JOB DESCRIPTION

St Stephen's School
SERVE GOD SERVE ONE ANOTHER

Job Title:	**Teacher Librarian**
Reports To:	**Head of Libraries**
Direct Reports:	**N/A**
Section of School:	K – 12 School
Liaises with:	Primary and Secondary, Accounts Payable, Property Services

St Stephen's School Vision:	St Stephen's School is a Uniting Church School that is Christ centred, student focused and community based
St Stephen's School Values:	The way that we go about our business at St Stephen's is underpinned by five core values. All students, staff and Council members are expected to embrace these values as they undertake their various roles. • Faith • Learning • Care • Service • Community
Role and intent:	The Teacher Librarian enriches the learning experiences of students by facilitating access to appropriate, authentic print and digital resources. They provide friendly and helpful instruction in all library applications. The maintenance of a safe and engaging learning environment for students is an important part of this role. In addition they develop and lead programs to promote and improve literacy through reading and research.
Role requirements:	• Develop and lead programs to promote and improve literacy through reading and research. • Evaluate and select resources for the curriculum, including literacy development and recreational reading • Ensure that appropriate library programs are developed and continuously evaluated and modified • Excellent technological skills • Support students to seek, critically evaluate, synthesise and present information in an appropriate format. This includes teaching students the ethical use of information through correct referencing techniques • Teach skills to promote the safe and ethical use of ICT • Oversee the Library Management System (LMS) including processing and cataloging of resources • Maintain the Library Catalogue, LibGuides, eBooks, AudioBooks and other online resources • Provide equitable access to resources to cater for individual learning styles and cultural differences • Ensure the Library provides an environment conducive to learning and personal development • Overall supervision of 'Independent Study' students

	• Provide resources for staff and liaise with teachers across all learning areas • Facilitate interaction with outside agencies, including expert guest speakers • Participation in appropriate professional networks beyond the school • Excellent time management and organisational skills • Ability to build and maintain good relationships and work in a library team across all libraries • Ability to work across all areas of the school, both primary and secondary and across campus • Always act in a manner that seeks to enhance the safety culture of the School. Participate in Work Health and Safety induction training • Provide a child safe environment in accordance with the child safe standards and adhere to the School's policies and procedures regarding student safety, health and wellbeing • Undertake and apply Work Health and Safety requirements and adhere to the School's policies and procedures at all times • Serve as a good ambassador of the School • Additional duties as required from time to time

Key Performance Indicators:	• Support students to increase literacy and reading comprehension at all levels • Demonstrate that appropriate programs are developed and that these are continuously evaluated and modified to meet changing needs. • Ensure new technological developments are included in all programs. • Demonstrate how differentiation is being implemented in the selection and curation of appropriate resources • Increase student capacity to identify and use relevant information ethically and independently. (e.g.: Library Catalogue, Blogs, LibGuides, Online resources, eBooks and general Internet research) • Always act in a manner that seeks to enhance the safety culture of the School. Participate in Work Health and Safety induction and training

Selection Criteria:	• Appropriate library qualifications which meet the requirements for registration with Australian School Library Association are essential • Appropriate teaching qualifications and current registration with Teacher Registration Board of Western Australia (TRBWA) • The Working with Children (Criminal Record Checking) • Experience with the management of a library collection, which includes a library catalogue, online databases and curated resource guides • Knowledge of the Australian Curriculum and the course components across learning areas • Minimum 2 years' classroom teaching and preferably library experience

	• Well-developed skills in the application of technology as a learning, teaching and management tool • Knowledge of both Windows and Macintosh computer environments and experience of Library Management Systems • Flexibility in all aspects of the job and willingness to embrace change • An ability to foster positive relationships with students, with a commitment to their personal growth • Provide a child safe environment in accordance with the child safe standards and adhee to the school's policies and procedures regarding student safety, health and wellbeing. • Experience in and a preparedness to contribute to the School's camping, retreat and extra-curricular programs • Willingness to positively and actively contribute to the Christian culture of the School

I understand and accept the responsibilities as outlined in this Job Description.	
Signed: [acceptance_status]	**Date:** [acceptance_date]
This document was approved by HOL 19/05/2022	

The below information is not required to be printed

Version	Date	Review Date	Author	Comments	Approval
3	May 2022	May 2023	Steph Snyman	Updated	Head of Library
2	Sept 2018	Aug 2020	Valery Wells	Rebranding	E-Team
1	July 2014	July 2015	Maria Moraitis	New	CFO