

TEACHER LIBRARIAN

POSITION DESCRIPTION

BACKGROUND

Casey Grammar School is a Foundation to Year 12 School with a proven reputation for providing quality education. We encourage students to succeed academically, personally, spiritually and socially on their journey towards excellence. We value the ideals of compassion, integrity, inclusion, respect and excellence. We take great pride in offering a warm, nurturing and natural environment to provide our students with an exceptional all-round education. We foster a love of learning and an informed awareness of the Christian faith.

Our campus has modern facilities to enhance learning and meet the ever-changing needs of schooling while our highly trained teaching staff work with dedication and a true commitment to the growth of each and every student.

OUR COMMITMENT

- To provide our students with a broad and balanced education by encouraging participation in as many learning areas as possible.
- To encourage and enable students to recognise and value their gifts and talents and to develop these in appropriate ways.
- To encourage students, through their exposure to Christian teachings, to explore issues of faith, spirituality and values.
- To encourage students to develop and appreciate the important place which integrity, respect, tolerance and compassion have within the context of a modern society.

ROLE DESCRIPTION

The Teacher Librarian is responsible for the development and implementation of a stimulating and engaging learner-centred library program and the provision of a range of support services to staff and students in areas such as teaching and learning and the promotion of a reading culture. The Teacher Librarian contributes to the development of a learning space that inspires a love of reading, research and independent learning in our Foundation to Year 12 students. They support our teachers to empower students to be critical and creative thinkers and they encourage parents to share in their children's learning and, in turn, model life-long learning. They work closely with the Library team to deliver effective library, information and digital literacy programs. As a passionate reader, the Teacher Librarian will inspire and develop the reading culture across the school. They are an active member of the teaching team with a small teaching allotment outside of the library.

The hours of work are a mixture of 8am – 4pm and 9am – 5pm (negotiable)

The School is committed to ensuring child safety and has zero tolerance for child abuse.

KEY RELATIONSHIPS

Reports to: Head of the Joan Reid Learning Centre.

Liaises with: Heads of Department, Classroom Teachers, Head of Senior School, Head of Junior School, Head of Teaching and Learning (SS & JS), Principal, students and parents.

DUTIES & RESPONSIBILITIES

LIBRARY LEADERSHIP:

- Create a warm and welcoming learning hub which accommodates the learning needs of students from Foundation – Year 12.
- Assist in the development of school wide information literacy practices which enable students to:
 - purposefully search for information across a range of text and digital resources
 - accurately reference sources and acknowledge the provenance of ideas
 - identify key information and record it efficiently using note-taking strategies
 - critically evaluate the reliability and perspective of information
- Develop and teach Junior School library classes that build students' literature, information literacy, research and inquiry skills, making meaningful connections to classroom units of Inquiry where appropriate.
- Be a passionate reader of Children's and Young Adult literature and make informed reading recommendations to the students.
- Develop a critical understanding of AI
- Develop the Wider Reading Program to support the development of reading habits by recommending new books and online material to individual students which will inspire curiosity and discovery.
- Provide opportunities for students to collaborate, share ideas and create new understanding.
- Foster a productive learning environment in which students can pursue their interests in ways that are not necessarily possible in the classroom.
- Occasionally supervise Distance Ed students as they complete SACs or coursework in the library.
- Assist with the implementation of a selected reading program in the Senior School
- Facilitate research lessons in the Library on request from the Senior School classroom teacher.
- Initiate and participate in co-curricular and Wellbeing Programs.
- Collaborate with classroom teachers to develop, implement and consolidate information literacy practices across the School.
- Provide support, suggestions and resources for classroom teachers in the delivery of their lessons and key projects.
- Assist teachers to access resources that both extend and consolidate the learning of students across a range of abilities.
- Actively engage in the School's Thrive (Teacher Performance Development) Program
- Be committed to student growth through understanding and analysis of data
- Be familiar with and comply with the School's Child Safe Code of conduct
- Assist in the provision of a child-safe environment for all students
- Demonstrate duty of care to all students in relation to their physical, emotional and mental wellbeing

LIBRARY OPERATIONS:

- Manage library spaces, equipment, policies and procedures.
- Create spaces which cater to a range of learning activities.
- Cater to the different learning needs of Junior School and Senior School students.
- Maintain the Library management system to ensure the centre operates efficiently on a day-to-day basis.
- Manage the borrowing of resources.
- Maintain currency with new resources, emerging technologies, information literacy skills and applications.
- Establish links with other libraries and information agencies.
- Maintain active membership in relevant professional associations and forums.

Other duties from time to time as may be required by the Principal or Deputy Principal.

SELECTION CRITERIA

DEMONSTRATED CAPACITY:

- Knowledge and understanding of best practice in libraries.
- Skilled in creating a warm, welcoming and productive library learning environment.
- Ability to foster and promote positive relationships with all stakeholders (students, colleagues, parents and the wider community)
- Ability to work cooperatively and collaboratively as part of a team.
- A role-model of lifelong learning
- Ability to model the School's values of respect, inclusion, compassion, integrity and excellence
- Ability to work productively as a member of a team

QUALIFICATIONS, KNOWLEDGE, SKILLS AND ATTRIBUTES

- Eligibility for Associate (i.e. professional) membership of the Australian Library and Information Association (ALIA).
- Experience as a school teacher- librarian
- Current VIT registration
- Tertiary qualifications in Teaching
- Appropriate Library qualifications
- First Aid qualification (an advantage but not a requirement)

Casey Grammar School is an Equal Opportunity Employer and provides a smoke free campus.

Casey Grammar School is fully committed to the protection of children. The successful applicant will be expected to satisfy child protection screening and adhere to the School's Child Protection Policies.

AUTHORISATION

Prepared and authorised by:	Principal
Approved by:	Principal
Date:	October 2026

ACKNOWLEDGEMENT

I acknowledge that I have read, understand and commit to the responsibilities and key areas detailed above.

Signed:

Name:

Date: