

POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.

Teacher Librarian

Position Number	
Classification	Under the NSW and ACT Catholic Systemic Schools Enterprise Agreement 2023
Reports To	Principal
Location	St Benedict's Primary School, Narrabundah ACT

Organisation Overview

The Catholic Education, Archdiocese of Canberra and Goulburn (CECG) plays a crucial role in education in both the Australian Capital Territory (ACT) and New South Wales (NSW). It covers 88,000 square kilometres, encompassing the entire ACT and extending from Pambula on the south coast to Crookwell in the north and to the western point of Lake Cargelligo. CECG operates 56 schools and nine early learning centres and is responsible for educating over 22,000 students. It also employs over 4,000 professionals who are the driving force behind our education system.

Position Overview	The Teacher Librarian is responsible for advancing student's information literacy and critical thinking skills while also managing the library to support the school's academic and educational goals. The Teacher Librarian works collaboratively with Classroom Teachers to integrate information and digital literacy skills into the curriculum, fostering a love for reading and lifelong learning among students. They are responsible for curating a diverse and inclusive collection of resources—both print and digital—that meet the learning needs of students and the resource needs of staff. Additionally, they play a crucial role in helping students and staff navigate, evaluate, and ethically use information in various formats.
Position Duties	<ul style="list-style-type: none"> • Deliver relevant and flexible library and information literacy lessons appropriate to the students. • Incorporate the use of High Impact Teaching Practices within library lessons. • Actively engage students in the use of digital technologies. • Promote print and digital resources including library management system and subscription databases. • Provide relevant resources for the classroom teachers and students. • Use the library management system and oversee the cataloguing of resources. • Manage library staff, parent volunteers and library monitors. • Promote knowledge of and passion for children's literature. • Collaborate with staff in the coordination of Book Week celebrations, Book Fair and Book Club organisations.

	<ul style="list-style-type: none"> • Coordinate and oversee of Accelerated Reader Program.
Selection Criteria	<ol style="list-style-type: none"> 1. Highly effective communication and interpersonal skills to engage with colleagues, students, and parents. 2. Demonstrated high-level IT skills and an ability to communicate and upskill other staff in the use of new technologies. 3. Demonstrated knowledge of the Australian Curriculum and High Impact Teaching Practices with the ability to organise, select and design content for effective teaching and learning including a comprehensive understanding of assessment and reporting strategies and the need to provide effective and timely feedback to parents and students. 4. Skills in maintaining an efficient and thorough system of identifying, organising, circulating, and retrieving resources. 5. Demonstrated understanding of library collection management including purchasing, budgeting, and culling to ensure a balanced and rich collection to meet the needs of students and staff.
Qualifications	<ul style="list-style-type: none"> • Bachelor of Teaching or Master of Teaching. • Working with Vulnerable People (WWVP) registrations. • Teaching Quality Institute (TQI) registration.

Registration and Accreditation

Employment with CECG is conditional upon employees having or obtaining a valid and current working with children registration and accreditation for teaching.

Registrations and accreditations for teaching and working with children are administered under state and territory law. Employees required to perform work or access information in both the ACT and NSW are required to have valid registrations for both regions. The registrations are as follows:

ACT	NSW
<ul style="list-style-type: none"> • Working with Vulnerable People Check (WwVP) • Teaching Quality Institute (TQI) 	<ul style="list-style-type: none"> • Working with Children Check (WwCC) • NSW Education Standards Authority (NESA)

CECG employees are required to meet the expectations for accreditation in accordance with the Accreditation to Work Teach and Lead Policy in Catholic Education Policy.

Personal information collected in the course of employment will only be used for the purpose it is given in accordance with privacy law and the CECG Privacy Policy – [Click here](#).