

## POSITION DESCRIPTION: Teacher Librarian

<b>Title</b>	Teacher Librarian
<b>Reporting to</b>	Head of Library and Information Services
<b>Primary Objective</b>	<p>The successful candidate for this role will plan, deliver, evaluate, and refine programs that promote literacy and reading within scheduled library lessons.</p> <p>They will specialise in Children’s Literature and be enthusiastic about teaching students in ELC, Prep, Grade 1, 2, 3 and 4.</p> <p>In addition, they will take an active role in maintaining and developing effective collections, resources, and services for students and teachers.</p>
<b>Key Internal Relationships</b>	<ul style="list-style-type: none"> <li>• Principal</li> <li>• Assistant Principals</li> <li>• Heads of Department and Faculty, especially the Head of Library and Information Services</li> <li>• Teachers</li> <li>• Students</li> </ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Create and deliver library classes.</li> <li>• Work with teaching staff to take a strategic approach to cultivating a love of reading.</li> <li>• Promote an understanding of the essential relationship between reading ability and academic success.</li> <li>• Foster an environment where students are engaged in reading, viewing, listening and creating for understanding and enjoyment.</li> <li>• Be involved in the selection, maintenance, and withdrawal of books.</li> <li>• Take an active role in the development of the collection, assisting to ensure a balance between subject and ability levels that show an active engagement in diversity and equality issues.</li> <li>• Involvement in the development and organisation of library events to promote Children’s fiction and Young Adult literature, such as Book Week.</li> <li>• Collaboration with the Library Technician in creating library displays.</li> <li>• Effective use of the School’s Learning Management System to enhance Teaching and Learning.</li> <li>• Contribution to the delivery of quality online services.</li> <li>• Participation in before and after hours and lunchtime activities as well as supervision of students.</li> <li>• Assist with day to day tasks, including contacting books and basic cataloguing, to help ensure the smooth and productive running of the Library.</li> </ul>

<b>Performance Indicators</b>	<ul style="list-style-type: none"> <li>● Provision of quality library classes.</li> <li>● Efficient and helpful responses to student and staff requests.</li> <li>● Timely availability of material for the library collection.</li> <li>● Effective maintenance of the library collection and electronic resources.</li> <li>● Efficient and effective workflows.</li> <li>● Being a team player.</li> </ul>
<b>Key Selection Criteria</b>	<ul style="list-style-type: none"> <li>● Working with Children Check.</li> <li>● Extensive knowledge of current Children’s Literature to meet the students’ needs for both recreational reading and learning.</li> <li>● Strong knowledge of trends in literacy and education.</li> <li>● Proven record in developing and implementing activities, displays and events in library events.</li> <li>● The ability to use the School’s Library Management System, Infiniti, or a similar system.</li> <li>● Suitable skills in technology and the digital environment.</li> </ul>
<b>Personal requirements and competencies</b>	<ul style="list-style-type: none"> <li>● Highly motivated, dedicated and organised.</li> <li>● The ability to adapt to changing technologies.</li> <li>● Excellent communication skills.</li> <li>● Should enjoy working with students of all age groups and a highly professional teaching staff.</li> <li>● Ability to demonstrate initiative.</li> <li>● Creativity.</li> <li>● Problem solving skills.</li> <li>● Possess a love of Children’s and Young Adult literature, as well as a motivation to promote reading.</li> </ul>
<b>Tenure</b>	<b>Fixed Term – Part time 0.6 FTE</b>

**This Position Description may be subject to change during the term of the appointment as part of a normal process of ongoing evaluation of the School's operations.**

## **Statement of Commitment to Child Safety**

Alphington Grammar School is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. Alphington Grammar School has zero tolerance for child abuse. We are committed to providing a child safe environment where children and young people feel safe and are safe, and their voices are heard about decisions that affect their lives. Particular focus will be placed on the safety of Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability. Every person involved in Alphington Grammar School has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

All employees of Alphington Grammar School are responsible for ensuring the Child Safe Policy is enforced and are required to sign the AGS Code of Conduct for Behaviour with Children and undertake training in this area as required.

All applicants should be aware that the school conducts extensive background checks in accordance with our Child Safe Policy including:

- a) Working With Children Check Clearance, VIT registration or similar check as applicable;
- b) Proof of personal identity and any professional or other qualifications;
- c) The person's history of work involving children; and
- d) References that address the person's suitability for the job and working with children.



## Staff Acknowledgement

I \_\_\_\_\_ have read the enclosed Position Description and understand the roles and responsibilities outlined within.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_