

Teacher Librarian

POSITION

DESCRIPTION



Reporting to:	Assistant Director of Teaching and Learning
Employment Fraction:	Fulltime (negotiable)
Teaching Tenure:	Ongoing
Leadership Time Release:	0.4 FTE
Leadership Tenure:	Three years
Leadership Salary:	Level 1
Commencing Location:	Kalkallo
Prepared:	July 2026

Position Context

Hume Anglican Grammar is an independent, multi-campus, co-educational and Anglican Diocesan School offering education from Prep to Year 12 in the Northern growth corridor of Melbourne. The School aims to provide its students with an education that prepares them for the challenges of life, equips them to contribute to the community in an environment based on Christian values and at a cost affordable to as many families as possible. It is Hume's fundamental belief that young people who are genuinely happy will engage, aspire and thrive within our learning community. By establishing high standards in all that it does, every student is encouraged and supported to discover and fulfil their unique potential.

Hume Anglican Grammar has an open enrolment policy so educates children from many faiths and with a diverse range of backgrounds and abilities. It has a strong sense of inclusivity and a community-minded focus. Hume is a progressive school, not just in the development of buildings and grounds, but also in innovative thinking and advancements in its approach to teaching and learning. This is led by a group of dedicated and expert teachers who practise their craft with skill, and by building the strongest of relationships with students. It is not by chance that Hume has young people who readily display warmth, humour and respect for one another and their teachers.

After 3 years located elsewhere, in 2011 the School commenced in Mickleham the Prep to Year 12 Freier campus on 10 hectares. In 2019, it opened another Prep to Year 12 campus in Donnybrook on an 8-hectare site. Starting with junior Primary year-levels, this campus will ultimately have an enrolment of 1,596. At Donnybrook, the Primary school has reached capacity with 588 students (as with Freier Primary) and with Secondary commencing in 2023 next year will have 784 Year 7 to 11 students. Each year as additional classes and year levels are added, it will progress to offer Year 12 in 2028.

In 2023, the School opened its third campus in Kalkallo, as a Primary and a feeder to the Freier and Donnybrook Secondary schools, it has followed a similar growth pattern to Donnybrook reaching capacity this year with 588 students.

In 2027, the School will enrol 3,408 students and expected to employ near 400 staff. The student enrolment at each campus will be at Freier 1,448, Donnybrook 1,372 and Kalkallo 588. Ultimately, by 2029, will have some 3,640 students (Freier 1,456, Donnybrook 1,596 and Kalkallo 588) with a corresponding cohort of teaching and general staff over 400 across its three campuses. It is expected to be one of the largest non-government schools in the State.

Recently, the School announced its acquisition of a 10-hectare parcel of land in Wollert for its fourth campus planned to open in 2033. This will comprise two Primary schools and a Secondary school and when it reaches its capacity, will enrol over 2,500 students. In all, Hume Anglican Grammar will ultimately educate over 6,000 students, with plans for further expansion.

Variation to the Role

Due to circumstances surrounding a particular appointment, there may be variations to the role as described at the top of this page. If so, it will be detailed below.

There are no variations to the role.

Purpose of the Position

The purpose of the Teacher Librarian is to enhance and support the teaching and learning program of Hume Anglican Grammar community through the leadership of the Learning Resource Centre, the development of information and digital literacy and the promotion of reading, inquiry and lifelong learning. The Teacher Librarian works collaboratively with staff to design and deliver learning experiences that develop students as curious, capable and independent learners who can locate, evaluate, create and communicate effectively in an increasingly complex world.

The Teacher Librarian collaborates with teachers, Head of Teaching and Learning, the Head of Campus, Heads of Curriculum, Subject Coordinators, and the Assistant Director of Teaching and Learning to design and deliver effective library, literacy, information literacy and digital citizenship programs. They will also work closely and collegially with Teacher Librarians across other campuses to support consistent and high-quality information service.

The Teacher Librarian supports the School's Vision for Teaching and Learning by developing the Learning Resource Centre as a welcoming and dynamic hub for reading, research, collaboration, creativity and inquiry. Through effective library services, resource management and curriculum partnerships, the Teacher Librarian contributes to the development of confident readers, critical thinkers and lifelong learners

As an information specialist and educator, the Teacher Librarian plays a key role in fostering a culture of reading, teaching information literacy and research skills, supporting responsible digital citizenship, and ensuring students and staff have access to high-quality resources and learning experiences.

Nature of the Position

Upon commencement, the Teacher Librarian will be based at Kalkallo. On occasion, the Teacher Librarian will be required to travel to the other campuses of the School in their private vehicle, so a valid driver's licence is essential. In the future there may be the requirement for the Teacher Librarian to perform part or all their role at another campus of the school.

The Teacher Librarian reports to the Assistant Director of Teaching and Learning and has other Library Staff as direct reports.

The Teacher Librarian will have a teaching load of 0.6 which will consist of a library-based lesson for every class in the Primary section of the school which aligns with the Australian Curriculum and fosters library skills and a love of reading. It is expected the remaining allocation of 0.4 is utilised for the performance of duties as described in this position description.

Responsibilities and Duties

Subject to the discretion of the Principal, the Teacher Librarian will teach and oversee all administrative and practical activities associated with the Learning Resource Centre and library services. As a specialist educator, they will play a key role in fostering a culture of reading, inquiry, critical and creative thinking, and information literacy. Working alongside teaching staff, they will support students to become curious, capable and independent learners who can locate, evaluate, create and communicate information effectively in an increasingly complex world.

Roles and responsibilities will include:

- Ensuring the day-to-day operation of the library is efficient, and resources and equipment are maintained
- Managing appropriate cataloguing, circulation and borrowing of resources, equipment and teaching aids to ensure efficient access for students and staff.
- Developing the Learning Resource Centre as a dynamic hub for reading, research, collaboration, innovation and independent learning.

- Collaborating and working closely with their colleague Teacher Librarians at other campuses
- Line-management of Library staff at the Kalkallo campus
- Collaborating with teachers to design and support inquiry-based learning experiences that develop student curiosity, questioning, research and problem-solving capabilities.
- Collaborating with teachers to identify, evaluate, develop and provide information resources that support curriculum delivery and student learning.
- Teaching students strategies for locating, evaluating, interpreting and ethically using information in a variety of formats.
- Maintaining and developing a contemporary, diverse and inclusive collection that reflects curriculum priorities, student interests and the values of the School.
- Developing programs that foster reading engagement, information literacy, inquiry and independent learning in collaboration with teaching staff.
- Supporting the development of critical and creative thinking through the curation of resources, learning experiences and student programs.
- Promoting responsible, ethical and safe participation in digital environments and supporting students to become informed digital citizens.
- Promoting a culture of reading, inquiry and lifelong learning through program, events and learning experiences such as author visits, Book Week, book fairs, Premier's Reading Challenge and others.
- Supporting teaching staff in the effective use of information resources, digital tools and research practices to enhance student learning. Setting and maintaining clear expectations for students in the use of the library as a resource centre and teaching area
- Maintaining a healthy and safe working environment, ensuring identified risks regarding equipment, resources and facilities are reported to appropriate OH&S personnel
- Supporting students and staff to effectively access, use and engage with library resources and services.
- Ensuring compliance with all regulatory rules and requirements
- Undertaking the duties of a teacher as defined by the Position Description for a Teacher
- Carrying out other duties as assigned by the Principal or nominated delegate

Qualifications, Skills and Experience

Essential

- Relevant qualifications in librarianship
- Full Victorian Institute of Teaching registration
- A strong understanding of the digital and information literacies curriculum
- Demonstrated knowledge of the requirements of a library in an educational setting
- Demonstrated enthusiasm for working with young people, with the knowledge and ability to support student achievement
- Wide knowledge of literature with the ability to promote and foster a vibrant and positive reading culture across the Prep to Year 12 spectrum
- Demonstrated knowledge of current and emerging technologies, their application within a school library and capacity to develop opportunities for enhancing student learning through their use
- Excellent organisational and management skills and experience in delivering a high standard of library services to meet the needs of students and staff
- Valid Driver's Licence

Desirable

- Professional membership of the Australian Library and Information Association (ALIA)
- Experience with the Oliver software package
- Awareness of and familiarity with different types of library information systems

Personal Qualities

- Outstanding communication and interpersonal skills to build relationships with stakeholders
- Well organised, approachable with a commitment to exceptional customer service
- Personal sense of initiative, enthusiasm and high energy
- A resourceful team member who is able to operate in a mentoring, collaborative and inclusive manner
- Possesses and communicates a love of reading and learning

Key Selection Criteria

1. Demonstrated knowledge and skills to operate successful library services
2. Outstanding skills as an educator of Primary aged students, passionate about research, reading and inquiry.
3. Demonstrated respect and professionalism in interactions with students, colleagues, parents and the community

This Position Description may be altered from time to time to meet the operational needs of the School.