



Information Literacy Teacher Librarian

St Bede's College is a Catholic school in the Lasallian spirit and tradition. The College is a faith community committed to social justice, especially to those who are the *"lost, the least and the last"* (St John Baptist de la Salle). Our motto is *Per Vias Rectas* (By Right Paths).

This role description is written in light of the Mission and Vision Statements of the College. Our Community is characterised by a strong set of values that underpin the way we live. We enact those values by respecting and honouring our collective heritage while looking with imagination to the future. The College seeks to assist young men to take their place in society, alive with the wisdom of the gospel.

Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected of all employed in a Catholic school that they:

- Accept the Catholic educational philosophy of the school.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work by their teaching and other work and by personal example, strive to help students to understand, accept and appreciate Catholic teaching and values.
- Avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church Community, in whose name they act.
- Comply with the accreditation policy of the CECV to teach in a Catholic school.

Furthermore, it is expected of all employed at St Bede's College that they accept and support the ethos of the *Lasallian Order* and activities directed at the broader aims of the College.

St Bede's College is a Child Safe School

St Bede's College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young men and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

Role Description

The Information Literacy Teacher Librarian supports the Resource Centre Leader in achieving the College's Mission and Vision and is responsible for: developing information literacy learning programs that are embedded in the curriculum; working with subject teachers to design and implement those programs; scaffolding the information search and guided enquiry process for students; generating and using data about programs and student progress to inform practice; and providing curriculum linked, authoritative resources in a range of formats. In doing so, the aim is to enable students to maximise their academic potential, to become lifelong learners and to develop the habit of reading as a core life skill.

The Information Literacy Teacher Librarian is directly responsible to the Principal and the Resource Centre Leader.

Specific Duties

Learning and Teaching

The purpose of this position is to develop learning and teaching programs to enable students to:

- Maximise their academic potential.
- Become lifelong learners by developing their higher order thinking and independent learning skills.
- Develop the habit of reading as a core life skill.

These aims will be achieved by:

- Working with the Resource Centre Leader to develop and implement a school-wide, sequential information literacy skills program.
- Demonstrating an understanding of the Australian Curriculum and how the school library curriculum supports and extends that curriculum.
- Developing and implementing teaching programs for learning in a physical and digital world.
- Collaboratively planning and teaching units of work with subject teachers from a range of faculties that incorporate an appropriate range of information literacy skills.
- Ensuring that information literacy skills are not taught in isolation.
- Providing authoritative resources to enable students to complete the planned learning tasks successfully.
- Generating data on student progress and using it to inform practice.
- Sharing the data on the programs delivered and student progress with subject teachers, Faculties, Learning Area Leaders and the College Leadership Team.
- Sharing the data on student progress with the students to encourage and inform their future endeavours.

Shared Duties

The following duties are shared by the Resource Centre Leader, the Information Literacy Teacher Librarian and the Curriculum Resources Teacher Librarian.

Program Delivery

- The Information Literacy Program lessons will be planned and delivered by the Resource Centre Leader and the Information Literacy Teacher Librarian. The Curriculum Resources Teacher Librarian will deliver lessons upon the request of the Resource Centre Leader when there is a staffing need.
- The sessions will be assigned based on the roster and commitments of the teacher librarians on the day.
- The sessions must be delivered as planned.

Lunchtime Activities

- Assist with the supervision of planned lunchtime activities in line with the Library Supervision Roster.

Customer Service

- Manage the circulation desk at designated times and deal with inquiries from staff and students.
- Supervise students in the Library.
- Assist staff and students with reference enquiries, to locate and provide resources for subject related studies and leisure-time pursuits.
- Assist staff and students in the use of Library equipment and resources.
- Help with printing and photocopying.

Team Collaborative Tasks

- Attend Library meetings.
- Participate in team/individual annual goal setting and evaluation processes, programs and activities.
- Participate in the planning, preparation and implementation of Library Events.
- Writing and updating procedures in designated areas of responsibility.
- Complete the tasks listed on the Desk Duty Task Sheet.
- Keep the Library in a tidy condition.
- Maintain professional collegial relationships that promote the Library.
- Prepare annual reports in designated areas of responsibility.

Professional Learning

- Attend professional learning activities.
- Attend College meetings as requested

Undertake other duties as directed by the Principal or the Resource Centre Leader

Qualifications and Personal Qualities

- You should be a pro-active, supportive and energetic person who enjoys working in a dynamic, friendly and service-oriented team. You must have excellent communication skills and be keen to work with students and staff in a curriculum-focused school library environment.
- A minimum of a Bachelor of Library and Information Studies or a Subject, plus a relevant teacher training qualification and experience in School Library environments are required for this position.