



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 provides 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, administer and grade tests and assignments to evaluate students' progress
- Show written evidence of class preparation upon request of Faculty Head or Director of Studies
- Responsible for the care, welfare, academic oversight 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
- Be prepared to develop a knowledge of each of the students in their care and be prepared to meet with parents or guardians to discuss their children's progress
- Responsible for the maintenance and good order of College rules within the classroom
- Be part of a student's pastoral care and be prepared to assist students to develop their potential
- Instruct and monitor students in the use and care of equipment and materials in order to prevent injuries and damage
- Ensure College expectations regarding study habits, dress, behavior and respectful relationships are maintained
- Follow all administration policies governing students including maintaining accurate and complete student records

Librarian

- Assist in developing the library services and programs 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.

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KEY RESPONSIBILITIES

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

SELECTION CRITERIA

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

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