



TRINITY
GRAMMAR SCHOOL

ACADEMIC POSITION

TEACHING AND LEARNING LIBRARIAN (0.6 FTE) THE ARTHUR HOLT LIBRARY

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.

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 support the teaching and learning programmes and contribute to the strategic goals of the School.

Specific Roles/Duties/Responsibilities

- > Provide a welcoming experience and exceptional customer service to all Library users, including but not limited to circulation tasks, readers' advisory and the provision of research and reference assistance.
 - > Develop the 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.
 - > Engage in cohesive, collaborative and productive department, cross-department and cross-campus working relationships.
 - > Demonstrate a knowledge and understanding of relevant curricula, including Middle Years state and national curricula, and the IB Diploma Programme (DP) and Higher School Certificate (HSC).
 - > Work collaboratively with teachers in the co-designing, resourcing and teaching of educational programmes that:
 - enable students to develop academic honesty, information literacy and critical thinking skills;
 - model effective integration of traditional and emerging learning technologies available in the School;
 - create practical connections between curriculum and the real world, preparing students for the future;
 - contribute to interdisciplinary connections onsite and at the School's Field Studies facility.
 - > Promote to the School community a love of literature, the Library's services and the role of the Teaching and Learning Librarian.
 - > Work collaboratively with the Director of Library Services and Deans/Heads of Department in co-designing staff professional learning opportunities.
 - > Contribute to the Library's online presence and support departmental elearning programmes.
 - > Contribute content to the Library's social media platforms.
 - > Use and promote the Library as a flexible and future focused learning space.
 - > Plan for and create engaging displays and library promotions.
 - > Constructively contribute to team meetings, including the planning and decision-making processes of the team.
 - > Provide direction in the administrative policies and procedures associated in the efficient and effective running of Library operations.
 - > Supervise and train Library Services staff and volunteers in the absence of the Director of Library Services.
 - > Promote a culture that supports continuous improvement and change, aligned to the School's strategic priorities and the Library Services team actions.
 - > Participate in the life of the School including sport, co-curricular and pastoral care activities.
 - > Support the School's traditions and Christian ethos,
 - > Develop positive relationships with students, parents and the wider School community.
 - > Model a commitment to continuous improvement of individual practice as a teacher and as a library services professional.
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- > 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.
 - > No agencies please.
 - > **Applications close Thursday 23 May 2019**

[Click here to complete an application form](#)