



SACRED HEART GIRLS' COLLEGE

ROLE DESCRIPTION

TEACHER LIBRARIAN – READING AND LITERATURE

Sacred Heart Girls' College is a Catholic faith community enriched by the Our Lady of the Missions charism; a community where students are at the heart of all that we do.

We commit to honouring the uniqueness and gifts of each person by:

- Celebrating and strengthening our Catholic identity, history and heritage
- Creating an authentic, challenging, collaborative and safe learning environment
- Building a culture of excellence
- Adopting ethical and responsible practices that ensure sustainable use of resources
- Working in partnership with parents and the broader community.

The Teacher Librarian – Reading and Literature is appointed by the Principal and is responsible to the Library Leader. The Teacher Librarian – Reading and Literature will provide students with a child-safe environment and be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety. The Teacher Librarian – Reading and Literature will work under the direction of the Library Leader and as part of a team that promotes the library as a centre of learning that

- supports the delivery of contemporary curriculum, teaching and learning
- enables students to become effective and discerning users of information a
- encourages a love of literature and reading in all members of the College community.

ROLE RESPONSIBILITIES

LEARNING AND TEACHING

- Implement and/or oversee innovative teaching and learning programs that ensure improved learning outcomes for every student
- Keep abreast of emerging curriculum, teaching and learning issues as they pertain to the Library as a centre of learning
- Demonstrate a commitment to achieving best practice in matters relating to Library services.

Specific duties

In collaboration with other Library and teaching staff, plan and support subject specific learning activities, research assignments and the delivery of information literacy skills to ensure student learning is maximised

- Work with colleagues to ensure College expectations within Library classes are met
- Liaise with the Director of Learning Innovation and the ICT Department to ensure maximum development and use of learning technology resources within the Library
- Participate in the planning, development and running of the Wide Reading Program
- Participate in the planning, development and organisation of programs and practices relating to the curriculum, learning and teaching as they pertain to the Library as a centre of learning
- Undertake professional development as required
- Participate in network meetings as required
- Undertake professional reading
- Work as an efficient and effective member of the library team to ensure programs, policies and procedures are regularly reviewed.

READING AND LITERATURE

- Promote and encourage a passion for reading and literature.

Specific duties

- Co-ordinate the Premier's Reading Challenge
- Establish and run the College Book Club
- Oversee the library displays relating to fiction.

WORKING WITH OTHERS

- Demonstrate excellent interpersonal skills and the capacity for effective communication
- Provide a climate conducive to professional discourse and collaboration.

Specific duties

- Support subject teachers to fulfil their responsibilities and the College expectations with respect to learning and teaching
- Support subject teachers to ensure Library classes are safe learning environments
- Contribute to and be an active member of the library team
- Work with the e Learning Coordinator
- Attend school subject meetings and curriculum meetings as required.

ADMINISTRATION

- Participate in the selection, acquisition and maintenance of resources appropriate to the needs of the college community.

Specific duties

- Contribute to the planning, organisation and running of relevant co-curricular activities such as subject weeks, competitions and displays
- In consultation with other Library staff, ensure the Library collection is regularly assessed and reviewed to ensure materials and resources are relevant and up to date and redundant materials are removed.

Variation to Role

The principal, or delegate may assign other duties from time to time, which are broadly consistent with the role or vary the Position Description, after consultation, in response to the changing needs of the College.

Terms and Conditions

The successful candidate will be provided with a Staff Handbook that sets out the expectations and requirements of employment at the College. Child protection legislation requires preferred applicants to be subject to employment screening. Sacred Heart Girls' College supports the principles of equal opportunity employment and encourages diversity in the workplace.

REPORTING RELATIONSHIPS

Reports to	Library Leader
Internal Liaisons	Deputy Principal – Learning and Teaching, Director of Learning Innovation Learning Leaders
External Liaisons	Relevant Professional Associations
Conditions	Salary and conditions in line with the VCMEA 2018 and Victorian Government requirements for Mandatory Vaccination