



## Position Description

<b>Position Title</b>	Teacher-Librarian
<b>Classification</b>	Teacher (per Victorian Catholic Education Multi Enterprise Agreement 2018)
<b>Tenure</b>	Ongoing
<b>Amended</b>	September 2019

### POSITION SUMMARY

Mater Christi College is a Catholic secondary college for girls with over 700 students including international students and over 100 staff, including 70 teaching staff.

The Teacher-Librarian works in and from the Learning Commons and shares responsibility for the development of information services and innovative teaching programs. The Teacher-Librarian will support and enhance a relevant, responsive and dynamic learning environment for the Mater Christi College community.

The Teacher-Librarian is responsible to the Head of Learning Commons and is supported as per Mater Christi College levels of decision making. The Teacher-Librarian is member of the Learning Commons Team and College Special Projects Teams as required. Working relationships include:

- Head of Learning Commons
- Director of Curriculum
- Assistant Director of Curriculum
- Curriculum Leaders, especially Domain Leaders
- Teachers
- Students

### KEY ACCOUNTABILITIES

#### Student spiritual, academic, pastoral and community potential

- Support the Principal and College Executive Team to develop the spiritual, academic, pastoral and community potential of all students at the College

#### Learning program and teaching activities

- Work with Curriculum Leaders to provide up-to-date physical and virtual resources to support all aspects of teaching and learning in the respective schools
- Work across domains to enhance literacy initiatives, inquiry and differentiation
- Work with teaching staff in a flexible manner to collaboratively teach information fluency skills, research methods and study skills
- Provide a stimulating, helpful environment that is a focal point and showcase for student learning where students feel confident that their learning needs will be met
- Assist with curriculum development, differentiation and personalized learning strategies through collaboration with teaching staff

<b>KEY ACCOUNTABILITIES</b>	
	<ul style="list-style-type: none"> <li>• Promote the ethical use of information and resources and an awareness of copyright laws among students and staff</li> <li>• Provide an information fluency skills continuum, advocating and promoting independent, inquiry-based learning across the College</li> <li>• Present an inviting, relevant and engaging environment which supports student learning</li> <li>• Participate in appropriate professional learning, especially focussing on education and children's literature</li> <li>• Support the development of the collection of print and non-print material to meet curriculum requirements and the learning needs of students and staff</li> <li>• Provide an environment and atmosphere which promotes reading and enjoyment of literature</li> <li>• Keep abreast of developments in the use of technology in education and help to ensure staff and students are provided with optimum use of or access to contemporary online resources</li> <li>• Support ongoing development of the Learning Commons website to provide continuous access to digital resources</li> <li>• Participate in the maintenance of the Learning Commons space, to ensure a vibrant, welcoming and agile space for the community</li> </ul>
<b>Pastoral Care and Student Welfare best practice</b>	<ul style="list-style-type: none"> <li>• Provide appropriate support for students and implement behaviour management strategies</li> </ul>
<b>Policies, professional standards and legislative requirements</b>	<ul style="list-style-type: none"> <li>• Inspired by the Rule of St Benedict and guided by agreed policies, uphold and implement professional standards and legislative requirements as expected of a College leader, teacher and all staff</li> </ul>
<b>College Leadership and School Improvement</b>	<ul style="list-style-type: none"> <li>• Respond to and support the Leadership and School Improvement needs of the College as required by the Principal</li> </ul>
<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• A demonstrated understanding of child safety</li> <li>• Familiarity with legal obligations relating to child safety (e.g. mandatory reporting)</li> </ul>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>• As directed by the Principal</li> </ul>

<b>SELECTION CRITERIA</b>	
<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• A demonstrated understanding of the ethos of a Catholic school and its mission</li> <li>• A demonstrated understanding of the Church's teachings and the Catholic teacher's role in the mission of the Church</li> </ul>

	<ul style="list-style-type: none"> <li>• A capacity to integrate the Church's teachings into all aspects of curriculum</li> </ul>
<b>Education and Experience</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Current teaching qualifications and Victorian Institute of Teaching (VIT) registration</li> <li>• Accreditation to teach in a Catholic school (or be working towards such accreditation)</li> <li>• Relevant post-graduate studies</li> <li>• Demonstrated experience in using ICT</li> </ul>
	<p><b>Desirable Other:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated understanding and experience of the learning and teaching pedagogy associated with the Victorian Curriculum and the Middle Years Program (IBO)</li> <li>• Preference for experience in inquiry-based learning and use of student data to maximise learning outcomes</li> <li>• Experience of or interest in STEM and Maker Space developments in schools</li> </ul>
<b>Skills/Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to lead and work as part of a team</li> <li>• Demonstrated commitment to/experience in all-girls education</li> <li>• Experience across the levels of secondary teaching</li> <li>• Ability to lead and support whole school strategic planning and future directions</li> </ul>