

# POSITION DESCRIPTION

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

## Teacher Librarian

Position Number	1350
Classification	Under the NSW and ACT Catholic Systemic Schools Enterprise Agreement 2023
Reports To	Principal
Location	St John Paul II College, Nicholls 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	Teacher Librarians are effective classroom teachers with expertise in information and digital literacies.
Position Duties	<ul style="list-style-type: none"> <li>• Develop and maintain the library as a welcoming and supportive learning environment for the whole school community.</li> <li>• Lead the development and implementation of the library programs including, but not limited to, the whole school reading program, parent engagement programs and information literacy programs.</li> <li>• Work with teachers and Faculty leaders to deliver relevant and flexible library and information literacy lessons appropriate to students.</li> <li>• Promote knowledge of and passion for reading amongst the community.</li> <li>• Support the induction of new students and staff into college and library information systems and processes.</li> <li>• Support the implementation of information literacy in curriculum and pedagogy.</li> <li>• Plan annual calendar of events including co-curricular activities to engage and excite students including Book Week celebrations and other key points throughout the year.</li> <li>• Provide just in time tutoring to senior students.</li> <li>• Manage library resources, including print and digital materials, as well as library equipment and facilities.</li> <li>• Use the library management system and oversee the cataloguing of resources.</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide professional learning opportunities for teaching and support staff to maximise engagement with library resources.</li> <li>• Manage library staff and parent volunteers.</li> </ul>
Essential Criteria	<ol style="list-style-type: none"> <li>1. Highly effective communication and interpersonal skills to engage with colleagues, students, and parents;</li> <li>2. Demonstrated high level IT skills and an ability to communicate and upskill other staff in the use of new technologies.</li> <li>3. Demonstrated knowledge of the Australian Curriculum 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;</li> <li>4. Skills in maintaining an efficient and thorough system of identifying, organising, circulating, and retrieving resources;</li> <li>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.</li> </ol>
Qualifications	<ul style="list-style-type: none"> <li>• Must have commenced or completed Initial Teacher Education (ITE) program.</li> <li>• Working with Vulnerable People (WWVP) and Working with Children's Check (WWCC) registrations.</li> <li>• Teaching Quality Institute (TQI) accreditation and/or NSW Education Standards Authority (NESA) accreditation.</li> </ul>

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

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](#).