

PURPOSE OF POSITION

The Teacher Librarian is responsible for leading and managing the College Library as a contemporary learning resource centre that supports literacy, research, learning and student achievement. The role combines teaching responsibilities with the development and promotion of library services, resources and learning spaces.

The Teacher Librarian works collaboratively with teaching staff to enhance curriculum delivery, foster a culture of reading and information literacy, and support students in becoming effective, ethical and independent learners. Staff of St John's Regional College demonstrate a passion for teaching and learning and build positive relationships with students founded on mutual trust and respect in accordance with the College's Child Protection Policies and Procedures.

The Teacher Librarian is appointed by the Principal and is expected to work in partnership with College leadership, Learning Area Leaders and teaching staff to enhance learning outcomes and promote student engagement through both classroom teaching and library services.

REMUNERATION AND KEY RELATIONSHIPS

REMUNERATION	Teacher Classification based on experience
REPORTS TO	Junior Learning Program Leader
KEY INTERNAL LIAISONS	Deputy Principal – Teaching and Learning Deputy Principal – Student Engagement Junior Learning Program Leader Learning Area Leaders

SPECIFIC RESPONSIBILITIES

STUDENT ENGAGEMENT

- Strive to help students to understand, accept and appreciate Catholic teaching and values through their teaching and personal example
- Provide students with a child safe environment
- Be familiar and comply with the school's Child Protection Policy and Child Safety Staff Code of Conduct
- Have a sound knowledge of students, how they learn and any factors which may impede their learning
- Structure learning and co-curricular activities to meet the physical, social and intellectual development and characteristics of students
- Apply established and appropriate student behaviour management strategies
- Respect family privacy and treat information with the appropriate level of confidentiality
- Establish relationships with all members of the Community, founded on trust, respect and open communication

- Collaborate with Learning Mentors, Learning Diversity, House Leaders, Student Engagement Team, Junior and VCE Program Leaders in monitoring student progress and wellbeing
- Develop a positive climate that encourages student resilience, an inquiring mind and a shared responsibility for learning
- Use appropriate verbal and non-verbal language when dealing with student concerns
- Demonstrate a sound understanding of the learning and wellbeing educational needs of young people
- Accept and operate within the Catholic, Lasallian and Presentation educational ethos of the College
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work
- Promote literature, reading and lifelong learning.
- Support information literacy, digital citizenship and ethical research practices.
- Organise lunchtime activities in the Library promoting learning and engagement.

TEACHING AND LEARNING

- Fulfil an allocated teaching load and undertake all classroom teaching responsibilities.
- Develop engaging learning experiences supporting literacy, inquiry learning and critical thinking.
- Collaborate with teachers to integrate information literacy across curriculum areas.
- Provide timely feedback and maintain student records.
- Understand and adhere to the MACS Vision for Instruction and St John's Vision for Learning.
- Develop a stimulating learning environment by using a variety of styles and approaches to cater for individual learning abilities.
- Be prompt and prepared for timetabled classes.
- Set and maintain realistic and challenging expectations related to the standards of student performance.
- Use a variety of assessment tasks and tools to monitor student progress
- Provide timely and comprehensive feedback to promote student achievement and highlight areas for improvement.
- Maintain a realistic, consistent homework program for students and monitor completion.
- Prepare class resources and materials which cater to a range of student abilities.
- Ensure all student records are updated accurately in the College data management systems
- Contribute to the development of course materials for units of work that is compliant with the requirements established by the Victorian Regulations and Qualifications Authority (VRQA), Victorian Curriculum and Assessment Authority (VCAA) and Melbourne Archdiocese Catholic Schools (MACS).
- Demonstrate current knowledge, competence and confidence within their relevant subject disciplines.
- Demonstrate innovative thinking/theory/practice in their learning area.
- Attend all scheduled staff meetings as required.
- Attend all assemblies and liturgies as required.
- Ensure all yard duty responsibilities are met.
- Understand and adhere to the MACS Vision for Instruction and St John's Vision for Learning.
- Participate in official College functions including, Parent Teacher Interviews, Staff Formation Days, Mission Action Day, House Athletics/Aquatics Day and Professional Learning Days.

- Be aware of Acts of Parliament (Copyright Act 1968, Equal Opportunity Act 2010, Commonwealth Privacy Act 1988 etc).
- Ensure College purchasing protocols are followed when ordering resources and materials
- Oversee the day-to-day operation of the College Library.
- Oversee and maintain a contemporary print and digital collection.
- Oversee acquisitions, cataloguing, circulation and maintenance of resources.
- Support copyright compliance and ethical use of information resources.
- Foster a culture of reading across the College.
- Promote literature through events, displays and reading programs.
- Support students in selecting appropriate reading materials.
- Work with staff to strengthen literacy across learning areas.

PROFESSIONAL RESPONSIBILITIES

Commit to ongoing professional learning and continually strive to improve teaching and learning strategies as per VIT requirements.

- Engage with colleagues and improve practice through the Professional Learning Teams and other activities.
- Share ideas and resources with others in given learning areas.
- Be an active member of a relevant professional association as duties permit.
- Remain abreast of statutory requirements published by VCAA, VRQA and other bodies ▪ Adhere to the Health and Safety policies of the College

COMMUNITY

- Participate in a range of co-curricular activities
- Be available for at least one camp/overnight stay per year
- Support and be involved in the co-curricular program
- Proactively encourage students to participate in co-curricular activities
- Act as a role model for students participating in co-curricular activities
- Oversee the provision and care of relevant equipment, materials and first aid requirements
- Actively work towards the College strategic plan

OTHER RESPONSIBILITIES

This statement of duties is not intended to be an exhaustive or exclusive list of duties assigned to the position. They are intended as a guide as to the responsibilities of the role. The position is subject to review and modification by the Principal (or nominee), in negotiation with the appointee, in response to the evolving needs of the College, and experience and expertise of the appointee. The position is employed in accordance with the terms and conditions of the Victorian Catholic Multi Enterprise Agreement 2022 and any subsequent amendments and industrial agreements.

This role is subject to ongoing review and may change to suit the requirements of St John's Regional College.

KEY SELECTION CRITERIA

- Teaching qualifications
- Current VIT registration
- Accreditation to teach in a Catholic school (or be working towards)
- Accreditation to teach Religious Education (desirable)
- A demonstrated understanding and commitment to the ethos of a Catholic school and its mission.
- Highly developed interpersonal and communication skills including the ability to communicate clearly, personably and effectively with young people, parents and the school community
- Possess a collaborative and flexible approach and ability to work with others towards a common goal
- Excellent organizational and time management skills
- An expectation that regular professional learning is undertaken in order to maintain a high level of awareness of current and best practice
- Knowledge of contemporary library operation systems and educational technologies.