



Job and Person

Specifications

DETAILS

Position Title:	Classroom Teacher – Teacher Librarian
Sub School:	Middle and Senior Schools
Line Manager:	R-12 Director of Teaching and Learning
Reports to:	7-12 Teaching and Learning Leader
Commencement:	January 2025
Tenure:	Permanent Part Time 0.6 FTE

DIMENSIONS OF POSITION

- To assist the Principal and other college staff in fulfilling the aims and purposes of Tatachilla Lutheran College as per four focus areas of the College Strategic Plan.
 1. Faith
 2. Educational Excellence
 3. Wellbeing, People Partnership and Culture
 4. Sustainability
- To support and maintain the spiritual aims and ethos of the college.
“Teaching the Love of Christ for a fulfilling life which values self-worth pursues excellence and serves others.”
- To protect and ensure the very best education of students in a safe, educationally rigorous, student centered and positive environment.

POSITION OBJECTIVES

The Teacher Librarian will:

- Assist the Principal in fulfilling the aims and purposes of Tatachilla Lutheran College, supporting the philosophy and ethos of the college; and
- Accept the delegated responsibility and authority vested by the principal.
- Manage the student library, literacy and research support and development.

ACCOUNTABILITY

The position is accountable to the Principal through the R-12 Director of Teaching and Learning.



JOB DESCRIPTION

Tatachilla Lutheran College sees this role as having a visionary impact on shaping our library services, student research and staff professional development for evolving, contemporary education.

The following responsibilities and accountabilities will be undertaken by the Middle and Senior School Teacher Librarian:

Information Resources

1. Promote and implement practices and initiatives that support and encourage research skills, resource management, and the achievement of academic excellence.
2. Liaise closely with Learning Leaders and teaching staff to ensure that curriculum resource needs are met. Provide guidance on e-learning and Information Literacy as appropriate in Learning Area meetings and to groups of students as required.
3. Ensure that the library is multi-functional and a focal point for flexible student learning.
4. Ensure access to a broad range of literature reflecting a variety of cultures, diversity, and themes.
5. Ensure the promotion of and easy access to the collection of college e-resources
6. Keep abreast of relevant copyright laws and changes to legislation relevant to an education setting, and ensure updates are shared with staff.
7. Maintain relevant technological expertise and integrate new technologies for teaching and learning. Work with the 7-12 Teaching & Learning Team to implement, review and recommend strategies to support the use of e-textbooks and other electronic resources in the Middle/Senior years.
8. Research contemporary and document information and resources relevant to the college's educational contexts.

Teaching and Learning

9. Assist senior students with developing research skills to navigate complex academic articles and advancing students' analytical skills.
10. Coordinate student access to National Library of Australia cards and resources.
11. Support staff in providing resources for challenging texts or content.
12. Assist students across the college to seek, critically evaluate, and present information.
13. Assist students across Years 7-12 to use a range of resources and relevant technologies.
14. Collaboratively plan and co-teach with staff to develop information literacy.
15. Provide opportunities for students to work in groups, individually or as a class in the library.
16. Be inclusive of the diverse needs, cultural backgrounds and mother-tongue of learners in the library context.
17. Supervise independent study sessions for students in the library.
18. Support staff in a whole-school approach to referencing, including recommendations for tools and running training.



Literature Promotion

19. Expose students to a range of genres in both print and digital formats.
20. Develop strategies to foster a love of reading and literature.
21. Guide students in their reading choices and support and encourage regular borrowing.
22. Use selection tools/reviewing journals to keep informed about current literature for children and young adults.
23. Collaborate with teachers to develop literature-based reading programs and co-ordinate library events.

Leadership and Management

24. Contribute to, and provide leadership of, relevant policy and procedural discussions reemerging digital technologies and influences. E.g. AI
25. Provide line management for the library staff including the directing of the R-6 Teacher Librarian on program development and implementation.
26. Lead with exemplary practice, acting as a mentor to staff.
27. Contribute to strategic priorities for the library across the college.
28. Responsible for the operational priorities of the library, including the development and management of the annual budget for operational resources and minor equipment.
29. Contribute to the development, access to and promotion of e-learning and learning resources.
30. Maintain up-to-date knowledge of national and international trends and developments in information services and e-learning, including new innovations and practices in contemporary education.
31. Manage the automated library system and related technology.
32. Develop and document Library policies, develop goals and objectives for the Library, and evaluate programs according to the changing needs of the college.
33. Demonstrate practices that reflect current educational directions and the college's strategic direction.
34. Lead professional learning for staff on effective research practices (e.g. skills needed for online research, accessing and using resources, such as digital databases, and appropriate referencing)
35. Participate in, and where possible contribute to, relevant resource-based networks outside of the college.
36. Facilitate a safe and supportive work environment by ensuring compliance with the college's policies and procedures and with workplace legislation.
37. Participate in co-curricular and extra-curricular activities as required.
38. Be involved in the Professional Development Program of the college and display a commitment to continuous self-evaluation and lifelong learning.
39. Attend all staff meetings and other appropriate committee meetings as negotiated with or directed by the Principal or Line Managers; and
40. Any other duties as directed by the Principal.

Additional Responsibilities (subject to negotiation)

41. Support staff with research for HALT process.
42. Work with groups of Year 10 Exploring Identities and Futures (EIF – SACE Stage 1) students from 2025 and staff re: research skills and resources within and beyond the College for their identified areas of inquiry.
43. Coordinate Activating Identities and Futures (AIF – SACE Stage 2) and lead the AIF team to deliver academic excellence.



PERFORMANCE MANAGEMENT

In relation to setting goals and managing performance, Key Performance Indicators (KPI's) are mapped against the position description so that performance can be measured and acknowledged.

LEADERSHIP	
Strategic Plan	Innovative, well researched and student-focused initiatives are developed and implemented.
Curriculum	Manage Activating Identities and Futures staff and students.
Ministry	A high level of spiritual leadership is evidenced through daily interactions with staff, students and parents.

STAFF / STUDENTS / PARENTS	
Staff Communication	Proactive communication with staff using a variety of communication methods to ensure library program effectiveness.

ADMINISTRATION	
Feedback	Continuous, timely and professional feedback is provided to students and colleagues.
Planning	Documented and planned programs are provided in a timely manner to students and teachers.

Selection Criteria

SKILLS AND EXPERIENCE
The Teacher Librarian will: <ul style="list-style-type: none">• be registered (or qualified to register) to teach in South Australian Schools (this includes current police check and mandatory reporting notification requirements);• hold tertiary qualifications for the relevant teaching area;• demonstrate experience and success as an effective Teacher Librarian with the relevant year level(s);• demonstrate sound pedagogical skills through the use of student centred and inclusive learning methodologies, particularly those with special needs; and• demonstrate sound organisation, administration and record keeping skills.
PERSONAL QUALITIES
The Teacher Librarian will: <ul style="list-style-type: none">• display a commitment and enthusiasm for teaching students;• show a willingness to support and promote the Christian ethos of the College;• have an ability to lead and work in a team environment; working collaboratively with colleagues;• be able to communicate effectively and work with staff, students and parents; and• serve the wider goals of the school community and that of their own in developing a professional learning community.



KNOWLEDGE

The Teacher Librarian will have knowledge of:

- current pedagogical practices relevant to the specialised area with a vision for contemporary learning and research;
- demonstrated ability to relate effectively to a diverse range of staff and students;
- competent usage and application of ICT within the classroom and teaching administrative duties; and
- Behaviour support strategies appropriate to age level.

CLASSIFICATION LEVEL

- As per Lutheran Schools Enterprise Agreement

SELECTION CRITERIA

- **SC1** Evidence of active involvement in a Christian denomination and/or ability to support the Christian ethos of the College, including worship and devotional life;
- **SC2** Demonstrated personal and interpersonal skills that strengthen effective partnerships with parents and staff;
- **SC3** Demonstrated ability to develop warm, caring relationships with students while maintaining a positive, focussed learning environment. An understanding of the particular needs of students and demonstrated skills in meeting these needs in the context of the library and in pastoral care;
- **SC4** Demonstrated use of a range of effective contemporary learning strategies inclusive of all students. Evidence of a personal commitment to continuous self-evaluation and lifelong learning;
- **SC5** A vision for how emerging digital technologies, access to academic research and the building of analytical skills can be developed within this role
- **SC6** Demonstrated skills needed to support the College's co-curricular and extra-curricular program; and
- **SC7** Demonstrated levels of confidence, flexibility, initiative, perseverance and resourcefulness necessary to contribute to a professional learning community which values teamwork and teacher leadership.

Equity principles underpin all College policies and procedures. The College is committed to Equal Employment Opportunity principles and values cultural diversity and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

APPLICATION PROCESS

APPLICATIONS WITH SUFFICIENT SKILLS AND EXPERIENCE ARE REQUIRED TO:

1. Write a covering letter of up to two pages, addressing the selection criteria;
2. Include a curriculum vitae; and
3. List three referees, one being a pastoral referee.

Applications that do not meet the above requirements will not be considered.

Applications should be addressed to the Director of People and Culture, Tatachilla Lutheran College and sent electronically to jobs@tatachilla.sa.edu.au.

Applications close **9am on Friday, 20 September 2024.**