



Teacher Librarian

Position reports to	Deputy Principal
FTE	1.0 FTE
Classification	Teacher, Southern Cross Grammar Enterprise Agreement 2023

Purpose

The teacher librarian is an information specialist responsible for managing the school library, collaborating with teachers to support curriculum development, fostering a love of reading, and ensuring that students develop a range of sophisticated information literacy skills.

This position also leads the ongoing operation and development of the School's Learning Management System (Schoolbox).

Key Aspects of the Role

Learning and Teaching

- Collaborate with classroom teachers to design and implement curriculum, integrating library resources and information literacy skills
- Teach Information Literacy: Instruct students in research skills, critical thinking, and the ethical use of information
- Promote Reading: Encourage a love of reading through various programs, such as book clubs, reading challenges, and author visits

Library Management

- Collection Development: Select, purchase, and organise library materials (books, digital resources, etc.) to support the curriculum and student interests
- Cataloguing and Classification: Ensure that all library materials are properly catalogued and easily accessible to students and staff
- Library Environment: Create a welcoming and inclusive contemporary learning space where reading, inquiry, research, thinking, imagination and creativity are central to learning and teaching.

Technology Integration

- Digital Literacy: Teach students and staff how to effectively and ethically use digital tools and resources
- Manage Digital Resources: Oversee the use and integration of e-books, online databases, and other digital library resources.

LMS Management (Schoolbox)

- Collaborate with teaching staff to design sustainable, high-quality learning and assessment activities within Schoolbox that incorporate sound educational design principles consistent with the school's pedagogy
- Develop training materials and how-to guides as needed including onboarding new staff and students



- Provide training for staff and students on the use of the LMS
- Collaborate with the Head of Marketing to produce and distribute communications supporting Schoolbox, whilst maintaining School branding and style guide requirements within the LMS
- Collaborate with the IT Team to ensure accurate and continuous integration for the Learning Management System
- Collaborate with relevant staff to maintain currency of LMS content
- Support the Deputy Principal in developing new features within the LMS to enhance learning and teaching functionality
- Liaise with internal and external stakeholders for the effective ongoing operation of the LMS, in collaborations with the IT and Marketing departments

Professional Development

- Be future-focused with an appreciation of emerging trends in education, technology and librarianship
- Lead and provide services and programs developed collaboratively with the principal, curriculum leaders, teaching colleagues, members of cultural, linguistic, indigenous and other unique groups in the school, including the professional development of staff.

Administrative Duties:

- **Budget Management:** Manage the library budget, including purchasing materials and resources
- **Policy Development:** Develop and implement library policies and procedures
- **Report and Assess:** Evaluate and report on library programs and services, making adjustments as necessary to meet the needs of the school community.

Key Working Relationships

- Principal and Executive
- Library Technician
- Staff, students and parents/carers
- External Agencies (ALIA, ASLA, Suppliers and vendors)

Work Health and Safety

Staff are required to:

- take reasonable care for their own health and safety and that of other staff who may be affected by their conduct
- demonstrate an awareness of Work Health and Safety issues, and have a working knowledge of the School's health and safety policies and procedures
- participate in Work Health and Safety related training
- promote a safe working environment by raising work health and safety concerns in a timely manner and reporting any notifiable incident or health and safety matters to the Principal, or member of the OHS committee.

Child Safety

Southern Cross Grammar is committed to creating and maintaining a child safe environment in which students feel safe, and are safe

All staff are required to:

- Provide students with a child safe environment
- Proactively monitor and support student wellbeing



- Have a working knowledge and understanding of the school's Child Safe Policies, Code of Conduct and any other policies and procedures relating to child safety
- Undertake annual training to maintain compliance with all child safety legislation, standards and regulations.

Key Capabilities

- Appropriate qualification/s and demonstrated expertise in teaching
- Current VIT Registration
- Professional Membership of ALIA/ASLA (desirable)
- Understanding of copyright law
- Proficient in the use of contemporary library management systems, digital resources, educational technologies and instructional design principles
- Strong technical proficiency with LMS administration
- Demonstrated understanding of curriculum design and pedagogy including the integration of appropriate technologies which embrace best practice principles of learning and teaching
- Clear sense of initiative and personal accountability
- Exemplary interpersonal skills including negotiation, influencing, conflict resolution and active listening
- Excellent verbal and written communication skills
- Ability to manage multiple tasks and priorities effectively
- Confident in working autonomously and in a team setting to produce quality outcomes for students
- A deep commitment to fostering an enjoyment of reading and learning among students
- Willingness to undertake other duties as reasonably required by the Principal.

Conditions of Employment

- A salary will be paid according to qualifications and experience as per Southern Cross Enterprise Agreement 2023
- Salary packaging benefits, staff professional learning and leadership opportunities
- Employer superannuation contributions as prescribed under the Superannuation Guarantee legislation.
- Current Level 2 First Aid, CPR, Asthma and Anaphylaxis Certificates or willingness to undertake
- Southern Cross Grammar is an equal opportunity employer.