



## DUTY STATEMENT

Position	Teacher Librarian
Reports to	Head of Senior School
Type	Full time contract position to 13 December 2019. Availability during student free periods may be required.
Classification	Independent Schools NSW/ACT Standards Model (Teachers) Multi-Enterprise Agreement 2017
Last updated	May 2019

### THE ROLE

The purpose of the Teacher Librarian is to facilitate and support the learning and teaching needs of students and staff. With an ability to inspire and support students the Teacher Librarian, working with the School, will maintain and promote literacy as a priority. This includes the development of information literacy skills to ensure the students are able to access and use information effectively and ethically.

The Teacher Librarian, together with the Library team, design and deliver effective and collaborative services and programs to enhance curriculum outcomes and ensure the day to day operation and running of the Library is well maintained.

With a focus on exceptional customer service, the Teacher Librarian at Canberra Girls Grammar School recognises the importance of quality advice and support for all members of the School community.

### DUTIES

*It is the nature of the work at Canberra Girls Grammar School that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises and undertake tasks that are not specifically covered in the job description.*

- Teach the required number of Library lessons as required by the School, including Reading Enrichment;
- Supervise the library during opening hours. This may include sessions between 8am and 5pm weekdays and during non-term time periods;
- Work collaboratively with Library staff, Heads of Department and Teachers to identify and locate appropriate resources to compliment units of study and curriculum areas including innovative solutions to research, teaching and learning needs;
- Create, maintain and update Library Guides to support units of work and assessments;
- Plan and evaluate assessments to ensure the integration of information resources and technologies into student learning;
- Manage online resources;
- Provide access to information resources through efficient and well-guided systems for organization, retrieving and circulating resources;
- Provide general Library administrative duties as required including, but not limited to: cataloguing, circulation reports and stocktakes;

- Provide training and assistance to students and staff in the effective use of library systems;
- Evaluate and maintain the library collection to ensure curriculum and student needs are met;
- Ensure that the daily administration of the Library is efficient, and that systems, resources and equipment are well-maintained;
- Maintain a stimulating, helpful and welcoming environment that is the focal point for students' learning;
- Actively support and promote Library and School programs;
- Attend meetings, planning sessions and training as required; and
- Undertake any other such duties as may be required by the Principal.

## QUALIFICATIONS AND RELEVANT EXPERIENCE

### ESSENTIAL

- Teaching qualifications that enable registration with the ACT Teacher Quality Institute;
- A current Working with Vulnerable People check;
- Demonstrated high level written, verbal and interpersonal communication skills;
- Exceptional customer service skills with a proactive approach;
- Knowledge of library procedures and practices in an educational environment; and
- A flexible / collaborative approach to problem solving.

### HIGHLY DESIRABLE

- Eligibility for professional membership with the Australian Library and Information Association;
- Demonstrated skills in on-line databases and software packages; and
- Ability to apply knowledge of current trends, developments and standards in library services.