



Marian College

Teacher librarian



REMUNERATION SCALE:	Entitlements under the Victorian Catholic Education Multi-Employer Agreement 2018
TENURE:	ONGOING
FULL TIME EQUIVALENT:	Part-Time 0.6 FTE
REPORTS TO:	HEAD OF THE RESOURCE CENTRE

OVERVIEW

All staff members of Marian College are expected to support Catholic education in the Brigidine tradition as expressed in the College's vision and mission statements. Staff are expected to reflect the values of Kildare Ministries in the way that they perform their roles and in the relationships they form with all members of the College community.

Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

PRIMARY OBJECTIVE OF THE ROLE

The Teacher Librarian supports the operation and development of the Resource Centre. Central to the role is an understanding of the need to support and resource staff and student learning. The Resource Centre is to be a place of welcome where a love of learning is engendered. The purpose of this position is to develop learning and teaching programs and resources to enable our students to maximize their academic potential; become lifelong learners by developing their thinking and learning skills and develop the habit of reading as a core life skill. The Teacher Librarian empower students to become critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information. Teacher librarians have a key role in the development of information literacy and they work with teachers and other educators to build and strengthen connections between student information and research needs, curricular content, learning outcomes, and information resources. They provide support in the selection, acquisition, evaluation, and organization of information resources and technologies in all formats, as well as expertise in the ethical use of information. They combine curriculum knowledge and pedagogy with library and information management knowledge and skills.

MAJOR AREAS OF RESPONSIBILITY

The Teacher Librarian will:

- I support the learning and teaching program
- II support teacher pedagogy and curriculum planning
- III support general services in the Resource Centre

STATEMENT OF DUTIES

The following duties are aligned to the 3 major areas of responsibility of the Teacher Librarian:

Support the Learning & Teaching Program	<ul style="list-style-type: none"> – assist students to seek, critically evaluate, synthesise and present information – incorporate the essential knowledge and skills of the Victorian Curriculum into teaching and learning programs – employ a variety of teaching strategies to effectively implement the curriculum and actively engage students in the learning process
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	<ul style="list-style-type: none"> – develop a stimulating, inclusive learning environment by using a variety of styles and approaches to cater for individual learning needs and learning styles – provide opportunities for students to work in groups, individually or whole class – understand and accommodate the diverse learning needs of all students, including those with a disability or special learning need – develop strategies to foster a love of reading and literature for leisure – help students use a range of resources and technologies – expose students to a range of genres in both print and digital formats and guide students in their reading choices – develop and implement teaching programs for learning in a digital world – collaboratively plan and teach units of work with classroom teachers which incorporate an appropriate range of information literacy and digital literacy skills – collaborate with teachers to locate appropriate resources, both online and text-based – develop and maintain local and global resources including the library website, LibGuides Clickview and on-line databases
Support Teacher Pedagogy and Curriculum Planning	<ul style="list-style-type: none"> – be informed & proactive about current curriculum documents & developments, e.g. Victorian Curriculum – actively promote student information literacy across the curriculum – support the Head of the Resource Centre – support school leaders to integrate digital technologies into the curriculum – support teachers to develop literature based reading programs – collaborate with teachers and students to design and teach engaging inquiry and learning experiences and that incorporate multiple literacies and foster critical thinking – participate in the implementation of collaboratively planned learning experiences by providing group and individual instruction and evaluating activities – support and assist in the implementation of innovations in curriculum, pedagogy and digital technologies into the learning environment
Support General Services in the Resource Centre	<ul style="list-style-type: none"> – provide a high quality, welcoming, responsive and proactive library service and learning environment in which students feel confident that their information needs will be addressed – ensure continued innovation in the Resource Centre, promoting a lifelong love of learning, literacy and an appreciation and enjoyment of literature – employ strategies to maximise access to all resources – facilitate access to community resources and information services – ensure that the Resource Centre is multi-functional and a focal point for student learning – provide specialist assistance to students and staff in using Resource Centre resources including LibGuides, eBooks and online databases – support in the facilitation of desk duty, general reference work, troubleshooting technology issues for staff and students when required – understand copyright, fair use, and licensing of intellectual property, and assisting users with their understanding and observance of the same
Other	<ul style="list-style-type: none"> – the Teacher Librarian will, at times, be required to undertake other duties related to the role as directed by the Principal – in negotiation with the Principal it is possible for this role to evolve to capitalise on the individual strengths and initiative of the person in the position
<p>QUALITIES AND CAPABILITIES The successful candidate will demonstrate a comprehensive range of the following:</p>	

Commitment to Child Safety

- an understanding and familiarity with legal obligations relating to child safety (e.g. mandatory reporting)
- an understanding of appropriate behaviours when engaging with children and adolescents
- a suitable person to engage in child-connected work

Commitment to Justice

- a respect for the mission, identity and values of Kildare Ministries in the Brigidine Tradition as lived at Marian College
- incorporate justice in all areas of College life and as such be an enabler for the Kildare Ministries Vision for Living Justice
- ensure that staff members and students look to implement sustainability best practices within the College community

Dispositions

- a respect for the mission, identity and values of Kildare Ministries in the Brigidine Tradition as lived at Marian College
- an openness to learning in all situations
- willingness to continue to develop as a professional in the area of learning and teaching and school leadership
- collaborative participation in professional relationships
- a strong commitment to team work
- embrace the need for accountability

Attributes

- a teaching style that is enabling and nurtures the growth of others through sharing and skills
- the capacity to persevere in complex and stressful situations
- a proven capacity to work independently and calmly in the face of changing priorities, deadlines and pressures
- confidence and enthusiasm about the students and the College environment
- a sense of humour and appreciation of the appropriate use of humour
- sensitivity when working with people from diverse cultural backgrounds

Knowledge and understandings

- knowledge and expertise in the area of student and teacher learning, and the creation of supportive educational environments
- extensive knowledge regarding contemporary teaching practices
- understanding about different frameworks informing approaches to curriculum design and planning
- knowledge and expertise in the leadership and management of a Contemporary Resource Centre

Skills

- capacity as an exemplary and innovative teacher
- capacity to provide learning style characterized by a desire for continuous improvement, reflective thinking and innovation
- excellent organisational skills leading to effective, efficient and accountable work practices
- the ability to work collaboratively, flexibly, independently and creatively in a demanding environment
- highly developed interpersonal and communication skills demonstrating the ability to liaise and communicate effectively with people at all levels and from varying backgrounds
- the capacity to maintain professional relationships within the College
- excellent capabilities in the use of digital technologies
- the ability to integrate habits and practices of ongoing review and evaluation to ensure continuous improvement and development of the role and the learning and teaching program

<p>RISK AND OCCUPATIONAL HEALTH AND SAFETY The Teacher Librarian will:</p> <ul style="list-style-type: none"> – comply with legislated occupational health and safety practices and participate in consultative processes – observe safe work practices in accordance with training and instruction given – identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring (Risks arising in the workplace may be financial, site, task or person specific or related to safety.) – promote and implement occupational health and safety and risk mitigation processes within and across this area of responsibility 			
<p>KEY COMMUNICATIONS</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>INTERNAL Head of Resource Centre Resource Centre Team</p> </td> <td style="width: 50%; vertical-align: top;"> <p>EXTERNAL Library Associations</p> </td> </tr> </table>		<p>INTERNAL Head of Resource Centre Resource Centre Team</p>	<p>EXTERNAL Library Associations</p>
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Background & Qualifications	Appropriate teacher and librarian qualifications Extensive teaching experience Experience in working in a school library		
Other Requirements	VIT Teacher Registration Flexibility to vary working hours to fulfil requirements of position Dress Code: Professional Business Attire		
Contract & Conditions	Tenure: Ongoing Remuneration & Conditions: Entitlements under the Victorian Catholic Education Multi-Employer Agreement 2018		

AUTHORISED BY: PRINCIPAL

DATE: JUNE 2021