

POSITION DESCRIPTION for TEACHER LIBRARIAN

LUTHER COLLEGE MISSION STATEMENT

Luther College positively endeavours to provide the best education possible in a Christian setting where the whole person can grow and develop with confidence and dignity.

The Teacher Librarian is responsible for creating a positive and disciplined learning environment:

- in the Library Resource Centre
- in homegroup
- in the classroom
- in co-curricular activities
- in interacting informally with students

In this way, each student is challenged to grow in knowledge and maturity, according to their potential, in all aspects of their life.

The Teacher Librarian is appointed by the Principal and is responsible to the Principal through the Manager, Library Resource Centre, for all aspects of student wellbeing, pastoral care, curriculum and daily organisation in relation to their duties and classes taught as outlined in the role description.

Responsibilities:

The Teacher Librarian will:

- actively and publicly promote and support the College, its mission, vision and values
- initiate, lead and participate in whole school improvement
- exhibit exemplary teaching in coeducational Lutheran education
- at all times behave in a manner that is professional, demonstrating excellent interpersonal skills and the capacity for effective communication
- demonstrate a commitment to achieving best practice in matters relating to student wellbeing, curriculum delivery, feedback, assessment and reporting
- inspire and encourage individual students to have high expectations and value excellence in all aspects of school life
- work effectively with any relevant committees, working parties, teams and individuals to develop, plan, implement and continually evaluate curriculum, pastoral care and faith programs.

Teaching Duties:

Staff are required to support the School's commitment to Lutheran education. All teaching staff attend daily School Chapel services and participate in theology studies as required, including LEA Accreditation where necessary.

All teaching staff will participate in the pastoral care program, including homegroup and in other school duties. Staff are also expected to give active support to all members of the school community, including relevant groups and committees.

All teaching staff are required to demonstrate a commitment to continued professional learning through curriculum and pedagogical reflection and renewal, engagement in programs of professional development and have ongoing links with relevant professional associations and bodies.

Teaching staff will maintain standards of student care and discipline in and outside of the classroom, through support for and implementation of the Luther College policies and procedures.

Teaching staff will exhibit an ability to plan and manage the learning process by developing and creating innovative curriculum programs that meet the personal, social, emotional, physical, mental and spiritual needs of their students. They should facilitate processes that ensure collaborative consultation, effective communication, sensitivity and respectful responses to student needs.

All staff are expected to develop and effectively manage relationships amongst all sectors of the community. This includes supporting colleagues in the development and management of their skills and providing structures and processes for developing and working in partnership with parents in ensuring the wellbeing of their child.

Teaching staff will maintain an effective learning environment through:

- the preparation of varied lessons, which cater to the range of student abilities and interests
- interactive and effective use of technology to enhance pedagogy within the classroom
- the setting of high academic expectations related to standards of student performance
- maintaining a challenging and realistic program of student homework
- prompt and comprehensive attention to student work submitted for marking and feedback
- demonstrating knowledge, competence and confidence within the subject discipline
- providing accurate and comprehensive data in relation to each student required for the College recording and reporting system
- being proactive in communicating student progress and achievement with parents.

An effective classroom teacher will:

- encourage the growth of self-esteem, resilience and self-worth in all students
- identify learning strengths and needs of individual students
- share matters of student concern with the relevant Year Level Coordinator, Head of School, House Coordinator and/or Principal
- attend and participate in the co-curricular life of the College through the sporting and cultural calendar.

Specific Library Resource Centre duties:

- Assist Manager, Library Resource Centre with the organisation, operation, service delivery and supervision of the Library Resource Centre.
- Provide an advanced reference service to staff and students.
- Design and implement information skills programs across all year levels which allow students to learn and maintain the skills necessary to locate, evaluate, record, organize and present data from a variety of resources.
- Focus on digital literacies by implementing targeted activities that address the specific ICT capabilities as outlined by ACARA.
- Teach Middle School Focus Group lessons – either in the library or in the relevant classroom.
- Work collaboratively with teaching staff to develop units of study, implementing resource-based learning and research skills development, integrated with subject content.

- Develop and implement information literacy and literature programs carried out by the Library Resource Centre across all year levels.
- Based on knowledge of the curriculum, initiate and participate in staff in-service activities to promote co-operative planning and teaching.
- Assist with selection of resources for the Library Resource Centre.
- In conjunction with the Manager, organise and run extra curricula activities, such as Book Club, and guest speakers.
- In conjunction with colleagues, evaluate the achievement of program goals and student progress.
- Carry out other duties as requested by the Principal or Manager, Library Resource Centre.

Child Safety:

As Luther College has a commitment to child safety, staff will be responsible for understanding, applying and promoting the College’s child safety commitment, policies and procedures, including:

- complying with the College’s Child Protection Code of Conduct and Staff and Student Professional Boundaries Guidelines
- identifying and proactively addressing risks
- identifying indicators of possible child abuse
- reporting concerns to one of the College’s Child Safety Officers
- taking all practicable steps to protect students where a risk to their safety has been identified
- managing disclosures
- reporting, including Mandatory Reporting
- promoting resilience and reporting amongst students
- being aware of issues relating to Aboriginal students, students from cultural and linguistic diverse backgrounds, or students with a disability, in addressing child protection teaching and disclosures.

Qualifications:

- Recognised teaching qualification (4 year minimum).
- Recognised degree in Library and Information Science, or equivalent, and eligibility for associate membership of the Australian Library & Information Association (ALIA).
- Classroom teachers must be registered (or able to be registered) with the Victorian Institute of Teaching.
- Commitment to, and competence in the use of technology in the classroom is required.

Confirmation of documentation:

_____ / ____ / ____
Principal (Signature)

_____ / ____ / ____
Teacher Librarian appointed (Signature)