

## POSITION DESCRIPTION

<b>Title:</b>	Teacher Librarian
<b>Reports to:</b>	Principal through the Head of Library and Information Services
<b>Part-time:</b>	0.6 FTE
<b>Date:</b>	February 2020

Genazzano FCJ College is a high performing Catholic day and boarding school beginning with the Early Learning Centre (co-educational 3 and 4-year-old kindergarten) and girls only education from Preparatory to Year 12.

Reflecting the ideals and values of FCJ education, Genazzano FCJ College aims to promote the spiritual, moral and academic formation of its students. The Vision and Mission Statement describes the Genazzano graduate as a young woman with a passion for life, a love of learning and the courage and confidence to lead and serve others. It also identifies an excellent academic program, a quality religious education program, an intensive co-curriculum and an active engagement with issues of social justice as the means by which this vision can be achieved.

The professional environment for staff at Genazzano FCJ College emphasises innovation, the importance of life-long learning and quality relationships between staff, students and parents.

## EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Genazzano FCJ College is committed to creating and maintaining a child safe environment in which all students, including Aboriginal children and students with a disability, feel safe and are safe. Our College actively promotes the safety and wellbeing of all students and all staff members are committed to protecting students from abuse or harm in the College environment, in accordance with their legal obligations including child safe standards. A condition of employment is that staff are deemed to be persons suitable to work with children. Genazzano FCJ College has a *Child Safe Policy* and a *Child Safety Code of Conduct*. All staff members of the school are subject to and expected to comply with the *Child Safe Policy* and the *Child Safety Code of Conduct*.

## POSITION OBJECTIVES

The role of the Teacher Librarian is to provide excellence in the delivery of Library services to the College community through fostering a love of reading, promoting information literacy, and facilitating access to the collection. The Teacher Librarian will be a passionate educator and work collaboratively with the Head of Library and Information Services, Library staff, teaching staff and Multimedia team to ensure the effective daily operation of the Library and support the teaching and learning programs of the school.

## KEY RESPONSIBILITIES AND DUTIES

- Provide a welcoming experience and exceptional customer service to all Library users from ELC to Year 12, through tasks such as circulation, reader advisory and research assistance. This entails working in both the d'Houet Library and the Dr Judith Paphazy Early Learning Resource Centre in Grange Hill.
- Supervise students using library resources and spaces ensuring that the Library provides an environment that is conducive to learning. Some shifts involve working in the evening.
- Effective operation of the Library Management System, OCLC WorldShare.
- Work in conjunction with Library staff to deliver the R.O.A.D wider reading program.

- Assist with literature enhancement programs, including the annual Literature Festival (Litfest), CBCA Book Week Celebrations and other promotional activities.
- Contribute to the Library services' use of the Libguide platform to deliver quality, curated digital content for research, learning and reading enrichment.
- Assist teachers in planning units of work and selecting resources to support guided inquiry objectives.
- Assist with the selection of digital and physical resource materials appropriate to the collections and needs of the College community. Assist with the regular evaluation of these resources.
- Assist with ensuring all the resource materials are processed and made freely accessible to students and staff.
- Promote and advocate for the Library service within the College community, including active involvement in the co-curricular program with book clubs.

#### **PROFESSIONAL SKILLS REQUIRED**

- Be a skilled teacher, particularly in the Senior school.
- Use data of all kinds to evaluate and inform the development and growth of all aspects of the Library service in light of best practice examples.
- Maintain current knowledge in all areas of school librarianship through membership of professional associations, the reading of current literature and relevant professional learning.
- Be a positive and creative problem solver.
- Continue development of ICT skills as technologies evolve.
- Attend Library meetings and staff meetings as required.

#### **ACCOUNTABILITY & EXTENT OF AUTHORITY**

- The Teacher Librarian is accountable to the Principal through the Head of Library and Information Services.
- For implementation of Child Safe Standards, this position is accountable to the Deputy Principal – Child Safe Officer
- The position must ensure that it operates in accordance with the specific objectives, policies and strategies determined for the effective management of the College's resources and ensure decisions made by the position are subject to review by the Head of Library and Information Services.

#### **CONDITIONS OF EMPLOYMENT**

- A teaching salary, 0.6FTE, will be paid in accordance to the Victorian Catholic Education Multi Enterprise Agreement 2018 teachers according to qualifications and experience
- Benefits of the Victorian Catholic Education Multi Enterprise Agreement 2018 will be applicable to the role
- The successful applicant will be expected to hold a current VIT registration card