

Teacher Librarian

POSITION DESCRIPTION

POSITION:	Teacher Librarian
POSITION STATUS:	Fixed Term Contract
CLASSIFICATION:	Teacher

POSITION OVERVIEW:

The Teacher Librarian is responsible for the development and implementation of a stimulating and engaging learner centered library and the provision of a range of support services for staff and students in areas such as teaching and learning and promotion of a reading culture. The Teacher Librarian promotes all aspects of the Library to the School community and evaluates their success to create an environment of continuous improvement.

KEY DUTIES & TASKS

1. Library Leadership

- Lead the development and implementation of the library program.
- Collaborate with classroom teachers to design and deliver engaging and relevant literacy instruction.
- Manage library resources, including print and digital materials, as well as library equipment and facilities.
- Promote reading for pleasure amongst students and instill a love of literature and lifelong learning across the wider school community.
- Support students in developing research and digital literacy skills.
- Engage and challenge learners within a supportive, information rich learning environment.
- Ensure that the library resources, facilities, programs and services support the learning and teaching and adheres to school curriculum at BMG.
- Assist individual learners to develop independence.
- Plan annual calendar of events including co-curricular activities to engage and excite students.
- To be an advocate for the library.

2. Professional Development

- Keep up to date with curriculum and resource development.
- Maintain VIT Registration and renew annually.
- Maintain adequate technology competencies relevant to teaching.
- Attend appropriate seminars and courses.
- Participate in the School's professional development programs.
- Be committed to improvement of student progress through understanding and analysis of data.

3. Child Safety

- Be familiar with and comply with the School's Child Safe Code of Conduct, PROTECT Four Critical Actions for Schools: Responding to incidents, disclosures, and suspicions of child abuse, and any other policies or procedures relating to child safety.
- Assist in the provision of a child-safe environment for all students.
- Demonstrate duty of care to all students in relation to their physical, emotional, and mental wellbeing.
- Complete all School assigned learning by the required due date.

4. Managing Self & Professional Skills

- Manage own behaviour in accordance with the Staff Code of Conduct.



- Adhere to and comply with Child Safe Standards regulations and Child Safe Code of Conduct.
- Adhere to and cooperate with all OHS policies and procedures and relevant legislation.
- Comply with legal, regulatory, ethical, environmental and social responsibilities and requirements.
- Manage own development and professional learning relative to this position.

5. Working with People

- Contribute as a proactive and effective member of a vibrant professional services team, whose activities integrate and promote the organisation's values.
- Participate in meetings in an active and constructive manner.

6. Other duties

- The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

ORGANISATIONAL RELATIONSHIPS

- **Reporting directly to:** Head of Library Services. This position will have the following secondary reporting lines depending on the campus location:
 - **Maddingley Campus:** Assistant Principal, Head of Literacy, Deputy Principal Head of Teaching and Learning and the Deputy Principal, Head of Maddingley Campus (Maddingley Campus).
 - **Woodlea Campus:** Assistant Principal, Head of Literacy, Deputy Principal Head of Teaching and Learning and the Deputy Principal, Head of Maddingley Campus (Woodlea Campus).

Direct reports to this position: n/a

Internal Relationships: This position liaises with internal staff across all levels and external providers as required in a highly professional manner.

External Relationships: External stakeholders including parents, guardians, administrators and other professionals and local community.

WORK DIRECTION/ SUPERVISION

- This position is responsible for the successful management of the assigned teaching duties and associated activities.
- Within the philosophies and policies of Bacchus Marsh Grammar, this position is required to assist in the promotion and further development of activities provided.
- This position will receive broad direction, guidance and informative feedback from senior stakeholders.

KEY SELECTION CRITERIA

Qualifications/Licences

- Current Victorian Institute of Teaching Registration (VIT).
- Appropriate Teaching qualifications.
- Appropriate Library qualifications desirable.

Essential Criteria

- Demonstrated experience teaching in a classroom and working as a teacher librarian.
- Strong knowledge and understanding of library management systems and digital resources.
- The ability to work collaboratively and communicate effectively with colleagues.
- A passion for lifelong learning and a demonstrated commitment to ongoing professional development.
- Excellent interpersonal and communication skills.
- Proven ability to build and maintain positive relationships with members of a community.
- Acts professionally and maintains appropriate confidentiality.



- Demonstrated ability to work both collaboratively as a member of a team and independently without supervision.

AUTHORISATION

PRINCIPAL APPROVAL

_____ Date: _____
Debra Ogston, Principal

STAFF AUTHORISATION

I have read and agree to abide by the requirements of this position description.

Staff Name: _____

Signature: _____ Date: _____