

Position Description

Position	Library Specialist Teacher / Teacher Librarian
Award	Educational Services (Teachers) Award 2020
Directly reports to	Deputy Principal / Head of Campus
	<i>All positions ultimately report to the Principal</i>

This position description summarises the essential responsibilities, activities, qualifications, and skills for this position and may be reviewed or modified by the Principal or their delegate, in response to the strategic direction of the school and the development of skills and knowledge for this position.

Position Summary

The purpose of the position of Library Specialist Teacher / Teacher Librarian is to work with the academic leaders and staff to implement the School's vision to empower independent and collaborative learning and teaching for all students and staff. The Library Specialist Teacher / Teacher Librarian engages and collaborates with library support staff to deliver a high quality, and inclusive service to our library users.

The Library Specialist Teacher / Teacher Librarian plays an integral role within the library team by delivering a high quality library service that supports the learning and teaching programs at Ivanhoe Grammar School. At all times, the library aims to deliver a continuously improving program, focussed on reading and information literacy, across the curriculum and all year levels. This is achieved through the provision of a collaborative teaching program and carefully curated print and digital resources promoted within a dynamic, welcoming and positive library environment that fully supports the stated outcomes of the school.

Key Result Areas

Responsibilities	Performance Outcomes
To promote and enable the Ivanhoe Strategic Vision.	The Purpose and Ethos of the Strategic Vision are evident in the observable behaviours and professional practice of all staff at Ivanhoe Grammar School.
Provide students with a child-safe environment.	A demonstrable and leading understanding of appropriate behaviour and legal obligations relating to child safety. A leader of compliance with the School's Student-Safety Policy and Code of Conduct, and any other policies or procedures relating to child safety.
To inspire, motivate and grow a positive and collaborative learning culture across the School community.	An environment of professional trust, empowerment and learning is fostered with all library users. Observable professional behaviour and professional courtesy is modelled at all times. A culture of high expectations and standards is evident in staff and student work practices and behaviours.

Provide specialist advice and support to teachers in the selection, acquisition and use of resources which support the curriculum.	Units of work and research-based tasks are collaboratively planned and delivered with teaching staff. Information and digital literacy skills including referencing and the correct use of AI are collaboratively taught and promoted across the curriculum. Digital Research Library Guides are curated and collated to suit all curriculum programs and subjects. Provide high quality and diverse Library programs and print and digital collections to suit students' learning needs. Use data and apply current pedagogical theory and practice and curriculum initiatives to foster the development of literacy in across all disciplines.
Promote student engagement in learning through targeted programs.	Information literacy programs and resources are designed and delivered to help students develop effective research skills. Plan and deliver highly engaging library reading programs to promote literacy skills and an enjoyment of reading. Have an interest in, and extensive knowledge of, young adult literature and other suitable resources. Use professional knowledge and work with the library team, including cross-campus, to select and maintain a high quality physical and virtual collection that supports the curriculum and reflects variety and diversity across topics and themes. To work with the team to promote use of the library and resources through special events, activities and displays. The physical and virtual Library learning environments, are inviting and welcoming to encourage optimal student engagement and wellbeing within the library space.
Work within the annual budget, in consultation with the Business Office.	Effective and timely communications with the Business Office. The preparation of a library budget that supports the delivery of programs in accordance with School policies and priorities.
Representing the School at events.	Networks and community relationships are fostered. Best practice opportunities in education are explored. Relevant Associations are maintained and their resources utilised.
Other duties as directed by the Head of Campus.	The Head of Campus is represented in a range of events and settings as directed. Attend various committee meetings at the invitation of the Head of Campus. Engage in projects as directed by the Head of Campus.

Key challenges

- Build on the School's reputation as a contemporary centre of excellence in education.
- To create conditions for learning that are student-centred, outcomes-based, incorporate a diversity of approaches and promote excellence.
- Develop Ivanhoe as a school recognised for exceptional success in promoting the wellbeing of students.

Education and experience

- Appropriate qualification in Teacher Librarianship, i.e., relevant teaching and librarianship qualifications as approved by ALIA (Australian Library and Information Association).
- Current Full Victorian Institute of Teaching (VIT) registration.
- Experience working in a contemporary school library or learning resources centre.
- Expert knowledge of child safety protocols and compliance requirements.

Knowledge and skills

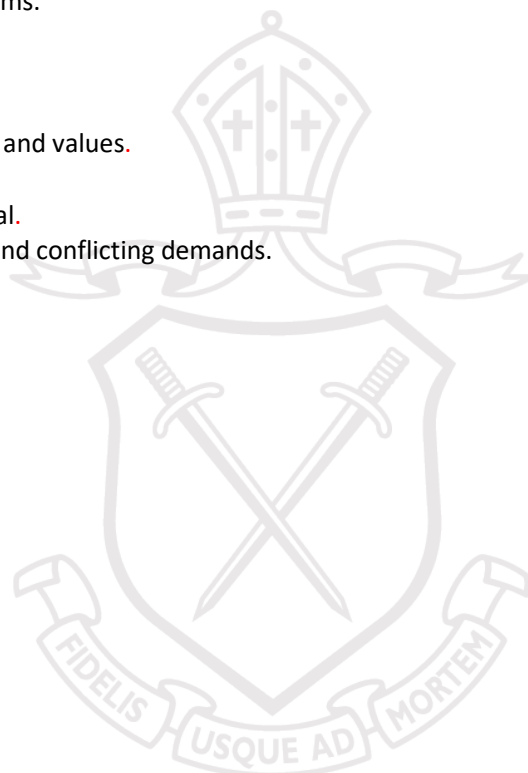
- Outstanding interpersonal skills and communication skills.
- Strong ability to work in a team environment and to consult, collaborate and interact with staff, students and parents / guardians.
- Demonstrable understanding of contemporary learning theories and practices and commitment to student learning and wellbeing.
- Extensive knowledge of young adult literature.
- Sound knowledge of the AITSL Standards for Teaching.
- Highly competent in the use and application of digital technologies including library research databases, LibGuides, Library management systems eg. Accessit and MS Teams.

Attributes

- Be a suitable person to engage in child-connected work.
- Supportive and an avid promoter of the Ivanhoe Grammar ethos and values.
- Highly developed verbal and written communication skills.
- Demonstrated ability to work with others towards a common goal.
- Personal resilience, enabling effective management of multiple and conflicting demands.

Reporting Relationships

Reports to:	Deputy Principal / Head of Campus
Associated Relationships:	Head of Library Services Library Team Head of Pedagogy Curriculum Leaders Members of Academic Staff Students / Parents and Guardians
Team/s:	Library Team Professional Services



Additional Information Relating to the Position

Child Safety Commitment

All schools have a moral responsibility for the safety and wellbeing of students. At Ivanhoe Grammar School we take this responsibility very seriously. We are committed to a school culture where protecting children forms a part of our everyday thinking and activity. Protecting students is the responsibility of everyone who is employed at, or is engaged by, Ivanhoe in child-related work. Detailed information about our commitment to child safety and wellbeing, is set out in our code of conduct, policies and procedures located on our Child Safety page.

Committed to child safety, children's wellbeing and protecting children from abuse, the School requires that all staff comply with the School's Student Safety Code of Conduct, Student Safety Policy, Student Safety Concerns Management Procedure, Health and Safety Policy and Respectful Workplace Behaviour Policy.

All teachers and non-teaching staff working directly with or caring directly for students are required to have a working knowledge and understanding of our Child Safety Code of Conduct, Student Safety Policy and Student Safety Concerns Management Procedure.

Where any staff member breaches any of the School's policies or codes of conduct, the School will take appropriate disciplinary action.

Teaching Staff Commitment

All teachers are expected to support our students in our three academic pillars of curricular, co-curricular and pastoral care. All teachers are expected to teach vertically across a range of year levels, 3- and 4-year-olds in ELC, Prep to 6 in the primary years and Years 7 to 12 in secondary years. Teachers are expected to support and extend the School's ethos and culture, foster in their students the enjoyment of learning and challenge, provide opportunities for students to have a whole of school experience, while striving for a broad world outlook. Staff must continue their professional development and participate in any mandatory training provided by the School.

Occupational Health and Safety (OHS) Commitment

All School staff are required to take reasonable care for their own health and safety and that of other staff who may be affected by their conduct.

All staff are responsible for:

- Participating in OHS related training
- Reporting OHS hazards and incidents
- Actively participating in the development of risk assessment and or job safety analysis
- Assist with workplace inspections
- Adhere to Ivanhoe Grammar School's OHS policies and procedures

Policies and Procedures

All employees of Ivanhoe Grammar School are expected and required to understand and adhere to all School policies and procedures. It is a condition of employment that all employees participate in all training provided to them regarding policies and procedures in accordance with legislative requirements. A breach of School policy may result in disciplinary action.



IVANHOE
GRAMMAR SCHOOL
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Approval

Developed by	Head of People and Culture
Approved by	Principal
Approval date	September 2024
Next review date	September 2028

