POSITION DESCRIPTION

TEACHER LIBRARIAN

ORGANISATION SUMMARY

Pymble Ladies’ College is a K-12 day and boarding school of the Uniting Church in Australia committed to providing quality educational opportunities for girls within the context of the Uniting Church ethos. The College is non-selective and welcomes girls of Christian and non-Christian faiths. With 2000 students and more than 400 employees, Pymble Ladies’ College is a medium sized organisation which operates in a dynamic and varied environment.

The Pymble 2020 vision has recently been released. The position of Preparatory School – Stage Co-ordinator will provide leadership and support to the achievement of the 2020 vision.

COLLEGE LEADERSHIP

The Principal is responsible for the leadership and management of the College. However all leadership positions play a vital role in shaping, influencing, implementing and evaluating College policy. Within this, the leadership team at Pymble has responsibility for demonstrating effective and positive behaviours and competencies, including the following:

- Strive to achieve the College vision, mission and goals
- Contribute to a culture of leadership that engenders transparency, responsibility and accountability
- Foster a commitment to continuous improvement
- Support the Uniting Church ethos
- Foster an environment where knowledge and information are valued and shared
- Represent the College in a positive and professional manner

THE ROLE

Reporting Relationship

The Teacher Librarian is accountable to the Library Manager in all aspects of the position. Teacher Librarians work closely with Library Technicians and Audio Visual Technicians.

Position Statement

The purpose of the position is to facilitate and support the learning and teaching needs of students and staff. The Teacher Librarian is in a unique position to design, and deliver
effective and collaborative Library and information services and Information Skills Program to enhance curriculum outcomes.

The Teacher Librarian works collaboratively with Heads of Department, curriculum leaders, and teaching staff within the College to support and enhance the K-12 curriculum philosophy of the College.

**Key Accountabilities**

The position responsibilities are summarised in the following areas:

1. **Teaching**
   - Teach the required number of Library lessons each week as allocated by the Library Manager
   - Attend meetings for designated KLA Departments to support the integration of Information Skills within the design of subject units
   - Work collaboratively with Library staff and classroom teachers to identify and locate appropriate resources to complement units of study within specific subject areas
   - Facilitate subject teachers in the development of resources for units of work
   - Teach Information Skills lessons as required
   - Support and encourage the use of Information Technology by teachers
   - Set and maintain clear expectations for students in the use of the Library as a classroom and teaching area
   - Support the Library Manager in maintaining a positive and stimulating learning environment

2. **Development and maintenance of Library Resources**
   - Assist the Library Manager in the development of resources for the Information Skills program
   - Develop online and book resources as requested by staff
   - Develop resources for Information Skills lessons
   - Maintain the collection by identifying new resources and de-selecting old and obsolete resources
   - Identify and locate new resources to support the curriculum and provide recommendations within budget to the Library Manager for the acquisition of new resources
   - Respond to student and staff queries to support access to relevant resources and Library services
   - Promote and resource staff and student recreational and curriculum reading
   - Assist the Library Manager to promote the Library, its resources and services to staff
3. **Administrative tasks**

- Attend to routine administrative tasks during non-teaching times and only when support for students and teachers working in the Library is not required
- Attend to students and staff in the first instance during the course of administrative duties when classes and teachers are in the Library
- Catalogue and index new resources
- Execute Circulation coverage as required
- Complete all administrative tasks in an effective and timely manner
- Attend all scheduled Library and staff meetings
- Contribute to the daily operation of the Library by fulfilling duties and tasks effectively and efficiently
- Maintain *Records of Communication and files* in relation to student and staff matters and ensure the security and confidentiality of information

4. **Maintain positive relationships with all Library users and respond appropriately to student and staff issues**

5. **Contribute to the development of Library policy, procedures and processes and provide recommendations to the Library Manager for change when appropriate**

6. **Risk Management**

- Report directly to the Principal on any matters relating to Child Protection
- Respond in a timely and efficient manner to all incidents relating to students’ safety and well-being
- Act, as necessary, to provide information to the Library Manager when relevant issues relating to risk management arise

7. **Professional Development**

- Remain abreast of educational trends and current practice particularly in relation to the education of girls and Library programs
- Identify professional development needs and participation in training programs that support the development of new skills and knowledge and will enhance innovation and best practice.

**Other reasonable duties that may be required from time to time**

The Principal may direct other reasonable and relevant duties as required.
KEY COMPETENCIES

- Understanding of the role of Teacher Librarian and ability to deliver relevant and challenging lessons in support of curriculum objectives
- Willingness to support the ethos and values of the College
- Maintain confidentiality and commitment to professional conduct
- Provide effective operational and administrative support to the Library Manager
- Work productively and collaboratively as a part of the College staff
- Effective communication and interpersonal skills to develop and sustain quality working relationships
- Proven experience and interest in the use of Information Technology in the classroom
- Demonstrated commitment to ongoing professional development
- Possess appropriate teaching qualifications.