

## **K-6 Teacher Medway Library**

### **Purpose and Outline of Role**

The Teacher Librarian in the Junior School's Medway 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
- 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.

### **Reporting Relationships**

The Medway Library Teacher Librarian is ultimately responsible to the Principal in all aspects of the position and directly responsible to the Head of Library Services (K-12) and will also work closely with the Head of Junior School.

### **Employment Basis**

This is a full-time, temporary appointment commencing Term 2, 2021 for the duration of 12 months.

### **Role Responsibilities**

#### **Leadership**

- Advocate the need for students to be information literate.
- Demonstrate practices that reflect current educational directions in teaching and learning.
- Communicate to other teachers the results of professional development activities.

- Maintain a high level of professional knowledge by seeking opportunities for ongoing professional learning e.g. through attendance at conferences and workshops, reading appropriate professional literature (text and digital), building a personal learning community
- Maintain membership of TL professional organisations including the OZTL-net listserv, AIS ICT integrators list, IPSHA Teacher-Librarians Umbrella group.

### **Curriculum**

- Be informed about current curriculum documents and developments.
- Actively promote critical and digital literacies across the curriculum.
- Ensure that curriculum outcomes are embedded in all library planning documents
- Create online curriculum support resources for teachers as well as curating the physical collection

### **Teaching and Learning**

- Ensure that the Medway Library is welcoming, multi-functioning and a focal point for student learning.
- Develop and promote a library program which fosters explicit knowledge and implicit use of multiple literacies
- Work collaboratively with class and specialist teachers to plan, develop, teach and evaluate resource based programs
- Work collaboratively with other staff to develop and implement a Queenwood Information Skills Continuum K-12.
- 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.
- Create displays, special events such as BookWeek, activities and recommended reading lists to support student learning.
- Provide bulk loans to classes and year levels to extend and enrich classroom-based reading and research
- Contribute to the co-curricular life of the school through the provision of clubs and additional activities
- 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.
- Partner with other teachers in developing literature based reading programs that support the development of a range of reading skills and strategies
- Offer guidance to students in their reading choices to foster students' love of reading for leisure and enjoyment.

### **Management Services**

- Liaise with the Head of Library about Library Policy and Procedure.
- Support the Head of Library in creating annual budget proposals, based on perceived needs for development of the collection
- Assist in developing the resource collection that meets curriculum, informational and student recreational needs within the context of Queenwood priorities.
- Ensure the day to day administration of Medway 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 Medway Library
- Supervise and train students as Library Monitors
- Collaborate with the Library Assistant to manage day to day operations of Medway Library.

### **Parental Support and Assistance**

- Provide advice to parents on recommended books and on supporting the development of reading skills and a love of literature in their children
- Encourage parental borrowing of the library's resources
- Seek and welcome the assistance of parent volunteers as library helpers, providing training where necessary

### **Hours**

- Medway Library's opening hours are as follows:
  - 8 am to 4 pm Monday to Friday.
- The Library is available for Parent Borrowing before school every day and after school on Tuesdays – Thursdays

- The Library is open at lunchtimes on Monday, Wednesday and Thursday from 1.15 – 1.45 pm for students. These times represent the three weekly 'duties' for the teacher-librarian.
- The Teacher Librarian is expected to contribute to all school wide activities including camp, excursions, sport carnivals, assembly, meetings and professional learning.

## **Applications**

- Closing date for applications is Friday 19 March, 2021 at 5pm.
- Please note that Queenwood accepts only electronic applications, to be emailed to [Employment@queenwood.nsw.edu.au](mailto:Employment@queenwood.nsw.edu.au).
- Applications that are not accompanied by the Queenwood Application for Employment form, available on the Queenwood website Employment page, will not be considered.
- Please note that if shortlisted for interview you will be required to provide proof of right to work in Australia for the duration of the appointment.
- Applications should include:
  - Your WWCC number as per new regulations as at the 15<sup>th</sup> June, 2013.
  - A PDF version of your Resume & Cover Letter addressing the criteria and position requirements outlined in the role description.
  - Your Email Address and Contact Number.
  - The Names and Phone Numbers of three Confidential Referees.