Position Description
Teaching and Learning Librarian

Reporting to
Supervisor - Director of Library Services
Line Manager - Academic Dean

Agreement / Award
Independent Schools NSW Teachers (Hybrid model)
Multi-Enterprise Agreement 2017

Minimum Hours
Full-time

Mission Statement
The mission of Trinity Grammar School is to provide a thoroughly Christian education for its boys, imparting knowledge and understanding of the world we live in, and recognising the importance of spiritual qualities in every sphere of learning and living. The School actively encourages its students to grow in wisdom and stature and in favour with God and man.

Purpose of the position:
The role of Teaching and Learning Librarian is to actively support teaching and learning within the PYP framework, and promote the School’s traditions and Christian Mission in a positive and purposeful manner that contributes to the honourable image of the School.

The role of the Trinity teacher is pursued within a learner centred framework seeking to make visible and celebrate the personal growth and achievement of all learners. Teachers encourage their students towards critical reflection and inquiry to develop discipline specific knowledge, understanding and skills as well as learning dispositions to support resilience, agency and lifelong learning. Trinity teachers work to ensure all students are provided with opportunity for a high-quality education in a safe and supportive Christian environment.

The role of Teaching and Learning Librarian works collaboratively with the Director of Library Services to ensure the daily operations of the Preparatory School Library support the teaching and learning programmes of the School.

As part of the wider School community all teachers are expected to co-operate with the senior staff in the organisation and management of the School and help promote a team spirit among the staff, students and School community.
**Specific Roles/Duties/Responsibilities**

1. **Academic**

Working in close collaboration with and under the supervision of the Director of Library Services and under the guidance of the Primary Director of Curriculum and Early Learning:

1. Teach and lead curriculum in accordance with the aims, objectives, outcomes and other syllabus requirements of the NSW Educational Standards Authority (NESA) and the International Baccalaureate Organisation (IBO) within the framework of the aims of education at Trinity Grammar School. Ensure familiarity with K-6 PYP and NSW Australian Curriculum requirements and stay informed about changes in curriculum.
2. Support and promote teaching and learning initiatives within the stages and School.
3. Deliver relevant library and information literacy lessons to classes, small groups and/or individual students.
4. Collaborate with classroom teachers to integrate information skills, literature and ICT outcomes into curriculum areas.
5. Actively engage students in the use of digital resources and new technologies to enhance knowledge capacity and develop research skills.
6. Use of School learning management system (Canvas) in development and facilitation of teaching and learning activities.
7. Work in collaboration with the Classroom Teachers and eLearning Integrator to provide innovative and dynamic learning experiences that enhance the Units of Inquiry.
8. Communicate with parents in a professional and prepared manner via formal parent-teacher learning conversations and in other situations as required.
9. Monitor the quality of teaching and learning in line with TGS expectations and Australian Professional Standards for Teachers. This may include lesson observations, monitoring of planning and assessment of student progress.
10. Lead the ongoing development and review of curriculum documentation through Collaborative Planning Meetings.
11. Oversee curriculum implementation (including new syllabus introduction) across the stages through leading professional learning and feedback; professional learning teams, grade and stage meetings and other professional learning events aligned to the School’s strategic priorities.
12. Manage curriculum-based Parent and Teacher information for stages.
13. Co-ordinate term curriculum overviews or equivalent.
14. Monitor assessments across the stages.
15. Oversee Reporting processes for the stages.
16. Advise and oversee Digital Portfolio compilation and Student Reflection.
17. Oversee appropriate resourcing for the stages.
18. Support the Director of Primary Curriculum and Early Learning in maintaining and reviewing Scope and Sequence documents.
19. Support the Director of Primary Curriculum and Early Learning in ensuring Scope Statements are prepared and up to date for reports.

2. **Administrative**

1. Coordinate displays and activities that promote literacy and that support the curriculum and recreational needs of students.
2. Coordinate special events, including visiting performers’ and guest speakers’ calendar.
3. Provide students with a welcoming and stimulating physical space for effective teaching and learning.
4. Commitment to the continuous improvement of resources, physical space, learning programs and library services.
5. Ensure a coordinated approach to library services across the School by working with the Director of Library Services.
6. Participate in Prep School Teaching and Learning Meetings and Prep Leadership Team Meetings.
7. Maintain an active collection through selection, purchasing, weeding, stocktake and promotion of print and electronic resources.
8. Process and catalogue resources using SCIS database and library management system (Concord Infiniti)
9. Familiarity with eBook/eAudioBook platforms (Bolinda and Wheelers)
10. Familiarity with educational digital video content platform (ClickView)
11. Prepare and administer resource and ICT budget for the Preparatory School Library
12. Personnel management of Library Services Specialist
13. Demonstrate excellent organisation and communication skills at all times.
14. Actively engage in meeting and maintaining the NESA Teaching Standards appropriate to the level of accreditation and undertake relevant Professional Development to meet compliance requirements.
15. Undertake peer reviews and visit classrooms by prior arrangement, for teaching, observing, disseminating information or discussing issues when appropriate.
16. Maintain formal records required by the School including but not limited to progress reports, learning evidence, assessment data, incident and discipline reports.

3. Professional Development

1. Maintain awareness of current best practice in school libraries and primary education, as well as recent publications and trends in children’s/young adult literature
2. Undertake ongoing professional development
3. Maintain professional network links (e.g. IPSHA meetings)

4. Communication

1. Establish and maintain effective working relationships with teaching staff, support staff, students and parents
2. Regular liaison with Master of the Preparatory School, Deputy Master, PYP Coordinator, Director of Library Services at Summer Hill
3. Work cooperatively and collaboratively with Preparatory and Junior School Library staff and Arthur Holt Library staff

5. General

1. Foster and maintain good relations between parents, the community and the School and encourage parents to take an interest in the schooling of their sons and to participate in the life of Trinity Grammar School.
2. Be actively involved in supporting the School co-curricular activities and be responsible for, but not limited to, the maintenance of the School’s standards and the application of the School’s code of conduct.
3. Reflect upon personal teaching practice and set personal professional goals in the spirit of the School’s commitment to continuous improvement
4. Attendance at, and support of, the School’s Christian Mission and values, including active participation in Chapel.
5. Promote ethical, efficient and appropriate use of physical resources, Information Technology (equipment and software) and Social Media.
6. Personal Qualities and Requirements

**Academic / Professional Qualifications**

**Essential:**
- Formal tertiary qualification in teaching.
- Valid NSW Working with Children Check.
- Current Senior First Aid and CPR.
- Registration with NSW Educational Standards Authority (NESA).

**Desirable:**
- Participation in PYP workshops.

**Work Experience and skills**

**Desirable:**
- Ability to demonstrate active participation in school-wide initiatives.
- Experience working within a PYP school.

**Personal Qualities / behavioural traits**

**Essential:**
- Excellent organisational skills.
- Efficient administrative skills.
- High level communication skills.
- High level interpersonal skills.

**Desirable:**
- Strong Christian morals and ethics.
- Attention to detail.
- Experience in effectively managing difficult conversations.

> All applications must be made on our standard application form (please see instructions below).
> Applications not made on our standard form will not be considered.
> Applications close 4pm on Tuesday 30th October 2018.
> No agencies please.