

POSITION DESCRIPTION

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

Teacher Librarian

Position Level	Teacher (Schools) (Averaged – 40 weeks per year)
Salary Range (Full-time)	\$65,165 to \$114,720 (based on skills and experience) (pro-rata for part-time)
Reports To	Principal
Location	Sacred Heart Primary – Cootamundra, NSW
Employment Type	Part-time
Employment Status	Permanent
Employment Term	Commencing Term 3, 2021
Hours Per Fortnight	45.6

Who Are We?

Catholic Education, Canberra & Goulburn (CE) plays an integral role in education both in the ACT and NSW, covering 88,000 square kilometres covering the whole of the ACT and extending from Pambula on the south coast, to Crookwell in the North, through to the western point of Lake Cargelligo. Operating 56 Schools and 8 Early Learning Centres, CE is key to the education of over 21,000 students within the Diocese and employing over 2,100 professionals.

Position Purpose	An excellent opportunity exists for a Teacher Librarian to join our enthusiastic team. The successful candidate should have a knowledge of pedagogy, information literacy, literature for young people, current curriculum and differentiated learning.
Position Duties	<p>As a Teacher Librarian</p> <ul style="list-style-type: none"> • Demonstrate at all times active support of Catholic Education and school policies and procedures • Create a learning environment which stimulates learning and promotes excellence and which accepts and acknowledges the needs of students to be both challenged and supported • Make the best use of resources available • Use a variety of teaching and learning techniques to meet individual needs and support student growth • Plan for and explain criteria for assessment to students in advance • Provide timely and useful feedback to students • Communicate in a clear, respectful and professional way in order to optimise each student's development • Maintain professional confidentiality on information about students • Be proficient in the use of IT as a teaching and administrative tool • Supervise study • Other duties within your capabilities as directed

	<p>Record Keeping & Reporting</p> <ul style="list-style-type: none"> • Plan, prepare, record and evaluate work to be undertaken by classes • Mark and assess students' work and keep complete and accurate records of each student's progress • Communicate with parents • Carry out administrative tasks thoroughly and punctually <p>As a Member of Staff</p> <ul style="list-style-type: none"> • Communicate with and establish effective and cooperative working relationships with teaching and non-teaching colleagues • Help enable the best use of shared resources • Undertake playground, class and other supervisions according to rosters as required • Work with colleagues evaluate and develop the curriculum programs • Attend staff team meetings <p>Professional Development of Self and Staff</p> <ul style="list-style-type: none"> • Undertake regular professional development, such as reading and attending courses, for the development of knowledge and skills on a personal basis, to take into account current developments relevant to the needs of students and the requirements of the curriculum • Keep abreast of knowledge and curriculum development in teaching areas as well as current developments in educational thinking • Contribute to the professional development of other staff members by sharing knowledge, ideas and resources
<p>Skills, Attributes and Experience</p>	<p>The successful applicant will demonstrate the following attributes:</p> <ol style="list-style-type: none"> 1. An understanding and commitment to the Church's mission in Catholic Education and the capacity to contribute to the spiritual and community life of the school. 2. Highly effective communication and interpersonal skills so as to engage positively with colleagues, students and parents. 3. The capacity to be a proactive member of a professional learning community complying with the legal, administrative and professional requirements. 4. A thorough knowledge of the Australian Curriculum with the ability to organise, select and design content for effective teaching and learning. 5. Skills and interest in learning to maintain an efficient and thorough system of identifying, organising, circulating and retrieving resources. 6. Capacity to collaborate with subject teachers to plan and implement information literacy and literature programs. 7. Interest in developing knowledge of information, resources, technology and library management, so as to provide quality reference and information services to the school community, particularly subject teachers.

	8. An 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"> • Must hold a relevant Working with Children registration and Teaching Accreditation. • Must have completed relevant Education/Teaching tertiary qualification.

Application Requirements

All applications must be submitted online via the online recruitment system. You can apply using the 'Apply Now' button found in the job advertisement. Your application must include a resume and cover letter (separate documents) outlining your suitability for the position based on the requirements set out in the position description. E.g. why would you be the best person for the position?

Working with Children

In the course of your employment, you will have direct contact with children, and it is, therefore, child-related work in accordance with:

- a) in the ACT, Working with Vulnerable People (WWVP) (Background Checking) Act 2011; and/or
- b) in NSW, Child Protection (Working with Children Check) (WWCC) Act 2012.

Employment with CE is conditional upon successful applicants having or obtaining a valid and current working with children registration, appropriate to the state and/or territory in which they will work. NSW and ACT require different working with children registrations.

Religious Education

All CE staff are required to attend religious accreditation designed to acquaint you with the vision and mission of Catholic Education. For more information regarding religious education - [Click here](#)

Employment Information Collection Notice CE's Privacy Policy - [Click here](#)

Application Enquires: CE Recruitment Team

Phone: 02 6234 5427 | Email: recruitment@cg.catholic.edu.au

Teaching Registration and Accreditation

Commencement is conditional upon applicants having valid teaching registrations and/or accreditations appropriate to the state and/or territory in which they will work.

NSW and ACT require different registrations and accreditations. If you are required to perform work or access information that is deemed to be working with children in both the ACT and NSW, you will be required to have valid registrations for both regions.

- ACT – Teaching Quality Institute (TQI).
- NSW – NSW Education Standards Authority (NESA).