



TEACHER LIBRARIAN
FULL TIME ONGOING POSITION
APPLICATION PROCESS FOR EMPLOYMENT IN 2020

Introduction

Moama Anglican Grammar is an independent, co-educational, Anglican school offering classes from Kindergarten to Year 12. The School commenced operation in 2005 and operates under the NSW Education System. The School is divided into two sub schools: Primary (K-6) and Secondary (7-12) with a current enrolment of 700 students.

Moama is a twin town with Echuca, situated on the Murray River north of Melbourne on the NSW/Victorian border. Both sides of the border are experiencing rapid growth.

The School provides a comprehensive and balanced program which caters for the academic, cultural, emotional, sporting and spiritual needs of each child in its care.

The nature of the position and starting date

Applications are sought from suitably qualified individuals, to fill the full time position of **Teacher Librarian**.

Successful applicants would ideally commence work on **22 January 2020**.

The Teacher Librarian at Moama Anglican Grammar is central to the development of a culture of dynamic teaching and learning and the development of a community of lifelong learners.

The Teacher Librarian supports the vision of the school through advocating and building an effective library and information services and programs that are innovative and support learning through research and problem-solving.

The Teacher Librarian develops, implements and promotes the school Resource Centre as an inviting happy environment where students can learn with flexibility and self-direction. They manage Resource Centre staff, equipment and facilities, and serve as experts in books, electronic and audio visual resources.

They plan, implement and evaluate the Resource Centre as a K-12 centre of learning. They plan, implement and evaluate policies and services; coordinate the planning and implementation of an information skills continuum; collaborate with teachers in implementing integrated instructional activities; serve as an information specialist to assist teachers and students in their teaching and learning

Key selection criteria

- A demonstrated skill level in nominated teaching area
- A demonstrated ability to work well with students and colleagues individually and in a team environment
- A keen interest in developing the Resource Centre as a vibrant hub of student activity
- A demonstrated ability to develop programs
- The candidate should support the Christian ethos of the School

Application details

Your written application **must include**: a covering letter, details of current and previous experience, a copy of your academic transcript and the names of three professional referees.

It would be helpful if applicants made reference to where they saw this position advertised.

If selected for interview you will be required to bring the original documents along to the interview. Applications should be addressed as follows:

By mail (or hand delivered):

Confidential
To the Principal
Mrs Carmel Spry
Moama Anglican Grammar
PO Box 786
MOAMA NSW 2731

Or by email to:

recruitment@moamagrammar.nsw.edu.au

With the heading: ***Confidential to the Principal***

APPLICATIONS CLOSE AT 4:00PM ON FRIDAY 27 SEPTEMBER 2019.

Child Protection issues

The School recognises its legal and moral obligations with respect to the protection of children and has instituted the following procedures in relation to staff who are in direct contact with students.

Please note that it is an offence to apply for a position working with children if you are a prohibited person within the meaning of the Child Protection legislation.

- Applicants selected for interview are advised that any offer of employment will be subject to satisfactory clearance by the Office of the Children's Guardian.

Registration

Teachers who have not taught in NSW in recent years are classified as new scheme teachers and must apply for registration through the NSW Institute of Teachers. Those registered with other states can transfer their registration.

Key Areas of Responsibility

The following Position Description is not intended to be an exhaustive summary of tasks and duties.



TEACHER LIBRARIAN - POSITION DESCRIPTION

POSITION TITLE:	Teacher Librarian
WORK AREA:	Resource Centre
SUB SCHOOL:	Kindergarten – Year 12
CLASSIFICATION:	Teaching
EMPLOYMENT TYPE:	Ongoing and Full time teaching duties following a probation period of 12 months.

LEVEL OF AUTONOMY

The Teacher Librarian K-12 is responsible to the Heads of Teaching and Learning (Secondary and Secondary) and accountable to the Deputy Principal and in turn the School Principal.

SUPERVISION AND APPRAISAL RESPONSIBILITIES

The Teacher Librarian K-12 supervises the work of permanent and casual library staff.

The Teacher Librarian K-12 will be involved in professional development and review processes.

SALARY AND CONDITIONS

Salary will be commensurate with qualifications and experience. General terms and conditions will be in accordance with the Independent Schools NSW Teachers (Hybrid Model) Multi-Enterprise Agreement 2017.

Hours of Work

Hours worked for full time staff members will be 8.30 am to 4.00 pm Monday to Friday, with scheduled after school meetings going to 5.00pm from time to time and evening meetings after 7.00 pm as required.

KEY AREAS OF RESPONSIBILITY

Duties:

- Works under the direction of the Principal, the Deputy Principal, Head of Teaching and Learning (Secondary and Primary) and such other senior staff who are given responsibility for the operation of the School or part thereof.
- Takes responsibility for the pastoral care and discipline of the students in their care on a day-to-day basis, paying attention to their spiritual, cultural, academic and social development.
- Combines their curriculum knowledge and pedagogy with library and information management knowledge and skills.
- The Teacher Librarian has three major roles:
 - **Curriculum Leader:**
 - I. Works with Teaching & Learning Teams to ensure information literacy outcomes are a major school focus;
 - II. Raises staff awareness of the importance for students to develop information skills and of the importance of resource-based learning in developing these skills.
 - III. Teaches information and communication technology skills to students.

- IV. Promotes 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;
 - V. Plans, teaches and evaluates collaboratively with teachers to ensure the effective integration of information resources and technologies into student learning;
 - VI. Maintains literacy as a high priority, engaging students in reading, viewing and listening for understanding and enjoyment;
 - VII. Involves students in the operation of the library to contribute to their understanding of the role of educational information services in lifelong learning and reading.
- **Information Specialist:**
 - I. Provides access to information resources through efficient and well-guided systems for organising, retrieving and circulating resources;
 - II. Provides training and assistance to students and staff in the effective use of these systems;
 - III. Interprets information systems and technologies for students and teachers in the context of curriculum programs;
 - IV. Provides specialist assistance to students using technology and information resources in and beyond the school and for independent research;
 - V. Provides specialist assistance to students using the school's information service facilities for independent reading, viewing and listening.
 - VI. Supports the staff and students in researching effectively to support higher order learning opportunities.
 - **Information Services Manager:**
 - I. Develops and implements strategies for evaluating the resource collection and for determining curriculum and student needs within the context of identified school priorities;
 - II. Develops policies, procedures and criteria for selecting resources which meet curriculum, informational and student recreational needs;
 - III. Develops information systems and services responsive to student and teacher needs;
 - IV. Ensures that the day-to-day administration of the resource centre is efficient and that systems, resources and equipment are well maintained;
 - V. Develops budget estimates to ensure that teaching and learning requirements are met;
 - VI. Provides a stimulating, helpful and welcoming environment which is a focal point and showcase for students' learning achievements;
 - VII. Promotes the effective use of resources and information sources, systems and services both within and beyond the school.
 - The Teacher Librarian is a member of the K-12 Teaching and Learning Team.
 - The Teacher Librarian K-12 has meetings with:
 - The Library Technician
 - The Secondary Heads of Faculty Team
 - The Kindergarten – Year 6 Teachers
 - Participate, as required, in the development of policies concerning such matters as curriculum, co-curricular activities, discipline and pastoral care.
 - Attend and participate in staff meetings at a faculty and whole school level

Carmel Spry
Principal

September 2019