



TEACHER LIBRARIAN MCKENZIE LIBRARY

1. ROLE PURPOSE

The Teacher Librarian is a professional who supports the work of the Head of Information Services in liaising with students, staff, parents and suppliers to deliver an exemplary library service within the school community. The Teacher Librarian is a key staff member in establishing and maintaining a welcoming and collaborative environment in the McKenzie Library.

The Teacher Librarian has secondary teacher training and appropriate library qualifications and experience. The Teacher Librarian is a team oriented professional who embraces the Positive Psychology principles of the school and who demonstrates a growth mindset and positive attitude to all aspects of their work. This person is an exemplary model of integrity and ethical behaviour in our workplace with a commitment to lifelong learning and professional development.

2. ROLE RELATIONSHIPS

The Teacher Librarian reports directly to the Head of Information Services who administers and manages library operations in the Junior, Middle and Senior Secondary Academies of the school.

As with all school employees, the Teacher Librarian is ultimately responsible to the Headmaster.

The Teacher Librarian will:

- Assist and support HOD Information Services with planning and facilitating the daily operation, management and development of the McKenzie Library.
- Contribute to the building of positive professional relationships with staff and students within the context of the McKenzie Library specifically, through involvement in the teaching programs of the Junior and Middle Secondary Academies and across the broader school community.

- Collaborate in team building processes within the McKenzie Library and across all Knox library operations as well as whole school initiatives.
- Participate in, and contribute to, training and professional development of staff and students in various facets of library operation.
- Acknowledge the varying responsibilities of members of the library team, respect these differences and recognise the importance of each team member's contribution.
- Assist in developing effective communication links across the school community.
- Provide prompt, efficient and cheerful service within all areas of the McKenzie Library.
- Exhibit ethical and respectful behavior in all aspects of their work.

3. ROLE RESPONSIBILITIES

The Teacher Librarian will show integrity and initiative, collaborating with colleagues to ensure all aspects of library service are being delivered. They will maintain an atmosphere of quiet learning in the library and work respectfully with students to remind them of the school's expectations regarding conduct and behaviour. The Teacher Librarian will show loyalty to the school and always model collaborative and positive relationships with all members of the school community. This position requires a working knowledge, and experience, of school library procedures, a high level of interpersonal and organisational skills and a positive, proactive and flexible approach to working as a member of a team.

Skills, Abilities and Attributes

- Excellent communication skills, including written and interpersonal skills, that will develop positive relationships with staff, students, parents and other stakeholders.
- High attention to detail and accuracy in all aspects of library work including the preparation of all communication, information and library promotional material.
- Knowledge of the Australian Curriculum and awareness of teaching and learning programs in the school.
- Experience in Inquiry Learning actively supported by the school library.
- Knowledge of learning resources – print and electronic.
- Knowledge and experience of library management and systems.

- Experience of collaboration with ICT and teaching staff.
- A proactive and flexible approach showing initiative and ability to cope with change plus strong time management skills.
- Willingness to keep up-to-date with information technology and library trends.
- Ability to collaborate and work effectively in a team environment.

Inquiry Learning

- Promote the role of the library, and the range of resources students can access through the library, to support Inquiry Learning and develop information literacy across all year levels and all curriculum areas.
- Model and promote collaboration between teachers and library staff in planning and supporting Inquiry Learning.
- Prepare lesson plans and registers of teaching activities to contribute to the development of the library program.
- Use a variety of appropriate teaching strategies and resources, including ICT to make content meaningful to all students

Library Management

- Establish safe and supportive learning environments.
- Manage student behaviour by engaging students in purposeful and worthwhile learning activities.
- Assist HOD Information Services with the development of the school library operation in consultation with the library team and teaching staff.
- Assist HOD Information Services with budget proposal for McKenzie Library, where required.
- Select, manage and schedule book trailers on library display screen.
- Create and schedule library promotional material on digital signage screens outside library.
- Manage and edit "Procedures Manual".
- Review library management system database to ensure consistency of records for all libraries.

- Create policies and procedures for metadata to ensure a consistent, accurate and accessible digital library service.
- Assist with weeding of library collection according to standard criteria.
- Manage administrator access to library booking system.
- Manage stocktaking processes and procedures and perform scheduled stocktakes.
- Work collaboratively with the library team.

Resources – Supporting Literacy & Inquiry

- Assist library staff to select relevant and high quality resources, including e-resources, which meet the reading and information needs of users.
- Encourage all library users to participate in collection development.
- Liaise with class teachers and other TLs to plan lessons to assist students to develop information literacy.
- Knowledge of all areas of McKenzie Library collection, both print and electronic.
- Catalogue and classify new materials, both fiction and non-fiction, and re-catalogue and classify existing materials, where required, using z39.50 protocols as well as original cataloguing.
- Check books for congruence of database entries with physical processing prior to display.
- Catalogue Clickview programs, where required, and promote these with teaching staff.
- Understand copyright restrictions with regard to digital resources in schools.
- Manage online resources – ordering, renewals, maintenance of access levels, promotion.
- Create and manage LibGuides pages in collaboration with other TLs.
- Create reading and resource lists in library management system.
- Organise displays.

Library ICT

- Demonstrate strong ICT background and ability to work with digital/online services.

- Assist in the maintenance of the library management system and its effective operation, including evaluation and scheduling software updates.
- Implement appropriate instructional strategies to support the delivery of library platforms.
- Maintain LibGuides and its effective operation including evaluation and scheduling of software updates.
- Maintain close relationship with school ICT team, to ensure that Library ICT is included in school-wide ICT budgeting and planning.
- Work with Head of Information Services to ensure timely technical support is available for Library ICT.

Liaison and Reporting

- Attend faculty meetings to promote library services and facilities and specific resources.
- Inform faculties of relevant new broadcast material.
- Respond to requests for digital video content by researching digital acquisition rights.
- Liaise with external agencies and support groups e.g AIS, ASLA, LMS provider/support group.
- Attend library team meetings, add to the agenda where necessary and chair when required.

Miscellaneous

- Other duties may be required, at the direction of the Head of Information Services and/or Headmaster.
- From time to time it may be necessary to modify this role statement to meet the needs of the school. Any proposed changes will be discussed with the relevant member of staff.

4. ROLE ACCOUNTABILITY

The Teacher Librarian will be expected to show evidence of satisfactory conduct and performance to the Head of Information Services and to document and review their Performance and Development Plan with the HOD Information Services when required by the Knox Professional Learning team.

In addition, the Teacher Librarian will be expected to participate in the school's Research and Learning Teams initiative, in conjunction with other library professional staff.

The Teacher Librarian will also be expected to participate in any scheduled school based PD activities during term time and to personally maintain their requirements for accreditation.

5. WORK HEALTH & SAFETY

The Teacher Librarian will actively support and contribute to the maintenance and development of a safe working environment by:

- reporting incidents or accidents to the appropriate staff as soon as possible
- working within the WHS management systems that have been adopted by the School

6. LENGTH OF TENURE

The Teacher Librarian (McKenzie Library) is appointed on a permanent, full-time basis and as with all school staff will undergo regular processes of appraisal.

7. REMUNERATION

The remuneration will be in accordance with the terms and conditions of the Knox Grammar School Teachers Agreement 2017.

Please note:

All staff are subject to mandatory screening procedures in line with Child Protection Legislation