



Teacher Librarian

POSITION DESCRIPTION

Roseville College is an established, respected independent day school for girls in Kindergarten to Year 12, centrally located in Roseville on Sydney's North Shore since 1908. Ours is a learning community where girls and staff are truly known, and where every individual is valued. Our vision, to raise future-ready women who lead proficiently with strong character, is underpinned by the Christian faith.

The Roseville College staff comprises visionaries, innovators, pioneers and co-learners, who appreciate this as a meaningful, inspiring and progressive workplace where they are enriched, equipped and empowered for a fulfilling career and to make a positive impact on student generations.

Broad objective

The teacher librarian supports the Principal in enabling the school to be a community of learning and innovation where every girl is known and valued, students engage in enriching learning experiences that challenge and empower them to pursue and attain their personal best.

Working as a member of a K-12 Department the Teacher Librarian is responsible for the implementation of information literacy and facilitating programs that encourage a love of reading amongst a K-12 audience. This sits alongside the academic development and pastoral care of students in their classes and/or Pastoral Care Group. As such they are a role model, personally and professionally.

Reports to

Head of Library and Learning Services

Direct reports

N/A

Key relationships

Head of Junior School

Director of Teaching and Learning

Students

Parents



Key responsibilities

Learning Services

- Work collaboratively to plan, teach, and evaluate effective integration of information literacy, authentic research, digital citizenship, reading and literature appreciation into curriculum areas
- Continue to create and nurture an information rich and literacy learning environment within current curriculum requirements
- Demonstrate practices that reflect current pedagogies advocating higher order questioning, critical and creative thinking and problem solving
- Deliver K-12 information literacy and reading programs.

Library Services

- Remain informed about literature pertaining to a K-12 audience in order to develop and deliver programs, events and activities that encourage an enduring love of reading
- Assist students and staff to choose appropriate reading material
- Support and assist in developing (and maintaining) creative digital innovations to support data collection and the Library's online presence
- Maintain a balanced and informed collection of both print and digital resources to support the information and recreational reading needs of the school community
- Remain flexible in regard to rosters, desk duties, borrower services and circulation tasks
- Carry out shelving requirements and stock takes as required
- Assist with reference queries and location of resources
- Create original catalogue records for items that are not available through SCIS
- Manage the workflow of ordering, receiving and processing of new and requested resources.
- Participate in professional learning within the broader library sector, and as stated in the College's Professional Development Policy
- Initiate, nurture and support Library clubs and monitors as required (including the staff book club) and participate in co-curricular activities of the school.

Supports the Principal in the continuing development of the school as a centre of learning and

Innovation:

- Values class time and manages students and preparation so that students learn effectively
- Prepares thoroughly for lessons and provides informative, timely feedback
- Differentiates the curriculum and program according to the identified needs of the students



in his/her class

- Collaboratively develops teaching and learning programs according to the relevant syllabus and school (Junior/Senior)
- Collaborates with Head of Department, members of the Department, and other teachers, in the development of programs
- Actively participates in Professional Learning to increase professional knowledge, strengthen teaching effectiveness and improve outcomes for students, and shares this learning
- Maintains Teacher Accreditation hours and records according to NESA and College requirements
- Actively participates in Department (Faculty or Junior School) and Year Level meetings and/or other committees
- Responds to parent enquiries in a professional, timely and efficient manner.

Supports the Principal in developing a community that values the individual, and that promotes authentic professional relationships and compassion for others, so that each girl will flourish:

- Nurtures, supports and guides a Pastoral Care Group or Junior School class and participates in Pastoral Care and Wellbeing programs through Pastoral Care Group/Junior School class, year group and through College wide initiatives, including camps
- On time attendance of all lessons, Pastoral Care sessions, Assemblies and Chapel
- Ensures that students follow school rules, and take care of school and personal property
- Awareness of the students' total involvement in the school and accurately reports co-curricular involvement on reports
- Inform Year Adviser/Head of Department/Head of Student Wellbeing/Head of Junior School of significant pastoral care matters.

Supports the Principal to ensure effective administration:

- Completes Wellbeing reporting requirements in an accurate, caring, timely and efficient manner
- Ensures that roll marking procedures for attendance are fulfilled according to College policy
- Supports the administrative needs of the Head of Department (including HOJS), Year Adviser and Principal (or delegates) as required when preparing for programs and events outside the normal routine
- Maintains accurate records in relation to student issues and ensures the security and confidentiality of information.



Supports the Principal in developing and maintaining professional culture, a safe work environment and upholding the values of the College community:

- Actively supports the Christian identity and purpose of the College
- Upholds the values and expectations as described in the Staff Code of Conduct
- Treats colleagues, students and parents with dignity, respect and the utmost professionalism
- Supports colleagues in their ongoing professional learning journey by sharing resources and expertise
- Commits to personal and professional growth through active participation in the College Professional Growth strategy
- Participates in co-curricular activities and attends College functions as required
- Assists in monitoring a safe and secure school environment for self, staff and students
- Contributes to the development of policy, procedures and processes and provides recommendations to the Heads of School, Heads of Department, Year Advisers, Junior School Executive for improvement.

Additional requirements:

- Ability to create a positive, supportive and engaging classroom climate that meets the academic, social and emotional needs of all students
- Model the highest standards of professional skill and collaborative teaching practice
- Proven ability to use technology in the classroom in a way that enhances the learning outcomes of their students
- Fulfil the requirements of this position description and other duties as reasonably required from time to time
- Any other ad hoc requests per the needs of the College or at the request of the Principal or delegates
- Consistently uphold Roseville College's values and comply with all school policies and procedures.

Child Protection, Risk and Compliance

- Report all concerns regarding the safety of our students to the Principal or their delegate, in accordance with the College's child protection policies
- Develop and maintain a thorough understanding of child protection obligations by reviewing the College's child protection policies and completing mandatory induction and ongoing training



- Adhere to the College's policies and procedures, importantly the Critical Incident Management Plan, Work Health and Safety (WH&S), child protection and emergency response practices.

Qualifications, skills and experience

- Appropriate education and subject matter qualifications (or working towards)
- Demonstrates a personal commitment to learning
- An exemplary role model, holding high expectations of self and others
- Willingness to integrate into all Key Learning Areas

Essential characteristics

- Approachable, with exceptional interpersonal and communication skills
- Customer focused and results driven
- Collegial and collaborative
- Innovative and creative
- Adaptable and able to work well under pressure
- Organised
- Demonstrated commitment to Christian values.

This position description is subject to change based on College requirements.

All appointments at Roseville College are subject to Child Protection Legislation.

Roseville College is a member of The Anglican Schools Corporation (TASC).