



St Matthews Catholic School

K-12 Mudgee

Teacher/Librarian - Primary Campus

St Matthews Catholic School is a Kindergarten to Year 12 systemic Catholic school located in the beautiful and thriving township of Mudgee, NSW. The school has undergone unprecedented growth over the past 10 years, from 430 students in 2011 to estimated enrolments of over 1200 students in 2025. It was announced in July 2018, that the school would be moving to a multi-campus K-12 school, with a secondary school located at Broadhead Rd. As a result of this expansion, the school has developed an exciting and innovative leadership model that will support the school into the transition to the multi-campus model, and ensure sustainable and consistent leadership of the school for years to come. We are now searching for a vibrant, enthusiastic and professional leader who is excited about the challenge of learning and teaching in a dynamic and Christ-centred environment, and who believes they can assist in leading the school into this enlivening new era.

Selection Criteria

The successful applicant will demonstrate the following capabilities:

- Experience and proven record in effective classroom learning and teaching
- Advanced understanding of contemporary teaching and learning practices
- A proven ability to differentiate the learning to meet the needs of all students
- A proven capacity to facilitate the integration of ICT in contemporary learning practices
- Excellent communication and organisational skills, punctuality and adaptability
- The ability to develop positive relationships in the classroom based on mutual respect, patience and understanding
- Capacity to create safe and supportive learning environments for students



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Role Description

Job Title:	Teacher Librarian - Primary Campus
Conditions:	0.4 FTE Permanent Part Time Position
Reporting To:	Head of Campus (Primary)

Purpose of the position

The Teacher/Librarian is responsible for the outstanding learning and teaching that occurs within the Resource Centre and, in collaboration with colleagues, a responsibility for the learning and teaching across the Primary school. Each teacher in the school is expected to be a collaborative member of the Professional Learning Team for the stage/KLA they are a part of. This involves working in a collaborative team to set targets for student achievement, analyse student assessment data, and collaboratively develop differentiated strategies and assessment tasks.

Responsibilities & duties

To fulfil this mission, the specific responsibilities of the Leader of Learning include:

- Promote and coordinate activities in the Resource Centre
- Manage and supervise students in the Resource Centre during opening hours
- Assist and support students and teachers with research, study skills and quality learning across all KLA's
- Conduct classes as a Classroom Teacher
- Coordinate and maintain all Resource Centre resources and facilities
- Coordinate activities to extend students in co-curricular activities e.g. STEM Competitions
- Manage the Resource Centre Facilities Budget
- Supervise students in the Resource Centre during break times
- Be committed to supporting student wellbeing
- Have demonstrated commitment to continuous improvement
- Other roles as directed at the discretion of the Head of Campus



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General Expectations

- Show by their example a commitment to Gospel values, Church teachings and the St Matthews Way
- Support the Catholicity of the School both within the School and publicly
- Exercise a duty of care to students - academically and pastorally
- Possess a background in Teaching and/or Teacher Librarianship
- Be an exceptional teacher who demonstrates enthusiasm and the ability to inspire others in their pursuit of excellence.
- Have qualifications in Teacher Librarianship or be committed to gaining qualifications as a Teacher Librarian.
- Have excellent communication skills, and the ability to engage and build rapport with students and staff at all levels.

Developed by School Leadership Team:	August 2022
Last Updated:	September 2024
To be Reviewed	September 2026