



Teacher Librarian

Role Description

Time Release:	TBC
Reporting to:	Head of Library
Scope:	Whole of the College
FTE:	Negotiable up to 1 FTE

Introduction

Lavalla Catholic College operates one Library Service across its campuses. The Libraries play an important role in supporting the education needs of both students and staff and provide information resources in varied formats.

The college is developing each Library as a service-oriented centre that is proactive and innovative in the ways it supports the literacy, information literacy, cultural, recreational and educational needs of students and staff in both traditional and networked information environments.

All staff within the Libraries have responsibilities at a Campus, Cross-Campus and College level. Library staff may be rostered at any library venue as directed by the Head of Library or their representative.

Child Safety

All staff will have a commitment to child safety;

- Experience working with children or young people
- A demonstrated understanding of child safety
- A demonstrated understanding of appropriate behaviours when engaging with children
- Familiarity with legal obligations relating to child safety (e.g. mandatory reporting)
- Be a suitable person to engage in child-connected work

Vision Statement

Lavalla Catholic College is a community called to love like Jesus, and educate in the Marist tradition. With 'Strong Minds and Compassionate Hearts' we unite in our purpose to inspire and prepare learners for life in our changing world.

Mission Statement

Lavalla Catholic College is an inclusive learning community in the Latrobe Valley; where all can flourish in a safe, vibrant and welcoming environment. Together, students staff members and families nurture and celebrate our gifts and talents.



We are inspired by the Catholic faith and embrace the Marist pillars of Simplicity, Love of Work, In the Way of Mary, Presence and Family Spirit. In striving to become life-long, independent learners through the acquisition of C21st skills, we understand ourselves as interdependent global citizens taking responsibility to make a difference in our world.

Key Responsibilities:-

The list below provides examples of the activities typically undertaken by a Teacher Librarian. The global duties and priorities of a Teacher Librarian are determined by the Head of Library, but as a professional member of staff, it is expected that the teacher librarian may need to determine priorities within their own day-to-day workloads between timetabled classes and College activities.

Service

A Teacher Librarian will ensure that exceptional service to students and staff is provided which contributes to the success and usefulness of the Library programs, spaces and resources by:

- Delivering positive, responsive and supportive Customer Service to all customers and potential customers of the Library.
- Supporting the management of day-to-day operation of the library.
- Initiating and coordinating appropriate information displays for both students and staff.
- Assist with Loans Desk duties when library technicians are unavailable.
- Engage with and be aware of the current and projected college curriculum including advances in computer-based curriculum products.
- Assist with the development of content curation processes to support Learning Leaders and classroom teachers.
- Draft processes and procedures as requested and/or relevant to the Library.
- Implement and/or assist to implement, processes and procedures as approved by the Head of Library.
- Work towards the standardisation of processes, procedures, policies and service delivery models across all Lavalla Catholic College libraries.
- In consultation with the Head of Library, participate in the:
 - Review and refinement of Library goals and objectives.
 - Implementation of Library goals and objectives.
 - Planning, implementing, documenting and evaluating Library procedures and policies.

Learning and Teaching Support

A Teacher Librarian will ensure the delivery of relevant and timely curriculum support to the staff and students of the College by:

- Deliver positive, responsive, and useful service to all students, staff and visitors.
- Be an active participant in the Library Team and work with teachers to support learning across the College.
- Participate in the development and delivery of the wider reading program which uses the Renaissance program to support reading and comprehension.
- Implement a literacy curriculum for Years 7-9 and other literacy initiatives across the College as directed by the Head of Library.



- Facilitate a study skills program in relation to research and reading skills with the aim of encouraging students to become independent learners.
- Assist in the development and delivery of a media literacy skills program for staff and students across the College.

Administration

A Teacher Librarian will:

- Follow procedures and processes for the management of library materials.
- Manage Library Services' storage, retrieval and management database(s).
- Manage the cataloguing, classifying, lending and storage of resource materials.
- Facilitate the selection of resources for inclusion or removal from Library collection; storage and control of class sets.
- Prepare reports on the operation of the Library.
- Participate in training, induction and/or professional development as required.

General Duties

A Teacher Librarian will:

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- Attend and participate in all relevant meetings.
- Attend assemblies, sporting events, mass, community and faith days as required by the Principal.
- Demonstrate professional and collegiate relationships with colleagues.
- Support the Catholic ethos of the College and its Marist Mission.
- Performing other duties as may be required by the Principal.

The role description is not intended to be a prescriptive document and therefore will change as the position develops and forms. The role description is in draft format, to be finalised with the successful incumbent, including duties to be developed in consultation with the incumbent for the 2023 school year.

Last Reviewed:	June 2022	Next Review:	2023
Review by:	Head of Library		