



Role Description

Title:	Teacher Librarian	Location:	Toowoomba
Reports to:	Principal	Classification:	
School:	St Joseph's College	Tenure:	Full time, Continuing

1.0 Purpose

The Teacher Librarian maximises the educational outcomes for students through information literacy and effective information services.

The support provided by the role holder will be guided by

- Jesus Christ and his teachings as understood and passed on by the Catholic Church
- other Catholic Church teachings, principles and values
- relevant legislation, government requirements and best practice and
- Diocesan strategic plan, mission, vision, policies, directives, procedures and guidelines
- relevant directorate strategies.

2.0 Experience and qualifications

Essential

- relevant tertiary qualification in teacher librarianship or librarianship
- deep knowledge of contemporary library and information services in the education sector
- effective relationship building and influencing skills
- demonstrated experience working with contemporary library management software and the Microsoft suite of products
- advanced interpersonal and communication skills
- empathy with the values and ethos of the Catholic faith

Desirable

- demonstrated experience delivering a contemporary school library and information service
- a minimum of five years' experience in a similar role
- registration (or eligibility for registration) as a teacher in Queensland

3.0 Key result areas

- 3.1 contribute to and promote the development, alignment, attainment, and review of the strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)
- 3.2 manage and develop the school's library and information service; including participation in developing and maintaining the school's information and communication technology (ICT) infrastructure to meet digital information needs

- 3.3 develop an effective database of teaching/learning resources; including internet sites, software licenses, and digital subscriptions and apps
- 3.4 supervise and train library staff to undertake the provision of daily services
- 3.5 promote reading and quality literature through the provision of strong collections and information access
- 3.6 cooperatively plan, teach, and evaluate with teaching colleagues to integrate high quality information literacies and research skills and processes
- 3.7 apply deep knowledge of contemporary education library and information services to problems, planning, negotiating, and prioritising, to deliver results for the school's library and information services
- 3.8 facilitate training of teachers and students to develop their digital literacies in reading and research
- 3.9 act with integrity and resilience to develop a service which provides equitable information access for all
- 3.10 communicate effectively orally, in writing and across digital tools
- 3.11 collaborate and communicate with the library staff, school leadership and school staff to ensure that high professional standards are met
- 3.12 maintain currency of professional skills and knowledge
- 3.13 collaborate with the Education Officer: Digital Tools and Data Literacy to develop library and information service policies
- 3.14 complete other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

4.0 Statement of responsibility

- 4.1 The incumbent performs the role cognisant of and in harmony with the vision and mission of TCS. The incumbent will work cooperatively with other key stakeholders both within TCS and external agencies to ensure that services are delivered in a planned, coordinated and strategic manner.
- 4.2 The role holder will engage in performance reviews in accordance with TCS policy and procedure.
- 4.3 While at work the role holder must
 - take reasonable care for his or her own health and safety
 - take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
 - comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
 - co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

5.0 Authority limits

Full responsibility is delegated from the principal to the role holder to produce the desired outcomes within school and the Diocese of Toowoomba Catholic Schools Office policy and guidelines. No authority to commit or expend funds exists.

6.0 Reporting and other relationships

The role holder is responsible and, in the first instance, reports to the principal. Other relationships of significance exist with the Education Officer: Digital Tools and Data Literacy, library staff, school staff, and those with whom the role holder interacts frequently and/or routinely.

7.0 Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a **duties statement** that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

Executive Director: Catholic Schools

Name: Dr Patrick Coughlan

Signature:

Date:/...../.....

8.0 Statement by employee

I have read and understood the role as it has been described above. I agree to be employed under this role description.

Teacher Librarian

Name:

Signature:

Date:/...../.....

Duties Statement

Teacher Librarian

Please note: this statement links to the key result areas in the Role Description

- 3.1 contribute to and promote the development, alignment, attainment and review of strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)**
 - 3.1.1 contribute as a member of the school to achieve the strategies set out in the school strategy and the TCS strategic plan
 - 3.1.2 attend leadership development, as appropriate
 - 3.1.3 document and report on the progress of initiatives in the school strategy and the TCS strategic plan as required

- 3.2 manage and develop the school's library and information service (including participation in developing and maintaining the school's ICT infrastructure to meet digital information needs)**
 - 3.2.1 lead the development of a stimulating library and information service
 - 3.2.2 manage the school library and information service
 - 3.2.3 develop an annual budget proposal for the service to be considered by the school principal
 - 3.2.4 participate in the recruitment of library staff

- 3.3 develop an effective database of teaching/learning resources (including internet sites, software licenses, and digital subscriptions and apps)**
 - 3.3.1 acquire and curate digital resources to meet teaching and learning needs
 - 3.3.2 coordinate the installation of software resources and curriculum applications onto the school server

- 3.4 supervise and train library staff to undertake the provision of daily services**
 - 3.4.1 ensure library staff are trained to provide the full range of duties

- 3.5 promote reading and quality literature through the provision of strong collections and information access**
 - 3.5.1 promote information literacies and research processes
 - 3.5.2 promote excellent reading habits and literature within school communities
 - 3.5.3 develop strategies to evaluate collections and online resources, and determine the school's needs within the context of school curriculum needs

- 3.6 cooperatively plan, teach, and evaluate with teaching colleagues to integrate high quality information literacies and research skills and processes**
 - 3.6.1 collaboratively plan with teachers to ensure students develop research skills as appropriate in the Australian curriculum
 - 3.6.2 collaboratively plan with teachers of reading to ensure successful student engagement in independent reading
 - 3.6.3 participate in curriculum planning to ensure appropriate resourcing occurs

- 3.7 apply deep knowledge of contemporary education library and information services to problems, planning, negotiating and prioritising, to deliver results for the school's library and information services**
- 3.7.1 design and develop information systems and services responsive to student and teacher needs
- 3.8 facilitate training of teachers and students to develop their digital literacies in reading and research**
- 3.8.1 provide specialist support to both teachers and students using information technology and information services within and outside their school
- 3.8.2 provide professional development of school staff in the context of library and information services
- 3.8.3 provide training on accessing digital teaching and learning resources
- 3.9 act with integrity and resilience to develop a service which provides equitable information access for all**
- 3.9.1 collaborate on the just and equitable access to information and information technologies for all members of the school community
- 3.10 communicate effectively orally, in writing and across digital tools**
- 3.10.1 use a range of digital and analogue tools to communicate effectively
- 3.11 collaborate and communicate with the library staff, school leadership, and school staff to ensure that high professional standards are met**
- 3.11.1 disseminate information dependent on the demands of the library; this may include collaboration on policy development, ICT infrastructure, resource maintenance, and expansion
- 3.11.2 maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions and seeking advice
- 3.11.3 understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service
- 3.11.4 establish and maintain effective communication networks with stakeholders
- 3.11.5 work collaboratively with stakeholders
- 3.12 maintain currency of professional skills and knowledge**
- 3.12.1 maintain registration with Queensland College of Teachers (QCT), if applicable
- 3.12.2 maintain eligibility for Professional Membership of Australian Library and Information Association (ALIA)
- 3.12.3 monitor, maintain, and enhance professional competencies by participating in continuing professional learning in order to remain current with the trends, processes, and content of school librarianship
- 3.13 collaboration with the Education Officer: Digital Tools and Data Literacy to develop library and information service policies**
- 3.13.1 partner with the Education Officer: Digital Tools and Data Literacy in developing new policies for the library and information services, as appropriate

3.14 complete other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

3.14.1 may include the completion of project work that presents itself during the operational and strategic review of the actions associated with the school strategic plan or other directorate strategies

I have read and understood this duties statement. I agree to be employed under this duties statement.

Teacher Librarian

Name:

Signature:

Date:/...../.....