



POSITION DESCRIPTION FOR TEACHER LIBRARIAN

INTRODUCTION

All jobs within Tudor House are designed to support the mission of the School which is to make an outstanding impact for the good of society through its students, and by the quality of its teaching and leadership in education.

Tudor House views all its employees as “teachers” in as much as it recognises that the service given, even if not in a classroom, supports an environment wherein boys and girls are witnessing professional and dedicated behaviour. All employees of Tudor House contribute to those intangibles of tone and ethos which can have a profound impact upon a student.

No job description can adequately describe all the tasks that might form part of a colleague’s duties. However, it is important that the essence of the job be described, for this can help colleagues to understand their job. It can also help with staff appraisal, for it provides the criteria against which a colleague can be measured both by themselves and by their supervisor.

NATURE AND SCOPE

The Teacher Librarian is responsible to the Head of School and will facilitate and support the learning and teaching needs of students and staff. You will be in a unique position to design, and deliver effective and collaborative Library and information services and establish information skills programs to enhance curriculum outcomes. Working closely and collaboratively with the School to support and enhance the curriculum and philosophy of the School, you will support in guiding and directing the students in a prepared environment that challenges them to reach their full potential.

OBJECTIVES, TASKS, RESPONSIBILITIES

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
- Supervision and pastoral care of students
- Support teachers in accessing and integrating digital information resources into teaching and learning
- Support students in the safe and effective use of digital information resources to support inquiry-based assignments
- Support teachers in accessing relevant literature to support and enhance units of inquiry
- Be proficient in the use of assistive technologies for inclusive education.
- 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
- Build relationships with local book sellers and network with other IPSHA school librarians and Primary Years Programme (PYP) Coordinators

- Build the library collection through schemes such as, Birthday Books and Grandparents' Day Book Stalls

Reading and Literature

- Select, read and promote a wide range of literature reflecting the interests of the readers, keeping up-to-date with new releases and award winning books, eg Book Week, Children's Book Council of Australia awards
- Develop a reading programme to encourage students to read a diverse range of fiction and non-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
- Work alongside colleagues to select and purchase suitable literature for the Annual Prize Day

GENERAL REQUIREMENTS

Employees at Tudor House are expected to:

1. Ensure a professional relationship with students and colleagues at all times and particularly bear in mind the School's Code of Conduct
2. Participate in an induction process to be undertaken by the Head of School when the nature of your relationship with students will be more fully explained and you will be able to ask questions to clarify the boundaries in respect to these relationships
3. Be supportive of the School's ethos and helpful in advancing the mission of Tudor House
4. Be good ambassadors for the School
5. Work well on their own and be pro-active in the fulfilment of their duties
6. Work well collegially and be able to promote harmony and wellbeing within the workplace
7. Have good interpersonal skills and be able to work in a friendly and cooperative manner with colleagues

8. Support Equal Opportunity, adhere to Work Health and Safety guidelines, and fulfil their duty of care
9. Adopt behaviour which is supportive of other colleagues irrespective of their race, culture of background
10. Contribute to their professional development and seek to improve those skills which will be drawn upon in the fulfilment of their role with the School
11. Be good role models in terms of personal hygiene, grooming, language and punctuality
12. Possess the very highest standards of integrity and honesty

QUALIFICATIONS

Minimum qualifications required:

- Recognised teaching qualifications and experience in K-6 education
OR
- Diploma of Education and Diploma of Library and Information Studies
OR
- Diploma of Education (Teacher Librarianship)
- Eligibility for membership of the Australian Library and Information Association (ALIA)
- Experience and enthusiasm for utilising technology in teaching and learning
- Highly advanced ICT skills
- Extensive knowledge of children's literature

TERMS AND CONDITIONS OF EMPLOYMENT

Some of the terms and conditions of employment for a Teacher at Tudor House are outlined in the *Independent Schools NSW Standards Model (Teachers) Multi Enterprise Agreement 2017* (Industrial Instrument).

WORK HEALTH AND SAFETY

The King's School, Tudor House has a documented Work Health and Safety Policy together with relevant procedures and other documentation. You are required to comply at all times with the Policy and Procedures as well as any reasonable and lawful direction relating to workplace safety. Your WHS obligations include:

- Cooperating with the School in ensuring your safety and the safety of others at all times

- Following policies, procedures and lawful direction designed to ensure a safe work environment
- Reporting any hazard, injury, or near miss through the School's RMS system
- Following emergency evacuation and management procedures if required
- Following Safe Work Procedures, Standard Operating Procedures and Manual Handling Guidelines appropriate to your duties
- Undertaking WHS training as deemed relevant to your role

FINALLY

No job description can capture the complexity of tasks within a school. Therefore, this job description should not be seen as limiting and some flexibility is required when using this job description. There will be other tasks, not described above, that may be given to this position from time-to-time.

This job description will need to be reviewed periodically in order to ensure it remains relevant in a rapidly changing education environment.