

<b>POSITION TITLE:</b>	<b>Teacher Librarian / eLearn Teacher</b>
<b>SECTION:</b>	<b>St Francis Xavier's School, Manunda</b>
<b>REPORTS TO:</b>	<b>Principal</b>
<b>CLASSIFICATION:</b>	<b>Remuneration in accordance with the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland</i> (Available at <a href="http://www.cns.catholic.edu.au">www.cns.catholic.edu.au</a>)</b>
<b>AUTHORISATION:</b>	<b>Executive Director</b>

## CATHOLIC EDUCATION SERVICES – DIOCESE OF CAIRNS

Catholic Education Services in the Diocese of Cairns is a dynamic and growing organisation that is actively inviting schools to co-create with us, schools that are places of rich learning for now and into the 22<sup>nd</sup> Century.

*Our vision is to offer every student in every school a world class education enriched by their lived encounter with the Catholic Faith.*

Catholic Education Services is committed to this vision through Co-Leadership with schools to build communities of learning that provide a safe, nurturing and academically challenging environment. Our schools are places where we create opportunities for every student and every staff member so that they are inspired to contribute to our society, innovate, explore possibilities, and achieve excellence.

Catholic Education Services in the Diocese of Cairns embraces thirty (30) schools including twenty (20) primary schools, two (2) Prep to Year 12 colleges and eight (8) secondary colleges. One of these colleges is a Special Assistance College with campuses in Cairns, Cooktown, and Edmonton. This community also includes Catholic Education Services located in Cairns itself. Over the next five years there are two new schools planned.

All schools and colleges, except three, are within a two-hour drive of Cairns. Cooktown, Waibeni Island (Thursday Island) and Weipa are accessed by daily flights and located in some of the most beautiful parts of the country. In total, there are 11 500 students and 1500 staff.

Leadership and strategic management of Catholic Education Services is the responsibility of the Executive Director of Catholic Education. Through a team of professionals, and in Co-Leadership with principals, the Executive Director manages and facilitates a number of significant delegations which include:

- Support of the mission of the Church as delivered through Catholic Education
- Support of schools by providing services that strengthen school capacity
- Provision of leadership and forward planning to develop organisational capability
- Distribution to schools of government allocated funds and their accountability
- Monitoring quality of schools and compliance/accountability with requirements of governments, Church, and parents
- Within limits, provision of some centralised, specialised student services, where this is the most effective and efficient approach

Our staff are supported to experience success and satisfaction in their vital role.

Cairns also offers many lifestyle opportunities that can be found in few other places and is surrounded by World Heritage listed areas including the Great Barrier Reef and the Daintree Rainforest, all within an hour's journey from the growing City of Cairns. It is the gateway to our Asian neighbours with direct flights to China, Japan and Singapore as well as having direct flights to all the east coast capital cities, Darwin, and Queensland's Sunshine and Gold Coasts.

## PURPOSE OF THE ROLE

The teacher librarian / eLearn teacher has a complex, dynamic and challenging role in the school learning community. As a significant leader of learning in the school, personnel employed in this role must actively seek to maintain fluency with curriculum initiatives, emerging information and learning technologies, and inquiry based models of learning.

A teacher librarian needs to be committed to enriching and responding to the learning and teaching needs across the school. A successful teacher librarian is an enabler, collaborating with and supporting teachers to incorporate information literacy, literature, print and digital resources in curriculum delivery.

The changing nature of the learning and teaching landscape in schools in a connected world has brought with it increased:-

- Demand for multimodal access to a wide range of literature and information resources.
- Need for guidance and support in the effective use and integration of these resources within curriculum that enables students to access a learning culture and resources that reflect the possibilities of innovative 21st century learning environments.

### **Key aspects of the teacher librarian/eLearn teacher role for development in this position:**

- Promote development of information literacy to enable students to be effective, discerning information users, aware of their responsibilities as digital citizens.
- Collaboratively work with teachers to develop the integration of information resources available through multimodal points of access:-
  - Select, organise, create and customize resources for inquiry-based curriculum across the school.
  - Provision access to a range of information services across a school and into the wider school learning community, that can be accessed anywhere/ anytime i.e. development of digital library portals for students and use of online catalogues.
  - Enable effective use of digital resources - online encyclopaedias, ebooks and other online library resources.
- Collaborate with other Resource Information Specialists in the Diocese and wider networks on:-
  - Curation of resources to support Australian Curriculum
  - Ongoing development of support documents in the area of library and information services
- Maintain literacy as a high priority, engaging students in reading for understanding and enjoyment i.e. promote a 'Reading Culture' - building hype and excitement around reading.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The teacher librarian/eLearn teacher supports and implements the vision of the school community through advocating and building effective library and information services, digital technology skills, and programs that contribute to the development of innovative 21st Century learning environments for students and teachers.

The teacher librarian/eLearn teacher has three major roles.

### **Teacher Librarian/eLearn Teacher as Curriculum Leader**

Work with staff within the school to:-

- Ensure information literacy outcomes are a major school focus;
- Be involved in curriculum planning and school curriculum committees;
- Raise staff awareness of the need for students to acquire information skills and of the importance of resource-based learning in developing these skills;
- Promote the use of the information process as a framework for the development of information skills and as the basis for systematic monitoring of students' development as information users;
- Collaboratively work with teachers to ensure the effective integration of information resources and technologies into student learning;

- Advocates and monitors digital citizenship awareness and device use for students, staff and the school community;
- Maintain literacy as a high priority, inspiring opportunities and events to engage students in reading, viewing and listening for understanding and enjoyment;
- Involve students in the operation of the information centre/ library to contribute to their understanding of the role of educational information services in lifelong learning and reading.

## ***Teacher Librarian/eLearn Teacher as Resource Information Specialist***

Work with staff within the school to:-

- Provide access to information resources through efficient and well-guided systems for organising, retrieving and circulating resources;
- Provide training and assistance to students and staff in the effective use of these systems;
- Interpret information systems and technologies for students and teachers in the context of curriculum programs;
- Provide specialist assistance to school communities in using technology and information resources in and beyond the school and for independent research;
- Provide specialist assistance to the school community in using the school information service facility for independent reading, viewing and listening; and pursuing of learning;
- Provide specialist assistance to students and staff in implementing technology curriculum into lessons and assisting with planning;

## ***Teacher Librarian/eLearn Teacher as Information Services Manager***

Work with staff within the school to:-

- Develop and implement strategies for evaluating the resource collection and for determining curriculum and student needs within the context of identified school priorities;
- Develop policies, procedures and criteria for selecting resources which meet curriculum, informational and student recreational needs;
- Develop information systems and services responsive to student and teacher needs;
- Provide guidance and support to library staff to ensure that the day-to-day administration of the school information centre is efficient and that systems, resources and equipment are well maintained;
- Assist with the development of budget estimates to ensure that teaching and learning requirements are met;
- Assist with the provision of a stimulating, helpful environment which is a focal point and showcase for students' learning achievements;
- Promote the effective use of resources and information sources, systems and services both within and beyond the school;
- Maintain appropriate behaviours when engaging with children.
- Manage technologies purchases and distribution (including hardware and app subscriptions) to meet the needs of the school environment.

## **GENUINE OCCUPATIONAL REQUIREMENTS**

- Accountable and responsible for ensuring professional behaviour.
- Ability to cope with own emotions and behaviour effectively.
- Ability to comply with legislation and professional regulations to reduce the risk of harm to self and others.
- Ability to maintain an appropriate level of confidentiality.
- Ability to communicate in English both verbally and in writing to meet necessary standards with respect to clarity, accuracy and professionalism appropriate to the position.
- Demonstrate a high level of ability to communicate, consult and negotiate.
- Ability to locate appropriate and relevant information from multiple sources and convey, integrate and implement knowledge in practice.
- Ability to prioritise workloads and manage multiple tasks with competing timelines.
- Self-motivated with the ability and commitment to work both effectively in a team and autonomously when required to ensure that projects are achieved within defined timelines.



- Demonstrate initiative and the capacity to accept responsibility for own work.
- Good analytical and problem-solving skills.
- Ability to prioritise workloads and manage multiple tasks with competing timelines.
- Ability to accept responsibility for own work.
- Intermediate to advanced skills in Microsoft Office applications necessary to demonstrate the required range of skills and tasks.
- Experienced and competent use of digital technologies necessary to demonstrate the required range of skills and tasks.
- Facilitate the prevention of child harm by recognising and responding appropriately .
- Maintains teaching competency and currency of knowledge of relevant curriculum programs, as required by school and Diocese, including Accreditation to Teach in a Catholic School.
- Proven successful and varied teacher experience in line with the Australian Professional Standards for Teachers.
- Specific professional knowledge in:-
  - understand the principles of lifelong learning;
  - know about learning and teaching across curriculum areas and developmental levels;
  - have a rich understanding of the school community and curriculum;
  - have a specialist knowledge of information, resources, technology and library management.
- Demonstrate professional practice around:-
  - engaging and challenging learners within a supportive, information rich learning environment collaboratively planning and resourcing curriculum programs which incorporate transferable information literacy and literature outcomes;
  - providing exemplary library and information services consistent with national standards;
  - evaluating student learning and library programs and services to inform professional practice.
- Demonstrate a professional commitment to:-
  - modelling and promoting lifelong learning;
  - the principles of education and librarianship;
  - demonstrating leadership within school and professional communities;
  - actively participating in education and library professional networks.
- Accountable and responsible for creating a positive workplace culture and reducing the risks to physical and mental health in the workplace.

**Physical requirements of the position:**

- Work is normally performed in a typical interior office and/or classroom environment.
- Manoeuvring within the school environment appropriate to the position.
- Frequent use of telecommunication and electronic equipment.
- Work environment involves exposure to potentially dangerous materials and situations that requires following safety precautions and may involve the use of protective equipment.

## MANDATORY QUALIFICATIONS AND REQUIREMENTS

- Professional qualifications in Education
- Registered or eligible to register with Queensland College of Teachers
- Promote child safety at all times
- Qualifications in librarianship (desirable)
- Minimum 5 years classroom teaching experience
- Capacity to understand and implement Duty of Care and Workplace Health and Safety requirements.
- Current drivers licence
- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education



## RELATED DOCUMENTS

- Statement of Principles for Employment in Catholic Education
- Code of Conduct for Employees of Catholic Education
- Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland

## ADDITIONAL INFORMATION

The incumbent will need:

- The appointee to this position will be required to complete a period of 6 months' probation, in accordance with The Fair Work Act 2009.
- Teachers are covered under the Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland
- An in-depth understanding of and commitment to the mission and objectives of Catholic Education in the Diocese of Cairns;
- A sound working knowledge of the Catholic Education context and an appreciation for Catholic Education issues.

## EMPLOYEE ACCEPTANCE

The employee's signature signifies an understanding and acceptance that the content contained herein and forms an integral part of their employment terms and conditions.

I have read and acknowledge receipt of this Position Description:

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_