



TEACHER/LIBRARIAN POSITION DESCRIPTION

Our Mission at Marymede Catholic College is to educate in partnership with parents, young people of courage, ingenuity, humility, commitment, strength, compassion, service and fidelity. This endeavour is possible only within a Christ centered community. Teachers at Marymede Catholic College are appointed by and responsible to the Principal for the delivery of quality learning and teaching experiences, which enhance student outcomes. The College recognises teachers as its most valuable resource and expects teachers to work in a collaborative way that enhances the spirit and culture of the College community and supports the College Mission, Vision and Annual Action Plan.

Role Responsibilities

The role responsibilities draw upon the *Victorian Catholic Education Multi-Employer Agreement (2013)* and the Australian Institute for Teaching and School Leadership. The role revolves around a demonstrated commitment to professional knowledge, professional practice and professional engagement. The teacher must also hold a current VIT Registration.

Subject teachers plan for and implement programs to encourage and support students to learn and to grow in the various subject disciplines. They actively build positive teacher-student relationships and utilise effective pedagogical approaches to offer each student the opportunity to achieve their potential.

Organisational Relationships

- Reports to the Principal via Deputy Principal Learning & Teaching P-12.
- Supported by the members of the Senior Leadership Team.
- Works with the Learning & Teaching Team, students and parents/guardians.

Professional Responsibilities

- Be respectful and supportive of the spiritual and social values of Marymede College.
- Be an accredited member of the Victorian Institute of Teaching and enact their obligations to maintain membership.
- Ensure the safety of our community by attending to OH&S issues in an appropriate and timely manner.

- Adhere to all College Policies and Procedures.

Will be a qualified teacher-librarian with the experience and ability to:

- Successfully lead and manage a team in delivering a library service appropriate to current educational directions. Act collaboratively with various other Domain Heads in informing the learning and teaching culture of the College through the advancement of digital and information technologies.
- Demonstrate an in-depth knowledge of learning and teaching as articulated in current curriculum documentation e.g. the Australia Curriculum.
- Take a leadership role in the integration and innovative use of technologies across the College.
- Apply knowledge and information management principles and skills in a 21st Century learning environment.

Initiate, establish and manage programs which:

- Provide access to an extensive range of print and online resources to support learning and teaching.
- Integrate the development of information and critical literacy skills (interdisciplinary learning skills) for students from Prep through to Year 12 into curriculum planning and delivery.
- Promote a thinking culture across the College.
- Promote life-long reading and literature for recreation and engagement.

Duties

Learning & Teaching

- Have an exemplary understanding of their subject matter and, utilising 'Understanding by Design' prepare a differentiated curriculum that is engaging and challenging for all students.
- Ensure that students receive regular formative feedback about the progress of their learning.
- Ensure that students receive summative feedback in a timely manner as per the agreed curriculum, under the College's assessment and reporting procedures.
- Utilise the school's ICT systems to develop student engagement in learning and digital literacy skills.
- Utilise the skills of other professionals to assist in the development and pastoral care of students (e.g. Learning Enhancement Leader, Wellbeing Team, House Coordinators, Domain leaders etc.)
- Attend to the designated needs of those students with Personalised Learning Plans.

Professional Learning

- Attend to the continual development of their pedagogical and teaching skills for the improvement of student achievement.
- Attend scheduled meetings and contribute to professional learning.
- Work positively and cooperatively in designated and ad hoc teams to develop curriculum and other learning opportunities for students.
- Establish Professional Learning Goals and report on progress towards these as required.

Pastoral Wellbeing

- Be actively involved in the provision of high quality pastoral care.
- Where necessary, utilise agreed Behaviour Management Procedures.
- Strive to create a positive and productive learning environment, and a solid working relationship with all students.

- Contribute to the life of the College by participating in College functions and events, including camps and excursions.

Professional Behaviours

- Engage in regular professional reading to stay up-to-date with contemporary educational issues, pedagogical & curriculum directions and any changes to curriculum frameworks.
- Consistently model professional behavior, engagement in the College community and quality learning & teaching.
- Show the capacity to provide leadership that is characterised by a desire for continuous improvement, lateral thinking and innovation.
- Display a commitment to team work and collaborative practice.

Key Objectives/Indicators

Create a welcoming and positive print and ICT-rich learning environment which acknowledges the diverse needs of students:

- Providing a friendly environment in which students and staff feel confident that their information needs will be addressed.
- Establish Resource Centre staff understandings of their roles and responsibilities in providing a point of welcome and positive interaction with each student and staff member.
- Ensure that all members of the Resource Centre staff are inclusive of the diversity of students' needs.
- Coordinate the roles of staff and manage their time to ensure appropriate advice and service to teachers, students and all members of the College community.
- Establish a learning environment which supports the principals of contemporary learning.
- Ensure that the Resource Centre is a multi-functional and focal point for student learning.

Provide access to a range of print and online resources to support learning & teaching:

- Organise efficient and welcoming procedures and systems for delivery of services and use of spaces in the Resource Centre.
- Develop collection management strategies and policies which support learning and teaching priorities.
- Maximize access to print and non-print resources by raising the awareness and search skill development of staff and students.
- Facilitate knowledge management processes.
- Foster collaboration between students and global communities through creative programs that connect across borders.
- Ensure that the school community is kept informed of developments in relation to copyright law and other legal concerns.

Integrate the development of information and critical literacy skills for students from Prep to Year 12 into curriculum planning and delivery:

- Liaise with the Deputy Principal Learning and Teaching P-12 as well as with Domain Leaders regarding a whole school approach to the integration of information literacy skills and ICT skills.
- Collaboratively plan and implement units of work with teachers.
- Instruct staff and students in the use of specialist online information tools and databases.

- Actively promote student information literacy across the curriculum.
- Provide leadership and professional development to teaching staff in relation to strategies for the integration and development of information literacy skills into their own learning and teaching.
- Collaborate with the Director of ICT in the ongoing development of the College's ICT plan.
- Develop and implement strategies for the teaching of information skills.
- Investigate and implement the use of web 2.0 technologies for curriculum planning and information and knowledge sharing where appropriate.
- Be informed and proactive in relation to current curriculum documentation e.g. the VELS interdisciplinary learning strand, the Australian Curriculum and the role of the Resource Centre in achieving and assessing those standards.
- Offer professional development to teachers in relation to thinking, questioning, curriculum planning and instructional design.
- Identify online programs which provide scaffolds, whole-school approaches and templates to assist in the development of students as independent learners.

Promote reading and literature for recreation and engagement:

- Use selection tools/reviewing journals to identify current children's and young adult literature.
- Collaborate with teachers to develop literature-based reading programs.
- Expose students to a range of genres in both print and digital formats.
- Develop strategies to foster a love of reading and literature for leisure.
- Create a comfortable and welcoming ambience within the Resource Centre space to encourage relaxed interaction with recreational reading materials.
- Investigate and implement the use of web 2.0 based technologies to encourage literature discussion groups and related activities.

The teacher/librarian will be responsible for the management and evaluation of the Resource Centre collection, budget allocation and policy development:

- Policy development, budget administration and collection development require documentation and established procedures to ensure accountability and alignment with Resource Centre goals and objectives.

Such accountability will be achieved by:

- Auditing of the Resource Centre collection (print and digital) against school curriculum and recreational requirements.
- Date collection in relation to the Resource Centre information management and intranet.
- Aligning of policies to support school objectives, learning and teaching priorities and objectives as outlined above.
- Identification of collection development priorities and alignment of budget allocation.

Resource Centre staff/team development:

- Facilitate team building through which Resource Centre staff see themselves as an integral part of the College community.
- Establishment of effective communication strategies to and between team members (including regular meetings and information sharing).

- Development of a positive team culture where all team members are valued and their contribution to the College's learning and teaching priorities acknowledged.
- Identification of professional learning needs of team members.
- Establishment of clear lines of responsibility and accountability within the team.
- Open and clear communication with the Principal.

Health & Safety

All staff are expected to:

- Adhere to and implement safe work practices and procedures in accordance with Marymede Catholic College policies.
- Work safely and report any hazards in accordance with College procedures.
- Monitor and take full care of the health and safety of others.
- Participate when required in the resolution of safety issues.

Other Specific Duties

As required by the Principal and as outlined in the *Certified Agreement VCMEA 2013*.