



# ROLE DESCRIPTION

## *Teacher Librarian*

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<b>Position Title</b>	Teacher Librarian
<b>Reports To</b>	Information Centre Coordinator
<b>Direct Reports</b>	Nil

### **PURPOSE OF THE ROLE**

A teacher librarian at Daramalan College is responsible for contributing to the welfare and the education of the students in the care of the school and for participating in leading, developing and maintaining the College's MSC ethos and philosophy.

A teacher librarian at Daramalan College supports and implements the vision of the College by advocating and building effective information services and programs which contribute to the development of lifelong learners and ethical, digital citizens. Curriculum knowledge and pedagogy is combined with library and information management knowledge and skills to achieve this.

A teacher librarian at Daramalan has a vital role within this educational community as a curriculum leader, an information specialist and an information manager who focuses on:

- learners and learning,
- teachers and teaching,
- resourcing the curriculum,
- facilitating access to information,
- developing a stimulating and welcoming physical environment,
- promoting and supporting literature and reading,
- developing digital literacy programs for students and staff, and
- demonstrating a commitment to implementing the relevant aspects of the School Improvement Plan and Positive Education initiatives.

### **MAIN DUTIES**

#### *Teaching*

- Plan, teach and evaluate collaboratively with other teachers to ensure the effective integration of information resources, technologies and collaborative tools into student learning with a focus on team teaching.
- Advocate and promote inquiry-based learning.
- Provide a reference service to staff and students.

- Provide specialist assistance to students and staff using technology, information systems and digital technologies.
- Induction of new students and staff into College and library information systems and processes.
- Supervision and pastoral care of students.
- Support teachers in accessing and integrating digital information resources into teaching and learning.
- Be proficient in the use of assistive technologies for inclusive education.
- Develop and promote literature enrichment programs.
- Support and assist in the implementation of innovations in curriculum, pedagogy and digital technologies into the learning environment.

### *Management*

- Assist with collection and resource development and management of information resources in a variety of formats.
- Ensure the library is a welcoming and supportive learning environment for students.
- Provide access to information resources through an efficient system for organising, retrieving and circulating resources.
- Ensure the day-to-day running of the library is efficient and resources and equipment are maintained.
- Maintain and update the Information Centre's presence in the College Learning Management System, as well as integrating progressive e-learning and information services.
- Evaluate information resources, in all formats, for use by teachers and students including the production of course bibliographies.
- Assist with promotional displays and events such as Book Week.

### *Reading and Literature*

- Select, read and promote a wide range of literature reflecting the interests of the readers.
- Develop a reading programme to encourage students to read a diverse range of fiction on a regular basis and be able to guide students in their reading.
- Use selection tools/reviewing journals to keep up to date with the latest releases.
- Be willing to run Book Clubs, Reading Circles and other literature-based activities.

### *Professional Learning*

- Demonstrate practices that reflect current educational practices in teaching and learning.
- Provide leadership in the embedding of digital technologies and associated skills.
- Instruct staff and students in specialist information tools and services.
- Provide professional learning opportunities for teaching and support staff.
- Actively participate in professional learning activities and professional networks.

## **ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE / SELECTION CRITERIA**

It is expected that a candidate will have an appropriate combined teaching and librarianship/information management qualification. A qualified teacher may be considered if in the process of obtaining the additional qualification and having some relevant experience. Experience in secondary schools is desirable.

Applicants are asked to write a statement of claims addressing the selection criteria. The statement addressing the selection criteria is to be no more than 4 pages. Applicants may wish to refer to the "Australian Professional Standards for Teachers" and the "Standards for professional excellence for teacher librarians" in response to the following criteria.

### **Selection Criteria**

1. Demonstrate an understanding of and value for:
  - MSC spirituality, and the ability to impart it to others.
  - The MSC vision for education.
  
2. Professional Knowledge
  - Have a sound understanding of inquiry-based learning and collaborative teaching practices.
  - Have a sound understanding of digital literacy and lifelong learning principles.
  - Have a detailed knowledge of children's literature and how to promote and foster a love of reading.
  - Have a sound knowledge of the Australian Curriculum and current educational pedagogy including resource provision for differentiation, inclusive education and personalised learning.
  
3. Professional Practice
  - Create a warm, welcoming, learner-centred library environment.
  - Demonstrate effective skills in information and communication technology.
  - Demonstrate current teaching and learning practices which encourage student engagement.
  - Work with others to ensure equitable access of resources across the school community.
  - Demonstrate effective interpersonal and communication skills.
  - Be able to work as part of a team which includes teacher librarians and qualified support staff.
  - Support teachers with resources across all curriculum areas.
  - Collaborate and team teach with teachers in the Information Centre and in their classroom in a BYOD environment.
  - Be able to integrate all aspects of information services into the Learning Management System.

#### 4. Professional Commitment

- Actively participate in professional learning activities, professional networks outside the College and appropriate committees within the College.
- Provide leadership in the embedding of digital technologies and inquiry learning across the curriculum
- Demonstrate a willingness to be involved in co-curricular programs.
- Provide professional learning for staff on a range of learning technologies.
- Actively participate in implementing new directions or innovations in the learning environment of the College.

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