

Campus Teacher Librarian Job and Person Specification

Responsibilities

Teaching and Learning:

- Assist students to seek, critically evaluate, synthesise and present information.
- Help students use a range of resources and technologies.
- Collaboratively plan units of work with subject and classroom teachers to develop information literacy.
- Be informed and proactive about current curriculum documents and development.
- Actively promote student information literacy across the curriculum.
- Advocate for the need for students to be information literate.
- Be inclusive of the diverse needs of learners.
- Work with school leaders to integrate Information and Communication Technology into the curriculum.

Literature Promotion:

- Expose students to a range of genres in both print and digital formats.
- Develop strategies to foster a love of reading and literature for leisure.
- Promote best quality literature and authors reflecting a variety of cultures and themes.
- Guide students in their reading choices.
- Use selection tools and reviewing journals to keep informed about current literature for children.
- Collaborate with teachers to develop literature-based reading programs.

Management and Services:

- Organise efficient procedures and systems for delivery of services, including flexible time-tabling for use of the library resource centre.
- Develop and administer resource budgets and be accountable to Campus Leaders.
- Coordinate the roles and daily tasks of the library staff and volunteers.
- Manage the automated library system and related technology.
- Coordinate displays, special events and activities to support student learning.
- Contribute to the schools' and Campus' webpages.
- Develop and document library resource centre policies, set goals and objectives and evaluate according to changing school needs.
- Select resources to support the literature and information needs of the Campus community.
- Employ strategies to maximise access to print and electronic resources.
- Provide a friendly, learning environment in which students feel confident that their information and literature needs will be addressed.
- Promote the library as a hub for learning on Campus.

Education/Qualifications

- Bachelor of Education and Diploma of Library and Information Studies or equivalent/evidence of professional learning in librarianship.
- Registration with the Teacher Registration Board of South Australia.

- Current WWCC.
- Current Responding to Abuse and Neglect training.

Experience and Skills

- Experience working as a teacher librarian in a primary school.

Personal Qualities

- Be a committed Christian
- Have excellent organisational and time management skills.
- Work collaboratively as part of a team.
- Successfully manage a number of diverse tasks in a busy multi-school environment.
- Communicate positively and effectively with all members of the Campus community.
- Sustain a high level of professional knowledge, commit to ongoing professional learning and the desire to be part of a dynamic educational team.
- Participate in co-curricular activities.