

TEACHER LIBRARIAN

POSITION

DESCRIPTION



Reporting to:	Director of Teaching and Learning
Employment Fraction:	Fulltime
Teaching Tenure:	Ongoing
Leadership Tenure:	4-year fixed term
Leadership Salary:	Level 3
Leadership Time Release:	0.8 FTE and Homeroom (or equivalent)
Commencing Location:	Mt Ridley or Donnybrook
Prepared:	August 2022

Position Context

Hume Anglican Grammar is a multi-campus co-educational Anglican Diocesan School offering education from Prep to Year 12 in the Northern growth corridor of Melbourne. We aim to provide our students with an education that prepares them for the challenges of life, equips them to contribute to the community in an environment based on Christian values and at a cost affordable to as many families as possible.

Hume Anglican Grammar has an open enrolment policy so educates children from many faiths and with a diverse range of backgrounds and abilities. It has a strong sense of inclusivity and a community-minded focus.

Since 2011, the School has occupied the Mt Ridley P-12 campus of 10 hectares, this site will ultimately have some 1,400 students. In 2019, it opened a 8-hectare second campus in Donnybrook. Commencing with junior primary, each year additional classes and year levels are added so the campus will ultimately have an enrolment of 1,300 from Prep to Year 12. This year, the school has 2,005 students and employs some 210 staff - 146 teaching and 64 non-teaching.

In 2023, the School will open its third campus in Kalkallo, as a Primary (P-6) school and as feeder to the Mt Ridley and Donnybrook Secondary schools, it will follow a similar growth pattern to Donnybrook with eventually some 600 students. In 2022, the first classes for the new campus have commenced and are being accommodated at the Donnybrook campus, to then move to the new site in 2023. Currently, the student enrolment at each campus is: Mt Ridley 1,355, Donnybrook 525 & Kalkallo 125.

The school is on a growth trajectory and in 2023 is expected to increase to 2,300 students and ultimately have some 3,300 students (Mt Ridley 1,400, Donnybrook 1,300 and Kalkallo 600) with a corresponding cohort of teaching and general staff on its three campuses with plans for further expansion.

Purpose of the Position

The purpose of the Teacher Librarian is to enhance and support the Hume Anglican Grammar community's teaching and learning program, foster a love of reading, manage resources, guide and assist staff and students to promote knowledge and skills, and develop information literacy. The Teacher Librarian will collaborate with teachers, Heads of Teaching and Learning, Heads of Faculty, Heads of Curriculum, Subject Coordinators, and the Director of Teaching and Learning to design and deliver effective library, information and digital literacy programs.

The Teacher Librarian supports and implements the vision of the School community through advocating and building effective library and information services and programs that contribute to the development of lifelong learners. As a curriculum leader, they work with staff to ensure information literacy outcomes are a major school focus. As information specialists, they provide

access to information resources through efficient and well-guided systems for organising, retrieving and circulating resources.

Maintaining positive relationships with all key stakeholders, the Teacher Librarian will work closely with teachers to develop resources and provide materials to support classroom teaching. The Teacher Librarian will also play a key role in developing eResources for students to access and support the digital culture of the School.

The Teacher Librarian will play a key role in facilitating the development of a reading culture, the development of literacy skills, and will foster a love of reading amongst the student body. The Teacher Librarian also has a focus on teaching literacy skills and assisting in the creation of responsible digital citizens. The Teacher Librarian has a key role in the management and delivery of library services to students and staff and will have a high level of independence and accountability.

Nature of the Position

Teacher Librarian responsibilities encompass the whole school; from Prep to Year 12. Hence the Teacher Librarian will create, implement and nurture strategies for weaving information services into a multi-disciplinary curriculum at all levels. From 2023, there will be two Teacher Librarians at Hume Anglican Grammar.

Upon commencement, the Teacher Librarian will be based at a particular campus of the school. The Teacher Librarian will be required to travel to the other campuses of the School in their private vehicle, so a valid driver's licence is essential. In the future there may be the requirement for the Teacher Librarian to perform part or all of their role at another campus of the school.

The Teacher Librarian has other Library Staff as direct reports and, considering the growth of the School, staffing within information services is expected to grow.

The Teacher Librarian will have a teaching load of 0.2 which will consist of timetabled subject classes within their teaching area. It is expected the remaining allocation of 0.8 is utilised for the performance of duties as described in this position description.

Responsibilities and Duties

Subject to the discretion of the Principal, the Teacher Librarian will teach, and oversee all administrative and practical activities in the daily operations of library services, including the physical library space. They will also play a key role in developing teaching and learning programs related to literacy and digital and information systems.

Roles and responsibilities will include:

- Maintaining a library as a welcoming and supportive learning environment
- Ensuring the day-to-day operation of the library is efficient, and resources and equipment are maintained
- Teaching students literacy, resource acquisition strategies and information processing skills as a component of the 0.8 allocation
- Managing appropriate cataloguing and borrowing systems for resources, equipment and teaching aids that support school needs, including the use of the Oliver (or equivalent) Library Management System
- Playing a lead role in the use of emerging technologies within the library context and implementing technological changes reflecting contemporary library practice
- Managing all library resources, equipment and budget
- Evaluating the effectiveness and flexibility of information services in meeting school and student needs and contributing to strategic planning of library services
- Managing the operation of the circulation desk
- Overseeing the preparation of bulk loans of resources for student use and the collation of teacher resources
- Collaborating and working closely with their colleague Teacher Librarian at other campuses
- Managing Library staff
- Collaborating with teachers to assist with resource collection and development and the management of information resources in a variety of formats
- Evaluating information resources, in all formats, for use by teachers and students

- Selecting, reading and promoting a wide range of literature reflecting the interests of readers across the Prep to Year 12 spectrum
- Developing a reading program in collaboration with teaching staff to encourage students to regularly read a diverse range of fiction and be able to guide students in their learning
- Promoting a love of literacy through the promotion of events such as Book Week
- Providing specialist assistance to students and staff in using the school information service facility for independent reading, viewing and listening
- Working collaboratively with library staff and teachers to identify and locate appropriate resources to complement units of study within specific subject areas
- Setting and maintaining clear expectations for students in the use of the library as a resource centre and teaching area
- Maintaining library spaces as active, vibrant, orderly and efficient learning areas
- Maintaining a healthy and safe working environment, ensuring identified risks regarding equipment, resources and facilities are reported to appropriate OH&S personnel
- Supporting students to become resourceful, independent users of the library
- Developing and implementing professional learning for staff to develop their information literacy skills
- Ensuring compliance with all regulatory rules and requirements
- Undertaking the duties of a teacher as defined by the Position Description for a Teacher
- Carrying out other duties as assigned by the Principal or nominated delegate

Qualifications, Skills and Experience

Essential

- Relevant qualifications in librarianship
- Full Victorian Institute of Teaching registration
- A strong understanding of the digital and information literacies curriculum
- Demonstrated knowledge of the requirements of a library in an educational setting
- Demonstrated enthusiasm for working with young people, with the knowledge and ability to support student achievement
- Wide knowledge of literature with the ability to promote and foster a vibrant and positive reading culture across the Prep to Year 12 spectrum
- Demonstrated knowledge of current and emerging technologies, their application within a school library and capacity to develop opportunities for enhancing student learning through their use
- Excellent organisational and management skills and experience in delivering a high standard of library services to meet the needs of students and staff
- Valid Driver's Licence

Desirable

- Professional membership of the Australian Library and Information Association (ALIA)
- Experience with the Oliver software package
- Awareness of and familiarity with different types of library information systems

Personal Qualities

- Outstanding communication and interpersonal skills to build relationships with stakeholders
- Well organised, approachable with a commitment to exceptional customer service
- Personal sense of initiative, enthusiasm and high energy
- A resourceful team member who is able to operate in a mentoring, collaborative and inclusive manner

Key Selection Criteria

1. Demonstrated information management knowledge and skills to operate successful library services
2. Outstanding organisational skills, planning, and ability to manage information systems
3. Demonstrated respect and professionalism in interactions with students, colleagues, parents and the community

This Position Description may be altered from time to time to meet the operational needs of the School.