



Caroline Chisholm Catholic College

Position Description – Teacher Librarian

CLASSIFICATION:

Teacher

REPORTS TO:

Principal via Deputy Principal Learning & Teaching/Head of Library

The Teacher Librarian is directly responsible to the Deputy Principal Learning and Teaching and is integral to the school community and to the experience of learning for students and teachers.

Duties

Specifically, duties include:

- Develop the area so that it is responsive to contemporary learning and pedagogy
- Encourage students and staff in using the library by supporting a range of library-based activities
- Assist staff and students to be discerning users of information and help build a program.
- Effectively use the library management system (Infiniti) to curate and promote physical and online resources in consultation with teachers
- Support staff with supervision of students
- Work collaboratively with teachers and school leaders to identify curriculum and learning needs
- Collaborate with others to plan, resource and provide learning experiences, which incorporate digital and information literacy skills and processes
- Select and promote resources to facilitate student learning within a contemporary curriculum
- Engage and empower students to read, view, listen and respond to texts for understanding and enjoyment
- Develop and access resources to support equity of educational opportunities for all students
- Promote high quality literature and authors to all learners through specific activities
- Evaluate student learning, Information Services Centre programmes and services to inform professional practice.
- Year 7 to 9 Reading Programme
 - Promote the Reading Programme
 - In collaboration with the Literacy Coach and Head of Learning English, oversee the planning and delivery of Year 7 to 9 Reading Programme
 - Organise and manage Information Services Centre staff support to conduct reading groups
 - Work with Heads of Learning to implement explicit teaching of information literacy skills at Years 7, 9 and 11.

Budget and Resourcing:

Budgeting and resource procurement responsibilities involve overseeing the development and maintenance of student resources related to learning and teaching programmes within the Information Services Centre and as requested by Learning Areas. This involves purchasing, maintaining and developing resources for the Learning Area.

These duties are indicative, and the College has the right to vary these duties to accommodate the

demands of a changing and evolving educational environment.

Other duties as directed by the Principal

Selection Criteria

- A commitment to Catholic Education
- Appropriate qualifications and/or experience
- Experience in the use of computerised database systems including accurate, efficient and effective data entry.
- Strong knowledge of Windows based computer applications is essential
- The ability to work under pressure with accuracy
- Time management skills and the ability to develop, maintain and monitor own work programme to meet deadlines
- Ability to exercise high work ethics
- Ability to work under limited direct supervision and to exercise discretion within established work practices
- Highly developed oral and written communication and interpersonal skills
- Experience in working within a team environment
- Holds valid VIT registration
- National Police Check

Terms & Conditions

Terms and Conditions of employment are as per the Catholic Education Multi Enterprise Agreement 2022 (CEMEA).

This position will undergo a performance review during the tenure period.

Child Safe School

Caroline Chisholm Catholic College is committed to creating and maintaining a child safe environment in which students feel safe and are safe. The College has established, implemented and continuously reviews and improves our Child Protection Program in accordance with Ministerial Order No. 1359 and the National Principles for a Child Safe organisation.

For further information on our Child Safety Code of Conduct and our Child Protection and Safety Policy please refer to our website: www.cccc.vic.edu.au