

Teacher Librarian

St Mary's College Gunnedah

Position Description

[Click here to apply.](#) Applications close 8 December 2021

Position level	NSW and ACT Catholic Systemic Schools EA 2020 NSW Teacher - Salaries (Standards)
Base salary range (Full-time)	\$65,165 - \$114,720 per year (based on skills, experience & NESA accreditation)
Reports to	Principal
Location	St Mary's College Gunnedah
Employment type	Full-time
Employment status	Permanent

About St Mary's College Gunnedah

St Mary's College Gunnedah is a Catholic co-educational secondary school serving the Gunnedah region in North-West NSW. With a population of around 420 students, St Mary's provides a holistic Catholic education in a caring and stimulating environment following the tradition of the Sisters of Mercy who founded the College in 1879.

St Mary's College Gunnedah has always had a strong academic focus with many students progressing to university studies. An active Vocational Educational and Training program has also provided students with a successful pathway into apprenticeships and traineeships.

Cultural pursuits have always been a part of St Mary's College and the band and choir prove very popular with students and parents. A comprehensive sporting program provides students with an opportunity to excel, representing the College at the NSW Combined Catholic Colleges (CCC) and State levels.

St Mary's College is located in Gunnedah, situated in the heart of the Namoi Valley on the Oxley Highway and is approximately 450 kilometres from Sydney, 310 Kilometres from Newcastle and 655 kilometres from Brisbane. Gunnedah has a growing population with approximately 12,700 people residing in the Shire, which includes 5 outlying villages. There are currently 10,000 residents living within the Township. Gunnedah Shire covers an area of 5,092 square Kilometres including Gunnedah as the hub of the Shire. Outlying villages

include Curlewis and Breeza to the southeast, Carroll to the east and Tambar Springs and Mullaley to the southwest.

For further information on the school, please visit <https://stmaryscollege.nsw.edu.au/>

Commencement

The commencement date for this position will be negotiated with the successful applicant.

Position Purpose

The role of the Teacher Librarian is to manage the school library and information services of the school. The Teacher Librarian works in collaboration with teachers to achieve desired outcomes in five interrelated areas:

- Learners and learning;
- Teachers and teaching;
- Resourcing and curriculum;
- Facilitating access to information and information literacy;
- Developing the physical environment.

Key Responsibilities

Duties related to the position include but are not limited to the following:

Key area	Task
Curriculum Leaders	<ul style="list-style-type: none">● work with Principals and senior staff to ensure information literacy outcomes are a major school focus;● are involved in curriculum planning and school curriculum committees;● raise staff awareness of the need for students to acquire information skills and of the importance of resource-based learning in developing these skills;● promote the use of the information process as a framework for the development of information skills and as the basis for systematic monitoring of students' development as information users;● plan, teach and evaluate collaboratively with teachers to ensure the effective integration of information resources and technologies into student learning;● maintain literacy as a high priority, engaging students in reading, viewing and listening for understanding and enjoyment;● provide additional assistance to students with particular learning needs or abilities, and to students for whom social justice considerations apply;● involve students in the operation of the information centre to contribute to their understanding of the role of educational information services in lifelong learning and reading;
Information Specialist	<ul style="list-style-type: none">● provide access to information resources through efficient and well-guided systems for organising, retrieving and circulating resources;

	<ul style="list-style-type: none"> ● provide training and assistance to students and staff in the effective use of these systems; ● interpret information systems and technologies for students and teachers in the context of curriculum programs; ● provide specialist assistance to students using technology and information resources in and beyond the school and for independent research; ● provide specialist assistance to students using the school information service facility for independent reading, viewing and listening;
Service Management	<ul style="list-style-type: none"> ● develop and implement strategies for evaluating the resource collection and for determining curriculum and student needs within the context of identified school priorities; ● develop policies, procedures and criteria for selecting resources which meet curriculum, informational and student recreational needs; ● develop information systems and services responsive to student and teacher needs; ● ensure that the day-to-day administration of the school information centre is efficient and that systems, resources and equipment are well maintained; ● develop budget estimates to ensure that teaching and learning requirements are met; ● provide a stimulating, helpful environment which is a focal point and showcase for students' learning achievements; ● promote the effective use of resources and information sources, systems and services both within and beyond the school
Other	<ul style="list-style-type: none"> ● Accession and cataloguing of all new resources. ● be aware of the shortcomings in the School Library and work to overcome these by selecting appropriate resources. ● manage the Library Budget. This should be done in liaison with the Principal and other staff as appropriate. ● oversee and manage orders for Library and teacher resources. ● check resources on arrival with order forms and then send invoices to the office. ● supervise the Library Assistant who has part time allocation to the Library. ● provide bulk loans for class teachers as appropriate. ● work with teachers in locating appropriate resources for units of work which may be done in the Library or in their own classroom. ● set up displays and provide a dynamic environment for students. Displays may be resultant of work done in the Library or in classrooms or may centre on a theme nominated by the Teacher Librarian. ● publicise new books and resources to staff and students. ● monitor use of audio/visual equipment, and other technologies. ● organise activities to promote major events for the school calendar, such Book Week, Literacy /Numeracy Week, NAIDOC week. ● contribute to the school newsletter information about the Library. This may be book reviews, new books that have arrived, promotions from learning technologies such as ClickView or the SORA digital library. ● Develop and maintain stocktake processes, in consultation with the Principal.
General	<ul style="list-style-type: none"> ● Attend to any other matters appropriate for the position and consistent with the skills of the incumbent.

St Mary's College Gunnedah reserves the right to alter roles, responsibilities and requirements as required.

Selection criteria

General expectations of staff at St Mary's College Gunnedah

- Respect of and a commitment to the Catholic ethos and a willingness to foster it.
- Serve the employer faithfully, honestly, efficiently and diligently and exercise all due care and skill in the performance of your duties.
- Ensure appropriate behaviours when engaging with children.
- Act as a team member, developing and supporting the philosophy and ethos of the team.
- Willingness to undertake professional development.
- Maintain strict observance of school policies, rules and procedures including the reporting of improper or unethical conduct.
- Observe and comply with all WHS protocols.
- Ensure all colleagues, students and parents are provided with quality service in a timely, efficient and friendly manner.
- The ability to maintain strict confidentiality and to exercise discretion and sound judgement.
- Act in a professional and respectful manner at all times.
- Employment is conditional upon successful applicants having or obtaining a valid current NSW Working with Children Check Clearance.

Essential criteria

- Appropriate teaching qualifications and current NESA registration.
- Extensive teacher librarianship experience, and/or specialist qualifications in librarianship, and/or willingness to undertake relevant studies in school librarianship to build capacity.
- Demonstrated knowledge of contemporary pedagogies, including flexible learning spaces and team teaching
- Demonstrated knowledge of information and communication technologies.
- Demonstrated ability to support continual development of information literacy for staff and students, with the intention of building lifelong learners.
- Demonstrated ability to work effectively across a range of teams to support their collaborative goals in alignment with the school plan.
- Excellent interpersonal and communication skills including the capacity to develop productive and caring relationships with students, parents and staff where the focus is on the learning and well-being of the student.
- Ability to manage contemporary library spaces to accommodate a range of purposes and audiences, such as student wellbeing, study groups, staff learning teams, literacy enrichment activities.
- Demonstrated ability to develop innovative programs to engage students in a love of reading.

Desirable Criteria

- Meet the criteria and be willing to teach Religious Education in the Diocese of Armidale in accordance with [Framework for the Accreditation of Staff in Catholic Schools](#).

Application

For questions regarding the professional nature of this position, please contact St Mary's College on (02) 6742 2124.

Before submitting your application, please ensure the following:

- You have carefully read the position description and ensure you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- **Complete the relevant online application form** by [clicking here](#) and attach a cover letter (optional) and CV that clearly outlines your qualifications and career history.

Preferred applicants must have the right to work in Australia and will be subject to employment screening.