



Pymble Ladies' College

POSITION DESCRIPTION

Title: Preparatory School Teacher Librarian

Reports to: Head of Preparatory School

POSITION SUMMARY

The Preparatory School Teacher Librarian reports to the Head of Preparatory School in all aspects of the position and works closely with the Library Manager to ensure alignment of systems and processes. The purpose of the position is to facilitate and support the teaching and learning needs of students and staff. The Preparatory School Teacher Librarian is in a unique position to design and deliver effective library and information services and to work collaboratively with curriculum leaders and teachers to support and enhance the K-2 learning environment.

ROLE RESPONSIBILITIES

1. Teaching

- 1.1 Teach the required number of Library lessons each week for Preparatory School classes.
- 1.2 Attend meetings for designated KLA Departments to support the integration of information skills within the design of subject units.
- 1.3 Work collaboratively with staff to identify and locate appropriate resources to complement units of study within specific subject areas.
- 1.4 Teach information skills lessons as required.
- 1.5 Support and encourage the use of Information Technology by teachers.
- 1.6 Set and maintain clear expectations for students in the use of the Library as a classroom and teaching area.
- 1.7 Maintain a positive and stimulating learning environment.

2. Development and Maintenance of Library Resources

- 2.1 Provide advice on suitable online and book resources as requested by staff.
- 2.2 Ensure system processes are maintained in the accessioning of all Preparatory School literacy resources.

- 2.3 Identify and locate innovative resources to support the curriculum and facilitate the purchase of new material.
- 2.4 Respond to student and staff queries and support access to relevant resources and Library services.
- 2.5 Resource staff and student recreational and curriculum reading.
- 2.6 Promote the Library, its resources and services to staff.
- 2.7 Work with the Junior and Senior School libraries to ensure continuity of information literacy, inquiry and operations across the K – 12 curriculum.

3. Administration

- 3.1 Complete administrative tasks during non-teaching times and only when support for students and teachers working in the Library is not required.
- 3.2 Execute circulation coverage as required.
- 3.3 Complete all administrative tasks in an effective and timely manner.
- 3.4 Attend all scheduled Library and staff meetings as required.
- 3.5 Contribute to the daily operation of the Library by fulfilling duties and tasks effectively and efficiently.
- 3.6 Maintain *Records of Communication and files* in relation to student and staff matters and ensure the security and confidentiality of information.
- 3.7 Maintain positive relationships with all Library users and respond appropriately to student and staff issues.
- 3.8 Contribute to the development of Library policy, procedures and processes and provide recommendations to the Library Manager for change when appropriate.

4. Communication

- 4.1 Ensure all written and verbal communication is courteous, professional, accurate and reflective of College values.

5. Risk and Compliance

- 5.1 Report directly to the Principal on any matters relating to child protection.
- 5.2 Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and our emergency response practices.

6. Professional Learning

6.1 In partnership with your Manager, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role.

7. Other duties may be required from time to time

PERSONAL CAPABILITIES

- Understanding of the role of Teacher Librarian and ability to deliver relevant and challenging lessons in support of curriculum objectives.
- Develop a love and appreciation of reading in students.
- Ability to promote a love for literature in young learners.
- Capacity to create an environment that provokes interest in learning and a passion for inquiry.
- 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.
- Possess appropriate teaching and librarianship qualifications.
- Demonstrated commitment to continuous improvement.
- Ability to demonstrate professional conduct and discretion at all times.