



CAMBERWELL

GRAMMAR SCHOOL

POSITION DESCRIPTION

POSITION TITLE:	TEACHER LIBRARIAN (JUNIOR SCHOOL)
COMMENCING:	29 JANUARY 2019 TO 5 APRIL 2019
TENURE:	FULL-TIME (1.0)
APPOINTED BY:	HEADMASTER
RESPONSIBLE TO:	HEAD OF JUNIOR SCHOOL

OVERVIEW

Camberwell Grammar School is an independent Anglican day school for boys from Pre-Preparatory to Year 12. We aim to give every boy in our care the very best possible education in order to prepare him for life beyond school. We are a 'Learning Community' which encourages staff, students, past students and parents to involve themselves fully in all aspects of school life and to identify themselves with its values. We are proud of the warm spirit that characterises our school family.

Teaching staff must have a passion for teaching and have excellent interpersonal and communication skills. Be able to demonstrate enthusiasm and energy, and have an excellent understanding of current practice and first-rate time management skills.

APPOINTMENT OF A PRIMARY TEACHER LIBRARIAN

Camberwell Grammar School is seeking to appoint an experienced and passionate primary educator as a Classroom Teacher in our Junior School Library. The successful applicant will:

- Maintain the outstanding qualities and standards of the Junior School.
- Plan innovative programs
- Implement the National Curriculum
- Maintain teamwork and work with staff to develop professional skills
- Share our core values of integrity, commitment and respect.

Teacher Librarians support students and teaching staff in the Junior School. Key areas of focus are the development of information literacy skills and the promotion of reading.

Teacher Librarian Role

The Teacher Librarian's role is dedicated to supporting the students and teaching staff of our Junior School Pre-Prep – Year 5. On a day-to-day basis in the Herborn Library located on our Junior School campus.

Purpose of Position

To develop and deliver teaching and learning programs and resources related to library and information services and digital and rich media literacy within the School's academic program.

Responsibilities

Assist the Junior School Head of Library and information Services to meet the curriculum and recreational interests of students and the teaching team.

Contribute to curriculum planning, implementation and evaluation, particularly the integration of children's literature, literacy, guided inquiry and information and communication technology (ICT).

Plan, teach and evaluate collaboratively with teachers to ensure the effective integration of information resources and technologies into student learning: Through units of inquiry; Overseeing the development of skills – ICT scope and sequence.

Assist with the development and implementation of teaching and learning programs for the acquisition of digital and rich media literacy skills and relevant ICT competencies with the objective of encouraging independent and lifelong learning skills in students.

Maintain literacy as a high priority, engaging students in reading, viewing and listening for understanding and enjoyment: Through class borrowing sessions; Reading Adventure; promotion of new and suitable reading materials (Book Week Shortlisted books); Book Week activities: gaining feedback from students about literature; guiding students in selection of reading material; parent information sessions and materials; online access; and providing recommended reading.

Assist with the develop and implement systems for efficient library and information services including resource acquisition, collection development and evaluation, budget control, bibliographic control, digitisation, virtual library services and processing workflows.

Assist and advise students and teaching staff in relation to digital citizenship, including the social and ethical issues of academic integrity and plagiarism, copyright and digital rights management (DRM), online safety and security.

Provide a caring, supportive and safe learning environment.

Monitor, evaluate and report student progress.

Attend staff meetings, professional development and other School related activities.

Assist where necessary with co-curricular commitments, including School musicals, performances, publications, camps and sport.

Provide appropriate supervision to allocated library staff.

Qualifications and Experience

A recognised teaching qualification relevant to primary school years and a degree or post-graduate diploma in librarianship and information studies.

Demonstrated knowledge and experience in the provision of 21st century School Library 2.0 Services, including the provision of digital library services.

Proven capacity to employ a variety of contemporary IT solutions and relevant ICT tools for personal effectiveness.

POSITION DESCRIPTION – TEACHER

(Based on the Standards of Professional Practice for full registration by the VIT)

1 School Values

Teachers are expected to support the school values:

- Integrity
- Personal Best
- Cooperation
- Responsibility
- Respect
- Acceptance of Differences
- Care
- Courage
- Resilience
- Originality

2 Knowledge

Teachers are expected to have knowledge of:

- Curriculum
- Best practice in teaching and learning
- Classroom management and student engagement
- Methods of enabling student learning
- Relevant course designs, assessment strategies, resources, requirements of external bodies
- Contemporary research and approaches in teaching and learning
- The needs of individual students
- Legal and other obligations related to their work

3 Professional Practice

Teachers are expected to include in their practice:

- Establishment of clear and attainable learning goals for students
- Setting and maintaining clear and consistent expectations for students as learners and for their behaviour in the classroom
- Planning, monitoring and assessing students' progress in their learning
- Means of encouraging students to take responsibility for their own learning
- A range of strategies, activities and resources
- Provision of a positive, stimulating and safe environment for students
- Reflection on the effectiveness of their own teaching
- Modelling of appropriate learning behaviour
- Encouragement of student reflection on their own learning.

4 Professional Engagement

Teachers are expected to be engaged in:

- Discussion and collaborative work with other teachers
- Monitoring adequate records of the progress of students' learning
- Effective communication with students and parents

- Continual professional development of a formal and informal nature
- Contributing to the life of the school community

5. **Appointments**

All appointments at Camberwell Grammar School are normally considered probationary in the first year. The position will be formally confirmed as on-going following a successful review.

The general conditions of employment at Camberwell Grammar School are at least as favourable as those set out in the *Educational Services (Teachers) Award (Cth 2010)*, the School has been a respondent to this Award.

6. **Superannuation**

The School has its own Superannuation scheme of the accumulation type. The School will contribute an amount equal to 9.5% of an employee's salary in keeping with the Government's superannuation guarantee provisions. It is up to each employee as to how much he or she may wish to contribute further to the accumulation.

7. **Qualifications**

In order to join the teaching staff of Camberwell Grammar School, you will need to supply the School with a copy of your:

- (i) current qualifications; and
- (ii) certificate of Teacher Registration with the Victorian Institute of Teaching.

8. **Child Safe Standards**

Camberwell Grammar School is fully committed to ensuring the safety of all children and young people in our school environment and outside of school hours. We are committed to ensuring that all those engaged in our school promote the fundamental right of children and young people to be respected and nurtured in a safe school environment.

We have zero tolerance of child abuse and expect all of our staff to:

- Be aware of, understand and comply with the School's Child Safety Policy and Code of Conduct, including the Child Safe Standards, and demonstrate behaviours in accordance with these;
- Complete all required Child Protection training prior to beginning at the School;
- Participate in regular training and professional development in Child Safety;
- Respond according to the School's policies and procedures when interacting with children and young people, taking all allegations and concerns very seriously;
- Be committed to providing a safe environment for all children and young people, promoting physical, emotional and cultural safety.