

POSITION DESCRIPTION

Title: Teacher Librarian
Reports to: Principal
Date: March 2024

At Genazzano FCJ College, we're on a mission... to fuse the wisdom gained from over 130 years of educating girls, with the best techniques and practices of contemporary learning. Together, it redefines individual academic success and creates a distinctive opportunity to equip girls for a future we cannot imagine – but are privileged to guide them to.

From the co-educational Early Learning Centre (3- and 4-year-olds) to the specialist girls' pathways from Preparatory to Year 12, Genazzano is on a relentless quest to unlock the potential of every student as they uncover their personal excellence and fuel their aspirations. To do this, our professional environment at Genazzano emphasises innovation, the importance of lifelong learning and quality relationships between staff, students and parents.

Our Catholic faith and educational expertise energise us to prepare our students for a future where the keys to success will be very different to that of the past. For this reason, we unapologetically coach our students outside their comfort zone and challenge them to think critically about the world they'll inherit. This commitment extends beyond the classroom. We believe in nurturing not just their minds but also their hearts and spirits. Hope, courage, and a profound sense of community are the pillars upon which Genazzano FCJ stands.

As a future-oriented community, with a distinctive learning culture and a heart for humanity, we value reflection, excellence, wisdom, and service to empower our students and staff to transform the world around them.

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, 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, facilitating access to the collection, and promoting the use of ICT.

The Teacher Librarian will be a passionate educator with senior school experience and VIT registration. They will have an extensive, current knowledge of children's and young adult literature and how to engage young people with reading for pleasure.

They will work collaboratively with the Head of Library, Library staff and teaching staff to ensure the effective daily operation of the Library and support the teaching and learning programs of the school.

KEY RESPONSIBILITIES

- Provide a welcoming experience and exceptional customer service to all Library users through tasks such as circulation, reader advisory and research assistance. This entails working in both the d'Houet Library for Year 5 to Year 12 students and the Dr Judith Paphazy Early Learning Resource Centre in Grange Hill for ELC to Year 4 students.
- Supervise students using library resources and spaces, ensuring that the Library provides an environment that is conducive to learning, collaboration and relaxation. One shift involves working in the evening, from 11am to 7pm. The other shifts are regular hours from 8am to 4pm.
- Effective operation of the Library Management System, OCLC WorldShare for circulation purposes and statistics.
- Work, in conjunction with the Library teaching team and English faculty, to deliver the R.O.A.D wide reading program (from Years 5 to 10) to nurture and support the reading experiences of all students.
- Work, in conjunction with the Library teaching team and Junior school teachers, to deliver the Lit Circles small group reading program.
- Work with the Library teaching team to deliver the Story Time sessions for the Early Learning Centre students, selecting books to read aloud and singing nursery rhymes to promote language acquisition and model a love for books and reading.
- Assist with literature enrichment programs, including the annual Literature Festival (Litfest), CBCA Book Week Celebrations, CBCA Shadow Judging and other promotional activities.
- Contribute to the Library services' use of the Libguides platform to deliver quality, curated digital content for research, learning and reading enrichment, particularly for the Junior School International Baccalaureate Primary Years Program.
- Ensure that all students become discerning users of information through the development and implementation of information literacy instruction.
- Assist subject teachers in planning units of work and selecting resources to support research requirements.
- Assist with the selection of digital and physical resource materials appropriate to the collection 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, Chess Club, Library Assistants and Duke of Edinburg service and creating content for the College enewsletter

SKILLS AND EXPERIENCE REQUIRED

- Be a VIT registered teacher

- 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.
- Maintain current knowledge of technology developments in libraries and 'Maker Spaces', including web-based platforms, databases, eResources, coding, etc. and to promote their use amongst staff and students
- Be a positive and creative problem solver
- Continue development of ICT skills as technologies evolve
- Participate in the staff appraisal process.
- Attend Library meetings and staff meetings as required.

REMUNERATION AND CONDITIONS OF EMPLOYMENT

- Benefits of the Catholic Education Multi Enterprise Agreement 2022 will be applicable