met
- Ongoing investigation of new and emerging teaching technologies and dissemination of appropriate information to teachers to encourage innovation in learning and teaching
- Design and implement an Information Literacy and Literature Library program for Prep to Year 6
- Oversee the library staff in performing their duties
- Develop and manage a resource budget for the JS library in collaboration with the Head of Junior School
- Coordinate and promote Literature and Library based incursions, excursions and events for students and the School Community
- Maintain strong relationships with other librarians (IDTLN) to ensure current best practices are implemented
- Keep the school community informed of Library Program and events

Occupational Health and Safety

All staff members employed at the School will be required to:

- Demonstrate in daily activities a commitment to health and safety in the workplace by always performing tasks in the safest possible manner - safe for the individual, co-worker and students
- Ensure at all times that you work in compliance with all laws, acts, regulations and policies outlined in all policies, manuals and handbooks, as updated from time to time
- Report all hazards and incidents that the individual is party to, or observes, in the correct manner
- When required or directed by the School, participate in any health and safety training.

Competency Required

Key Competencies

- High level of skill in library management
- Extensive knowledge of and willingness to engage with current and developing Australian Curriculum standards
- Organisational skills to ensure effective utilisation of staff and resources
- Knowledge of and skills in the use of digital technologies, both established and emerging
- Understanding of the important role of literacy skills and literature understanding in student achievement
- Ability to share, collaborate, work as a team member and lead when appropriate
- Good communication skills when liaising with staff, students, and parents/carers
- Ability to cater to a wide range of learning styles and student abilities in a helpful and considerate manner
- Ability to undertake the functional requirements of the role including frequent sitting, standing, reaching, handling, pushing, pulling, lifting and carrying equipment/stock as requirement for the position.
- A good knowledge of teaching strategies and classroom management
- Membership of appropriate professional bodies.

Formal Qualifications

- Teaching qualifications from a recognised University or College
- Qualifications in Teacher Librarianship (preferred)

Essential Requirements

Eligibility for registration with the Queensland College of Teachers

Selection Criteria

Outlined below are the criteria that will be considered in the appointment of the Head of Information and Research Services.

1. Demonstrated knowledge and ability to plan and implement whole school literature- focused programs in a Junior School setting.
2. Experience in developing and teaching Information Literacy Programs.
3. Demonstrated capacity to oversee and manage all aspects of an automated Junior School library, inclusive of resource selection, acquisition and circulation.

4. Demonstrated ability to work collaboratively and be an effective team member.

Candidates are required to demonstrate the context in, and degree to which, they currently, or potentially, can meet these criteria.

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other work tasks, not specifically stated, that match with the skills required for the role. The Executive may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the School.

Authorisation

I hereby agree that this Position Description accurately reflects my work requirements.

Employee

Name Signature Date

**Director of
People & Culture**

Name Signature Date