

# Additional Statement

(Supporting Catholic School Teacher Position Description)

<b>POSITION TITLE:</b>	Teacher Librarian
<b>AWARD:</b>	Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland
<b>LOCATION:</b>	Good Shepherd Catholic College, Mount Isa

## ABOUT THE ROLE

The Teacher-Librarian is a professional who holds both a teaching qualification and a qualification in librarianship, recognised by the Australian Library and Information Association (ALIA) and the Australian School Library Association (ASLA).

As an educator and an information specialist, the Teacher-Librarian works with the administration team, library staff, teachers and students to support the school's curriculum through:

- The provision of responsive and dynamic resource and information services to the school community
- Collaboration within the school community to integrate these services into teaching and learning programmes.

The Teacher-Librarian maintains the responsibility for the overall management of the school library and information service. The Teacher-Librarian is a focal point between the provision of information services and the school community and must perform the role in a professional, welcoming and helpful manner.

## KEY ACCOUNTABILITIES

### Curriculum

- Promote literacy and literature for understanding and enjoyment, highlighting new library resources for the purposes of this promotion
- Raise staff awareness of the role that resource-based teaching and learning plays in the development of key learning skills
- Promote the use of the information processes as a framework for the development of key information literacy skills among students
- Plan, teach and evaluate both independently and collaboratively with academic staff and members of the Information Technology Team to promote the effective integration of resources, information services, systems and related technologies into student learning
- Provide current information through access to a variety of and developing digital technologies.

### Resourcing Services

- Assist members of the school community to access resources and information using established library systems
- Use existing systems to maintain high quality shared catalogue records and registers
- Establish and maintain external information networks to ensure access to a variety of external resources

- Actively promote the Library Resource Centre services, new resources, current educational practices, and other areas of interest
- Actively contribute to the school's compliance with the Copyright Act 1968.

## Management

- Assist in the development and implementation of policies and procedures that contribute to the provision of responsive and dynamic resources and information services
- Actively manage library administrative processes to promote effective support of the school teaching and learning programmes
- Training, supervision and support of Library ancillary staff and volunteers
- Organising the library, including devising and implementing systems for efficient library operation and integrity of the Library Management System (Destiny).

## STATEMENT OF RESPONSIBILITY

The carriage of the role will always presume the role-holder's responsibility to act cognisant of, and in harmony with, the Mission and Purpose of Catholic Education and Catholic Education policies.

The employee will be expected to abide by the *Statement of Principles for Employment in Catholic schools*, the *Staff Code of Conduct* and other Diocesan guidelines.

Employees will maintain appropriate confidentiality, sensitivity and empathy in the execution and management of all matters.

Employees will demonstrate a willingness and acceptance to initiate and participate in relevant training and professional development opportunities.

Each employee is responsible for ensuring his/her health, safety and wellbeing and is expected to not willingly place at risk the health and safety of one's self or others.

Employees will:

- Adhere to Work Health and Safety instructions
- Promote a commitment to safe work practices
- Be familiar with workplace incident, hazard and accident reporting and emergency procedures
- Take reasonable action to avoid, eliminate or minimise risk and hazards
- Utilise personal protective equipment
- Participate in the development of a safe and healthy workplace
- Seek information and advice as necessary and comply with instructions.

## ABOUT YOU

### Experience

- Established knowledge of, and experience in, curriculum initiatives and contemporary pedagogy as they relate to library information and technologies
- Familiarity and confidence with Information and Communication technologies, both established and emerging
- Experience in a Library setting

### Skills

- Well-developed communication and interpersonal skills
- Well-developed planning and time management skills

- An ability to work collaboratively as a member of the academic team, both as a leader and team member

#### Attributes

- Confidence in leading a library team to embrace and promote emerging library technologies which contribute to improved learning outcomes
- Flexible, highly motivated and willing to show initiative

#### Mandatory Criteria/Professional Registration/Other

- Current Driver's Licence
- Appropriate qualifications in librarianship (or willingness to attain)
- Current registration as a teacher with Queensland College of Teachers
- Ability to travel from time to time within the Townsville Diocese.

#### ACKNOWLEDGEMENT

I have read, understood and acknowledge the scope and responsibility of the position outlined in this position description.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_