



Role Description

Teacher Librarian

The Teacher Librarian will be an exemplary educator, who works closely with members of the Executive, in particular the Teaching and Learning Coordinator, KLA Coordinators, teachers, the ICT Coordinator and the ISD Department in promoting continual improvement in teaching, learning and assessment practice across the College.

The Teacher Librarian will demonstrate a high level of knowledge in innovative learning, teaching and assessment practices, contemporary learning environments and student-centred learning. The role will collaborate with the Teaching and Learning Coordinator and all Key Learning Areas on ongoing improvement and transformation of learning and teaching.

The Shanahan Learning Centre provides pivotal support to the learning culture at St Edward's College. The Teacher Librarian is responsible for ensuring that the management of this facility, the quality of resources and both individual and collaborative learning opportunities provided for staff and students are based on current research and best pedagogical practice.

At all times, the work of the Teacher Librarian will be consistent with the vision of the College Mission Statement, Edmund Rice Education Australia (EREA) and its Charter, and Catholic teachings, principles and values.

College Ethos

- Demonstrates support for the philosophy and values of the College.
- Fosters the charism of Edmund Rice.
- Demonstrates active leadership and promotion of the EREA Charter and its Touchstones
- Models high professional standards which accords with the EREA Code of Conduct.
- Contributes actively to the leadership of the Learning Agenda.
- Contributes actively to College life and extra-curricular programs.
- Supports College policies and programs.

Professional Learning

The Teacher Librarian is expected to demonstrate outstanding modelling in relation to their own Professional Learning as outlined in their own Professional Learning Plan and through participation in the Professional Learning Partnership framework. In addition, they are expected to attend relevant professional development opportunities related to their area of responsibility.

The Teacher Librarian will experience a Professional Review in the fifth year of their current contract. Each year, they will participate in an Annual Professional Discussion with a member of the College Executive.



Educational Leadership

- Collaborates with the Teaching and Learning Coordinator and other College leaders to develop and implement a best-practice learning, teaching and assessment paradigm across Years 7 to 12;
- Developing and implementing best-practice in the use of technology in learning and teaching;
- Can demonstrate an excellent understanding of contemporary educational research, including the Visible Learning pedagogical approaches to enhance student learning;
- Collaborates with the Teaching and Learning Coordinator and the Professional Development Coordinator to deliver relevant and timely professional development opportunities for staff;
- Co-ordinating the implementation and evaluation of e-learning activities, including working with curriculum leaders to identify and adopt relevant areas of current curriculum into an e-learning environment;
- Investigating best practice in learning, drawing on the knowledge and support of educational leaders and contemporary research;
- Modelling innovative learning, teaching and assessment practices in the classroom;
- Ensuring students have access to online learning tools to support their learning;
- Assisting staff and students in the use of safe, ethical and moral practices when using technology;
- Where appropriate attend Curriculum Meetings.

Students

- Engage and challenge learners within a supportive, information-rich learning environment;
- Initiate and cooperate in programs to ensure students become discerning users of information to enable them to achieve the learning outcomes specified in the College's education programs;
- Provide experiences for students that encourage reading, literacy and information usage;
- Access suitable resources for students from the wider community;
- Provide homework assistance opportunities for students outside of school hours;
- Provide digital resources to students to support successful completion of assessment tasks.

Administrative Leadership

- Assisting the Teaching and Learning Coordinator and KLA Leaders to develop, implement and monitor exemplary learning and teaching practice;
- Use Destiny library management system to administer the operations of the Shanahan Learning Centre;
- Develop and administer a department budget in consultation with the Principal and Business Manager;
- Ensure that physical resources support and match the delivery of curriculum;
- Manage and support the use of digital hardware;
- Arrange for relevant visual resources to be available as digital content;
- Liaise with KLA Coordinators regarding the purchase of resources for the library;
- Monitor student borrowing patterns and implement procedures for ensuring return of resources;
- Ensure that the Library's policies and procedures implement the St Edward's mission;
- Regularly updating the asset register in consultation with the Business Manager;
- Manage and support library staff in the performance of their role.

Professional Commitment

- Model and promote lifelong learning;
- Demonstrate leadership within the College and St Edward's community;
- Demonstrate collegiality and mentor colleagues;



- Identify the professional development needs of the library staff and implement approaches to address these in consultation with the Deputy Principal;
- Promote and nurture a “whole school focus” on information literacy policy and implementation.

Community / Pastoral

- Collaborate with the Teaching and Learning Coordinator and other College Leaders to inform the College community on developments in curriculum, learning and teaching;
- Providing information to the community to enhance understanding of contemporary education; including providing access to online resources to support learning.

Ultimately the Teacher Librarian is responsible to the Principal, who may vary the above duties from time to time or may ask the Coordinator to take on other duties or become involved in across curriculum activities (eg Literacy, Boys' Education, ICT, etc.).