

## ROLE STATEMENT

# TEACHER LIBRARIAN - JUNIOR SCHOOL



## REPORTING RESPONSIBILITIES

The **Teacher Librarian - Junior School** is responsible to the Principal through the Director of Library Services. This position also requires close liaison with the Head of Junior School.

## GENERAL RESPONSIBILITIES

The Teacher Librarian - Junior School is expected to:

- implement the vision of the school through advocating and building effective Junior School library and information services and programs that contribute to the development of lifelong learners
- combine curriculum knowledge and pedagogy with library and information management knowledge and skills to effectively address the information and research needs of students and staff
- maintain and develop current awareness of emerging library trends and strengthen personal professional development
- promote and support the library as the learning hub of the school; participate in Research and Library Services initiatives and promote its standing within the College
- support the Christian ethos of the College
- abide by the staff Code of Conduct and other College policies
- attend various functions that take place in the College community in support of colleagues and students

## SPECIFIC RESPONSIBILITIES

The role is primarily dedicated to the Junior School Library in Evandale (Pre-K-Year 2) with some duties to be performed in the main School Library. The following is required of the Teacher Librarian - Junior School:

### 1. CURRICULUM AND PEDAGOGY

- To plan, teach and evaluate collaboratively with teachers to ensure the effective integration of information resources and technologies into student learning

- To develop a strong reading culture and levels of information literacy across the Junior School
- To continuously evaluate the library collection, ensuring that the collection is up-to-date and meets the needs of the changing curriculum
- To develop programs to ensure that students and staff develop the necessary skills to locate, select and effectively use library materials and equipment
- To provide effective general reference and user advisory services
- To encourage and support individual reading programs aligned with curriculum need and/or student interests
- To promote the effective use of resources and information sources, systems and services both within and beyond the school
- to support literature events and activities across the year within the Library calendar

## **2. MANAGEMENT**

- To create a thinking space for students, nourishing independence, collaboration and creativity
- To ensure the day-to-day administration of the Junior School campus library is efficient and that systems, resources and equipment are well maintained
- In consultation with the Director of Library Services, to develop policies and procedures for the selection, acquisition and processing of materials and equipment
- To ensure the coordination, with the assistance of Technical Services, of scheduled backups of the system
- To provide oversight for the provision of engaging display materials in the Junior School campus library
- To manage Junior School library support staff on the relevant campus so that the needs of students during library opening hours are met

## **3. PASTORAL CARE**

- To provide a duty of care for all students
- To encourage the spiritual, social, emotional and academic growth of each student
- To maintain confidentiality in all matters concerning students and their families
- To ensure that students adhere to the College Standards as outlined in the Student Handbook and to seek advice as needed in applying and maintaining the standards

- In consultation with the Director of Research and Library Services, to attend camps, excursions, tours as requested
- To undertake co-curricular activities at the discretion of the Principal

## **MEETING ATTENDANCE**

- Scheduled weekly staff briefings
- Scheduled PreK to Year 12 Academic Staff meetings once per term
- Scheduled professional development meetings and days
- Departmental meetings
- Other meetings called by supervisor
- Open Day
- Speech Day and Luncheon