

Position Description



Position	Langer Library. Teacher-Librarian
Purpose of position	The Teacher-Librarian will be responsible for assisting in the management of the Langer Library, to plan, develop, implement, and promote the direction and organisation of the library's services under the direction of the Senior Librarian, and with close liaison with the staff and students. Maintaining a library in which a high level of resources, services and assistance are available to foster the mission of the College.
Position type	Teaching
Related positions:	
Primarily reports to	Senior Librarian
Dotted line reporting	
Key stakeholder(s)	Senior Librarian, Staff, Students, Junior High and Senior School Community
Direct people manager for	N/A

Position deliverables

Key focus area: Duties and Responsibilities

Curriculum Programmes and Information Literacy

- Collaboratively plan and assist staff to develop resource-based units of work and information literacy skills throughout the QCAA, Australian Curriculum and International Baccalaureate Diploma curriculums
- Assist staff to ensure the relevant use of ICT skills and of information resources
- Promote children's literature programmes, literacy and reading
- Ensure programmes and services are responsive to the needs of the Library's users

Langer Library Services

- Provide Reference assistance dealing with information requests from staff and students, accessing various information formats including books, eBooks, journals, the Internet, online databases etc
- Develop LibGuides assets, pathfinders, bibliographies etc as required
- Undertake the promotion of available resources, displays, special events, author visits etc.
- Train staff and students in the operation of OPAC terminals, online databases, the Internet and other resources as required
- Assist on the circulation desk with loans, reservations etc.

Management

- Assist in the development of the Library's Strategic Plan, policies, procedures and budget.
- Assist in the management of the Library's systems, programmes, services and staff to create an environment conducive to learning and in line with the school's mission
- Supervision of assistant staff members and students using the facility
- Supervise the building facility and request repairs and maintenance as required
- Monitor and develop plans in relation to computer technologies and services

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Collection Development

- In accordance with the Library's Collection Policy assist in developing a collection that supports the curriculum and general needs of the staff and students
- Assist in providing a collection which reflects different types of resources including new technologies, eBooks, databases, periodical resources etc.
- Provide support in maintaining various departmental library collections, supervise an efficient and systematic technical and clerical support service to handle and process new purchases and stocktakes.

Sundry Duties

- Maintain a personal Professional Development programme in library services, technological issues and teaching areas
- Attend network meetings, seminars, and conferences in line with library services
- Supervise night library for boarders as required
- Deal with telephone enquiries
- Supervise and coordinate voluntary library workers
- Other duties as required

Key focus area: Workplace Health & Safety

Responsibilities

The College is bound by the provisions of the *Work Health and Safety Act 2011* (the Act) which provides the legislative framework for workplace safety in Queensland. The Act protects employees, other persons at work, and members of the public who enter a workplace. It also creates significant responsibilities for individuals, notably Heads, managers and employees. Achievement of the College's WH&S objectives depends on the cooperative efforts of everyone concerned.

The employees of the College (including Contractors) are required to:

- Take care to protect their own health and safety, and that of their fellow workers.
- Comply with statutory requirements, College policies and procedures and all lawful instructions of managerial and supervisory staff.
- Wear and/or use all necessary protective clothing and equipment issued in order to protect the health and safety of themselves and fellow workers.
- Under no circumstances operate vehicles, plant or equipment while under the influence of alcohol, drugs or any other dangerous substance.
- Set a personal example.
- All employees must report all hazards and incidents to their Supervisor and the HR Department. Non-conformance with policies, procedures and lawful instructions

Key focus area: All employees are responsible for contributing to the College's strategic and operational outcomes and upholding standards of behaviour

Responsibilities

- Respect and uphold our Mission of "Excellence in Christian Co-Education" and our Christian Ethos
 - Demonstrates respect and integration of Christian Ethos as appropriate to the position requirements and completes accreditation (Pathways) if and as required

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- Demonstrates four professional behaviours of trust, accountability, unconditional positive regard, open feedback and communication
 - Uphold Code of Conduct and Valuing Safe Communities standards
 - Health and Safety:
 - take reasonable measures to protect their own health and safety and others
 - follow all reasonable Health and Safety policies, guidelines and directions
 - if in a leadership position, additional accountability for operational management of safe work practices in their area. Includes making appropriate resources, information and training available to their team members.
 - Understand and uphold standards in policies and other reasonable directions as directed
 - Comply with any directions noted in the employment contract and/or Lutheran Schools Single Enterprise Agreement
 - Actively and effectively participates in reasonable directions provided
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Selection Criteria

These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate. It is inclusive of essential knowledge, skills, experience and behavioural competencies.

SC1 – Qualifications. Recognised Teacher Librarian qualifications with current Queensland Teacher Registration. Experience in a Teacher Librarian position in a secondary school

SC2 - Demonstrated current knowledge of literature and reading programmes for adolescents and young adults.

SC3 - Extensive knowledge of library systems, information resources and computer technologies such as:

- *Library System*: Infiniti
- *LibGuides*
- *Information Online Databases and eBooks*: Gale databases, EBSCO, OverDrive, etc.
- Internet, Google scholar

SC4 - Organisational skills, management of spaces and ability to meet deadlines.

SC5 - Ability to work in a close team, following directions, work collaboratively as well as independently with a keenness to be an innovator.

All employees

SC-E1 - Personal capabilities

- Effective verbal and written communication and interpersonal skills.
- Well organised, able to establish own routines, meet deadlines
- Good verbal communication skills
- Attention to detail
- Ability and willingness to learn new skills
- Experience working with young children
- Demonstrated ability to exemplify care, dignity and respect, delivered through high personal accountability for professional workplace conduct
- Demonstrated commitment to reach their own potential (Plus Ultra) and in manner that aligns with the College's strategic and operational objectives and values.

SC-E2 – Christian Ethos

- An understanding of, respect and demonstrable support for the College's Christian ethos.
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General Requirements

Compliance Requirements

- Queensland Teacher Registration
- Right to Work in Australia

Terms and conditions

Enterprise Agreement Classification: Queensland Lutheran Schools Single Enterprise Agreement 2020

Teacher Classification – Schedule 2

Please refer to the Employment Contract, which may or may not include reference to the Queensland Lutheran Schools Single Enterprise Agreement.

Location:

St Peters Lutheran College Indooroopilly
Langer Library
66 Harts Road, Indooroopilly QLD 4068

All employees be required to travel to different locations to fulfil the requirements of their position.

Effective as at: February 2023