Trinity Grammar School is one of Sydney’s leading boys’ schools with an outstanding academic heritage and enviable facilities. Our ICT infrastructure and application platforms are diverse, providing an opportunity to drive excellence and innovation. Alongside the NSW Curriculum, the School offers the International Baccalaureate (IB) – Diploma (PYP) and NESA Higher School Certificate (HSC).

We are seeking a passionate and dynamic education professional to join the Library Services team at Trinity Grammar School. The primary role of Library Services at Trinity Grammar School is to design and deliver collections and innovative services that promote and support teaching and learning and provide an enriched student experience.

The position of Teaching and Learning Librarian works collaboratively with the Director of Library Services to ensure the daily operations of the Arthur Holt Library contribute to the strategic goals and support the teaching and learning programmes of the School. Knowledge and understanding of relevant curricula, including Middle Years and national curricula, and the International Baccalaureate (IB) – Diploma (PYP) and NESA Higher School Certificate (HSC) is advantageous. Applicants must be committed to excellence and innovation in teaching and learning, and possess a strong desire for professional growth and development. A demonstrated ability in working constructively and collegially as a member of a large cross-campus team is also essential.

The key focus of the role is to model outstanding classroom practice by combining curriculum pedagogy with library services skills to create opportunities for students to develop habits of lifelong learning.

The successful applicant will have appropriate academic qualifications in teaching and/or librarianship. An awareness of effective use of Library systems and experience coordinating events is desirable. Registration to teach in NSW is essential. The role also requires participation in the School’s comprehensive pastoral, sporting and co-curricular programs. Willingness to participate in the wider Christian ministry of the school is a necessity.
General Information

Trinity Grammar School is the largest Anglican Boys’ day and boarding School in NSW with an enviable reputation and tradition over a number of generations for serving the educational needs of boys and young men. The School has campuses located in Strathfield (Preparatory School), Summer Hill (Senior, Middle and Junior School) and Field Studies Centre at Woollamia. Since its founding in 1913, Trinity has forged a reputation for outstanding academic results, a caring pastoral programme and an emphasis on both traditional and community sports. Trinity has an enrolment of some 2100 boys.

The Senior School is a member of the Combined Associated Schools of New South Wales and joins in the CAS Sports competition, while the Preparatory School and Junior School are members of the Independent Primary School Heads’ Association and participates in the IPSHA Sports and Cultural activities.

All members of staff are appointed by the Head Master and they are responsible to him for the overall performance of their duties. The Head Master delegates his authority to senior staff members for the effective management of the School.

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.

Library Services

The primary role of Library Services at Trinity Grammar School is to design and deliver collections and innovative services that promote and support teaching and learning and provide an enriched student experience.

1. Primary Purpose

The Teaching and Learning Librarian works collaboratively with the Director of Library Services to ensure the daily operations of the Arthur Holt Library contribute to the strategic goals and support the teaching and learning programmes of the School.

2. Specific Roles/Duties/Responsibilities

1. Engage in cohesive, collaborative and productive department, cross-department and cross-campus working relationships
2. Demonstrate a knowledge and understanding of relevant curricula, including Middle Years state and national curricula, and the International Baccalaureate Diploma Programme (DP) and NESA Higher School Certificate (HSC)
3. Work collaboratively with teachers in the planning, resourcing and teaching of educational programmes that:
   I. enable students to develop information literacy, independent learning and critical thinking skills
   II. model effective integration of traditional and emerging learning technologies available in the School
   III. create practical connections between curriculum and the real world, preparing students for the future
   IV. contribute to interdisciplinary connections onsite and at the School’s Field Studies facility
4. Work collaboratively with the Director of the International Baccalaureate to ensure the Arthur Holt Library plays a central role in the implementation of the Diploma Programme

5. Responsible for designing and leading staff professional learning initiatives in collaboration with the Director of Library Services, the Director of Professional Practice, and Deans/Heads of Department

6. Work collaboratively with the Director of Library Services on School policy development and change projects as required

7. Prepare termly staffing roster for Arthur Holt Library and Study+ programme

8. Plan for, monitor and prepare Arthur Holt Library annual budgets in consultation with the Director of Library Services

9. Provide direction in the administrative policies and procedures associated in the efficient and effective running of the Arthur Holt Library operations

10. Supervise and train staff and volunteers of the Arthur Holt Library

11. Constructively contribute to Library Services team meetings, including the planning and decision-making processes of the department

12. Provide a welcoming experience and exceptional customer service to all Arthur Holt Library users, including but not limited to circulation tasks, readers’ advisory and the provision of research and reference assistance

13. Develop the Arthur Holt Library’s physical and digital collections that are relevant to the educational programmes of the School and that reflect diverse student interests, development and abilities

14. Contribute to the Arthur Holt Library’s online presence and support departmental eLearning programmes

15. Contribute content to the Arthur Holt Library’s social media platforms

16. Use and promote the Arthur Holt Library as a flexible and future focused learning space

17. Promote to the School community a love of literature, the Arthur Holt Library’s services and initiatives and the role of the Teaching and Learning Librarian

18. Plan for and create engaging displays and library promotions

19. Promote a culture that supports continuous improvement and change, aligned to the School’s strategic objectives and the Library Services POTT goals

20. Participate in the life of the School including sport, co-curricular and pastoral care activities

21. Support the School’s traditions and Christian ethos

22. Develop positive relationships with students, parents and the wider School community

23. Model a commitment to continuous improvement of individual practice as a teacher.

> 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.