

Senior School Teacher Librarian

Purpose and Outline of Role

The Teacher Librarian in the Rennie Library has a pivotal role in developing students' critical, creative and digital literacy skills. To do this effectively, the teacher-librarian should:

- equip students with the skills and tools need to be effective, responsible and cyber smart online citizens
- provide students with the skills to be information literate, using information to solve problems, evaluate information and be confident creators of content
- support teachers in their delivery of lessons that develop information literacy skills
- develop and nurture a love of reading among the student population using a range of print and online formats.

Teacher Librarians are expected to be able to work independently, be motivated to be lifelong learners and be able to inspire the same in others.

All teachers at Queenwood are expected to contribute to the pastoral care programs and the wider life of the School, and the majority of teachers are required to act as Tutors within the School's pastoral care systems for which an additional allowance is payable.

Reporting Relationships

The Rennie Library Teacher Librarian is ultimately responsible to the Principal in all aspects of the position and directly responsible to the Head of Library and Information Services (K-12).

Employment Basis

This is a full-time temporary teaching position to commence on 26 May 2025 until the end of Term 4, 2025. However, the start date may be negotiable for the right candidate.

Role Responsibilities

Teaching and Learning

- Ensure that the Rennie Library is welcoming, multi-functioning space and a focal point for student learning.
- Advocate for the need for students to be information literate
- Work collaboratively with class and specialist teachers to plan and develop resource-based units of work
- Attend meetings for designated KLA Departments to support the integration of Information Skills within the design of subject units
- Teach information literacy skills/ research lessons for classroom teachers as required
- Assist students to research, critically evaluate, synthesize and present information using a range of resources and technologies e.g. databases, websites, software and information sources, eBook readers, computer hardware.
- Ensure that students are taught how to correctly reference their work

- Ensure that the school's Academic Honesty policy is adhered to by students, this includes implementing the All My Own Work programme
- Set and maintain clear expectations for students in the use of the Library as a classroom and general learning space; this includes ensuring that Senior students have a quiet area in which to study
- Undertake other duties as required by the Head of Library.

Reading and Literature

- Select, acquire, organise, promote and maintain book and non-book resources that reflect and extend the interests of Queenwood students.
- Prepare and deliver Wide Reading lessons that support the English Departments reading programme
- Support the English department in suggesting and providing related material for the Senior HSC and IB courses
- Offer guidance to students in their reading choices to foster students' love of reading for leisure and enjoyment.

Development and maintenance of Library Resources

- Identify and locate new resources to support the curriculum and provide recommendations to the Head of Library Services for the acquisition of new resources
- Develop online and print resources as requested by staff
- Develop resources for Information Literacy lessons
- Maintain the collection by continually assessing the usefulness of resources and removing old and obsolete ones
- Work with the Library team on the annual library stocktake
- Work with the Head of Library Services on the ongoing development the Rennie Canvas page
- Maintain the integrity of the Library Management System (LMS) including arranging for updates when needed
- Liaise with the Head of Library about Library Policy and Procedure.
- Ensure the day-to-day administration of Rennie Library is efficient and that systems, resources and equipment are well maintained.
- Develop and document library policies, set goals and objectives and evaluate according to Queenwood's changing needs.
- Organise efficient procedures and systems for delivery of services for use of the Rennie Library
- Work on a roster system with other library employees to ensure that the library is properly staffed between the hours of 7.30am to 5pm Monday to Thursday and 7.30am to 4.15pm on Fridays

Curriculum

- Be thoroughly familiar with the NESA and IB syllabuses and supporting documents
- Ensure that resources in the library meet the curriculum requirements of staff and students
- Create resources that support the curriculum and cater to a wide range of learners

Administrative tasks

- Catalogue new resources in an effective and timely manner
- Work on the circulation desk when other library staff are not in attendance
- Ensure that the library Book IT system is up to date and that classes are placed in appropriate areas of the library
- Assist students with printing and photocopying in the library

Professional Development

- Remain abreast of developments in education and best teaching practice, particularly in relation to Information Literacy and the education of girls
- Identify professional development needs and participate in programmes that develop new skills and knowledge
- Maintain membership of professional associations

Involvement in wider school community

- The Teacher Librarian must be prepared to fully participate in the school community through involvement activities such as school sports days.
- The Teacher Librarian should be prepared to fulfil pastoral roles such as being responsible for a Tutor Group.
- Attend staff days and school functions as required

Qualifications and Experience

- Proven experience in a similar role
- Tertiary qualifications in Teaching/Education
- Tertiary qualification in Librarianship
- Eligible for professional memberships to ALIA
- Current Working with Children Check (WWCC)

Personal Attributes

- Infectious passion for reading, literature and technology in education
- Excellent communication skills
- Engenders mutual respect with students, staff and parents
- Flexible and responsive to the needs of the school community and driven to achieve the best outcomes for the school
- A collaborative, team player balanced with the ability to be decisive and directional where situations demand
- Highly motivated individual with a strong 'can do' attitude
- Dedicated to creating opportunities for the use of library resources and facilities

Concluding Remarks

This position description is intended to give an indication of the scope and nature of work that an employee at this level may be expected to perform. However, the statement does not restrict the employer's right to require the employee to perform any task that is within the employee's competency and skill that is reasonable incidental to or associated with the position held.

Work, Health & Safety

The School is committed to providing a healthy and safe workplace for everyone. All staff have a responsibility to take reasonable care for their own safety and that of everyone else at school or involved in school activities. As such, you must comply with reasonable Workplace Health and Safety instructions, policies and procedures, including the provision of care to students within the scope of your role. You will also participate in school safety by completing risk assessments, addressing hazards and reporting safety incidents.

Statement of Commitment to Child Safety and Wellbeing

Queenwood is dedicated to creating a safe and child-friendly environment for all children and young people in our care. We emphasise a zero-tolerance policy for child abuse and harm, prioritising the best interests of students and their safety. The School is fully committed to complying with child protection laws and regulations, and we aim to foster a child-safe culture. Every member of the school community is responsible for ensuring the wellbeing and safety of all students, with a focus on keeping students' safety paramount in all their actions and decisions.

Applications

Please email applications and/or send enquiries to: employment@queenwood.nsw.edu.au

Applications should include:

- Your WWC & NESAs number
- Resume & cover letter addressing the criteria / position requirements
- Queenwood Teaching Staff Application Form
- Your email address
- Names and phone numbers of three confidential referees

The successful applicant must be legally permitted to work in Australia, hold a valid working with children clearance and be accredited with NESAs to teach in NSW.

Closing Date for applications is **9am, Monday, 31 March 2025**. Invitations to interview for this role may be extended prior to the closing date and Queenwood reserves the right to reduce the application period and/or remove the job advertisement early should a suitable applicant be found.

Please note that Queenwood does not accept unsolicited applications from Recruitment Agencies. Should we require additional recruitment services, we will be sure to contact our preferred providers.