

# WAVERLEY CHRISTIAN COLLEGE Inc

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## Position Description

<b>Position:</b>	Library Manager
<b>Employment Status:</b>	FTE 1.0
<b>Reports Directly To:</b>	Director of Teaching and Learning
<b>Campus:</b>	Wantirna South

### Role

The Library Manager is responsible for overseeing and promoting the Library at Waverley Christian College. The Library Manager works collaboratively across each Campus and sub-school.

The Library Manager has an in depth knowledge of literacy, digital technology and educational practice. The Library Manager will also manage teams of students and teachers.

In addition to facilitating a positive and progressive learning environment in the Library, the Library Manager works to ensure that the Library setting is in harmony with the ethos and objectives of the College.

The Library Manager is expected to:

- Develop student love of reading
- Creating welcoming spaces
- Coordinate the provision of knowledge and information services, both print and non-print text
- Provide technical support
- Oversee Library projects
- Plan and evaluate activities
- Supervise staff and students

### Responsibilities

- To oversee the operations of the Library as the Teacher Librarian
- May have a small teaching component
- Assist students with their research using both print and ICT resources
- Promote reading, borrowing and use of the library to all students
- Promote the collections and services to students and staff
- Develop the Library (Primary and Secondary) fiction, non-fiction, reference collection and online collection by keeping abreast of current trends in literature and purchasing such resources which are in keeping with the College's literature policy
- Catalogue new resources not in SCIS database as well as catalogue AV resources (DVD's, CD's, eBooks, Clickview and all online resources including websites, databases and magazines)
- Assist with circulation duty including circulation of resources
- Assist students and staff to locate resources
- Explain the function and use of the library and library equipment to library users
- Oversee stocktaking in the library and removal of old resources

- Liaise with other schools, public libraries and educational authorities in relation to library matters
- Plan and conduct appropriate incursions/excursions
- Assist with teaching research skills
- Oversee the Premier's Reading Challenge
- Actively pursue best practice in teaching through professional development
- To be aware of relevant copyright legislation and ensure the Library is compliant
- Oversee Library displays
- Conduct Library Inductions
- Conduct staff development reviews
- Conduct Library classes as required
- Develop and maintain SEQTA Library page and support teachers in their use of library resources on the SEQTA platform
- Oversee the annual Library "Bookweek"

### **Pastoral Care of Students**

- Exercise a particular pastoral responsibility for students
- Undertake a Homegroup Assistant role, as required
- Know students well, including their diverse linguistic, cultural and social backgrounds
- Provide guidance and encouragement in the development of students' Christian character and social and emotional wellbeing
- Work with senior colleagues, support staff and agencies in ensuring student well-being and safety are paramount
- Partner with parents/caregivers in supportive ways and employing effective means of communication
- Show sensitivity toward students experiencing personal, social, or self-management issues
- Employ appropriate behaviour management strategies to ensure a safe, orderly and successful learning environment, addressing discipline issues promptly, fairly and respectfully

### **Professional Knowledge and Practice**

- Take responsibility for the teaching of designated subjects in accordance with the College's curriculum programs, the Victorian Essential Learning Standards (AusVELS) and other State Curriculum requirements
- Know the relevant curriculum content and understand the fundamental concepts, structure and enquiry processes relevant to the programs taught
- Ensure course documentation meets the requirements of the Victorian Registration and Qualifications Authority
- Incorporate Biblical principles and perspectives into the curriculum
- Structure lessons to meet the learning needs and cognitive and social development of students
- Understand and apply effective, developmentally appropriate learning and teaching strategies i.e. differentiated programs, direct teaching, clear learning intentions, feedback, formative assessment, higher order thinking skills, integration of digital technologies
- Keep abreast of current developments in educational thinking, curricula and teaching practice

- Develop students' skills and understandings in literacy and numeracy and use information and communication technology to contextualise and expand students' modes and breadth of learning
- Create, with students, a highly stimulating productive and positive learning environment which stimulates learning and promotes excellence
- Evaluate all aspects of teaching practice to ensure they are meeting the learning needs of students
- Establish and achieve high expectations of students in relation to engagement with learning, work standards, behaviour, manners and self-management

### **Qualifications**

- Teaching
- Master of Education (Teacher Librarianship), or be willing to gain

### **Professional Engagement**

- Support College-wide and sub-school curriculum and professional development priorities
- Maintain high quality, positive and effective working relationships with colleagues, contributing to team plans and programs
- Demonstrate respect and professionalism in all interactions with students, colleagues, parents and the community
- Value opportunities to engage with the school community within and beyond the classroom so as to enrich the educational context for students
- Ensure that all areas of the relevant Professional Standards for Teachers are being undertaken on a consistent basis
- Model effective learning by identifying own learning needs and analyse, evaluate and expand professional learning, both collegially and individually
- Contribute to the professional development of other staff members within the school by sharing knowledge, ideas and resources, and working as a member of a team
- Actively participate in and complete all aspects of the College's Teacher Professional Learning Plan and Staff Development Review process each year
- Analyse student progress and achievement so as to inform learning programs and teaching approaches
- Support the HoTL by assisting with curriculum programming
- Liaise with the LEAPS Coordinators in ensuring individual student needs are addressed
- Supervise student teachers as required

### **Inherent Requirements of the Position**

#### **Teaching Staff - General**

- Prolonged periods of standing
- Voice projection
- Some bending, crouching and stretching
- Standing tasks requiring twisting and turning
- Ability to administer first aid
- Occasional lifting and carrying
- Using computer for prolonged periods of time
- Able to work in an outdoor environment and differing weather conditions, including camps, excursions, yard duties, etc.

## **Occupational Health and Safety Responsibilities**

- Ensure, so far as is reasonably practicable, that work/study/classroom areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards to the Bursar and Property Manager as soon as possible

## **Administration / Duties**

As part of your teaching role, you are expected to participate in a range of duties beyond classroom responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Attendance at school meetings and staff devotions
- Official functions within school time (assemblies, chapel, concerts, sports events)
- Official functions outside of normal school hours e.g. presentation night, Parent BBQ's
- Professional Development days, Staff Retreat, end of year Staff Luncheon
- Parent-Teacher Interviews
- Participation in the General Working Bee
- Excursions, camps, competitions and other relevant curricular and co-curricular activities

## **College expectations of you include:**

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Upholding the College staff dress code
- The ability to carry out all administrative practices at the classroom level in a competent and professional manner. This covers, but is not limited to, keeping accurate Attendance Records, distribution of notices and newsletters, organization of resources, and care of furniture and property
- Accurately and appropriately complete all tasks of planning, evaluation and record keeping
- Maintain accurate records of student achievement including student profiles
- Provide a comprehensive 'hand over' of each student's performance/progress/needs to the following year's teacher
- Provide high quality reports to parents, both oral and written, and respond appropriately to written communiques
- Undertake yard and other supervision duties as required, and exercise responsibility for the welfare of students

Some duties will need to be performed at times other than during the school day or when students are in attendance, including on weekends. Your duties may be varied by the College from time to time in accordance with the College's operational requirements.