1. Position Title: Teacher Librarian

2. Role Purpose: To provide specialist information services to the students and staff in the Preparatory School

3. Location: Ginahgulla Library

4. Responsible To:
   - The Head of the Preparatory School
   - Ultimately responsible to the Principal

5. Functional Relationships:
   - Work under the guidance of the Head of the Preparatory School and Assistant Head – Teaching and Learning
   - Work collaboratively with teaching and other staff
   - Oversees the operation of the Preparatory Ginahgulla School library
   - Works closely with the Stevenson (Senior School), and Edyvean library staff and in conjunction with the College- wide Information Services staff
6. Key Tasks and Expected Outcomes:

6.1 Support Classroom teaching and learning practices

- Promote an understanding of the essential relationship between reading ability and academic success.
- Remain up to date with the core curriculum components of each year level/KLA area.
- Collaborate with classroom teachers to develop meaningful activities that integrate information literacy.
- Effectively use the College’s learning management system.
- Provide positive personalised relationships for all students while engaging them in rigorous and relevant learning.

6.2 Support Student learning and development

- Promote and foster an environment where students are engaged in reading, viewing, listening and creating for understanding and enjoyment.
- Provide an environment that encourages a habit and love of reading and of sharing children’s literature
- Provide a stimulating, positive and helpful environment that is a focal point and showcase for students’ learning achievements.
- Provide training and assistance to students across the range of information sources available on The Scots College network.
- Articulate the particular requirements of individual teachers and specific tasks and value add to set realistic and successful learning tasks.
- Provide positive personalised relationships for all students while engaging them in rigorous and relevant learning.
- Contribute to the delivery of quality online information services.

6.3 Participate as an active member of the Information Services Team

- Promote the effective use of resources and information sources, systems and services both within and beyond the school.
- Participate as an effective and supportive member of the Preparatory School’s Information Service team.
- Ensure, in conjunction with library technicians, that the day-to-day administration of the Information Services Department is efficient and the systems, resources and equipment are well-maintained.
- Maintain a respectful and communicative approach to team development within the
Information Service Department and Preparatory School.

- Maintain a safe and healthy environment for staff and students.

8. Special Requirements

The Teacher Librarian is both a teacher and an information manager. They should have a knowledge of pedagogy, information literacy, literature for children, current curriculum and differentiated learning.

The Information Skills teacher must have an extensive knowledge of resource management in all its myriad forms: information services, learning environments, and current information and communications technologies (ICTs). Necessarily, the Information Skills teacher is an excellent teacher who models the principles of lifelong learning and who undertakes an active role in curriculum design, implementation and support. The Information Skills teacher supports and promotes a whole school focus on the implementation of information and ICT literacy.

The nature of this position is such that the Teacher Librarian may be required to be available outside the ‘normal’ school hours, is required to participate fully in the life of the school including co-curricular, to attend meetings and make presentations when necessary.

The Teacher Librarian will be asked from time to time, to take on extra duties that are assigned by the Head of the Preparatory school or the Principal.

Person Specification

This person specification describes the skills and attributes of a person most likely to be competent in undertaking the key tasks and expected outcomes set out in the role description.

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<tr>
<th>Role Title</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Qualifications Educational Levels Training</td>
<td>• Recognised teaching qualifications and experience in primary education</td>
<td>• Teacher Librarianship qualifications allowing Member of</td>
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<tr>
<td><strong>Knowledge and Experience</strong></td>
<td><strong>Skills and Special Abilities</strong></td>
<td><strong>Personal Qualities</strong></td>
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| • Supportive of students as learners  
• Global view of information and computing skills in the context of curriculum aims.  
• Experience in a primary educational setting.  
• Experience and understanding of working with boys.  
• Knowledgeable about team effectiveness.  
• Has an extensive literature repertoire and knowledge of how to promote and foster reading.  
• Experience in developing quality online information services. | • Extensive ICT skills  
• Extensive knowledge of Web 2.0 tools  
• Extensive knowledge of children’s literacy | • Able to function effectively as a member of a team |

Australian Library and Information Association * ((or working towards attaining or prepared to do so)  

• Experience in working in a school in a Teacher Librarian's role.
and enthusiastically make contributions to the team
• Is passionate about developing a love of reading in students
• Is passionate about information literacy
• Demonstrates a commitment to continued learning and excellence
• Is willing to take risks and able to plan and implement innovations.