

## POSITION DESCRIPTION

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<b>Position Title</b>	<b>Teacher Librarian (Prep – Year 6)</b>
<b>Contract Type</b>	Contract Position Part-time (0.60 FTE)
<b>Appointed By</b>	Principal
<b>Responsible To</b>	Principal through the Deputy Principal and/or Head of Teaching and Learning
<b>Tenure and Conditions</b>	As per the Queensland Lutheran Schools Single Enterprise Agreement 2020.
<b>Commencement Date</b>	<b>Monday 17 January 2022</b> (Orientation on Friday 14 January 2022)
<b>Application Information</b>	<p>Written applications must include:</p> <ul style="list-style-type: none"> <li>▪ Application Form</li> <li>▪ Cover Letter outlining the reasons for applying.</li> <li>▪ A current resume.</li> <li>▪ Copy of current full Qld Teacher Registration.</li> <li>▪ Copy of university results and practicum statements (if a recent graduate).</li> <li>▪ Copy of current First Aid Certificates.</li> <li>▪ The name, role, relationship to applicant and telephone number of three (3) referees, including a statement of consent to contact all referees. It is preferred that one referee be associated with the applicant's current professional position and one from their church leadership, mentioning their association with you.</li> <li>▪ A document, not exceeding four (4) pages in length, addressing the selection criteria.</li> </ul> <p>Applications are to be addressed to the Acting Principal, Mrs Lois Kube, submitted via <u>email</u> and received by <b>4:00pm on Tuesday 14 September 2021</b>. Receipt of applications will be provided via return email.</p> <p>Short-listed candidates will be required to attend an interview. Interviews for this position will be held on Thursday 16 September 2021 and a time for the interview will be communicated.</p>
<b>Further Information</b>	Information about the school is available on the website. Further information specific to the role of Teacher Librarian (Prep – Year 6) is available from the Head of Teaching and Learning, Mrs Emma Bird, or by phoning (07) 5495 5899.



## St Paul's Lutheran Primary School

### *The Lord Gives Wisdom*

St Paul's Lutheran Primary School operates under the Lutheran Church of Australia's Queensland District School's Certified Agreement and Deed of Arrangement 2007. This defines the conditions of employment for all school staff. The school was established in 1985 by the St Paul's Lutheran Church whose congregation continues to give pastoral, spiritual and social support to the school.

St Paul's Lutheran Primary School is a vibrant, future-focused co-educational school, Kindergarten to Year 6, situated north of Brisbane with good access to Bribie Island, the Sunshine Coast and Brisbane. The school is on a transformational journey of implementing contemporary agile pedagogy and learning spaces. Currently approximately 393 students are enrolled (Kindergarten – Year 6).

St Paul's Lutheran Primary School works collaboratively with Grace Lutheran College.

## Position Summary

### Preamble

The Teacher Librarian at St Paul's Lutheran Primary School is a person who exhibits a passion for serving in a vibrant Christian environment and who is trained, creative and skilled in the art of teaching. We look to the teacher to exhibit high levels of performance and achievement.

The teacher is also a learner, caring to keep up to date with his/her knowledge of subject content, methods of delivery and developments in education. Excitement, dedication to the vocation and commitment to the profession is evident. The teacher is also an enthusiastic and motivated individual who has an infectious passion for lifelong learning through inquiry learning, knowledge acquisition, critical thinking skills, reading and literature.

St Paul's staff members relate to students, parents, and other staff in a manner that encapsulates the Christian ethos of this school. All staff are supportive of the ethos of the school by modelling examples in personal conduct and lifestyle, reflective of God's love for self and others.

### Qualifications and Experience

The St Paul's Lutheran Primary School Teacher Librarian:

1. Has a Bachelor of Education and a Master of Education (Teacher Librarian).
2. Is registered with the Queensland College of Teachers.
3. Is an accredited Lutheran school teacher or has the capacity to attain and is committed to attaining accreditation through Lutheran Education Australia in the initial years of employment.
4. Has up to date First Aid qualifications.
5. Is trained in Valuing Safe Communities or is prepared to undertake the necessary training.
6. Desirably, is actively and reverently affiliated with a Christian church.

### Knowledge

The St Paul's Lutheran Primary School Teacher Librarian adheres to:

- The school's mission statement aims and values.
  - Australian Curriculum documents.
  - Lutheran Education Australia curriculum-based documents.
  - School policies, regulations, expectations and programs, which are updated periodically.
  - The Staff Code of Conduct and Staff Handbook.
  - Principles and ideals as outlined in statements issued by the Lutheran Church of Australia regarding its schools.
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- Laws applying to the school situation including, but not limited to:

- Duty of Care.
- Workplace, Health and Safety Regulations.
- Industrial Agreements as they apply.
- Any other external regulations governing school life.

## St Paul's Team

As a valued member of the team of staff, each member of staff:

- Desires to work in a Christian environment.
- Reflects a clear faith and trust in God, or a desire to explore and grow in faith and trust in God.
- Demonstrates an appreciation for the culture of the school community and seeks to contribute positively to it and enhance it in their daily interactions.
- Demonstrates loyalty to St Paul's.
- Supports the Christian underpinning of the school and its community in words and actions.
- Actively adopts and upholds the school's mission, vision, values, strategic plan and school improvement plan.
- Speaks the truth in love, communicates effectively and is actively invested in appropriate conflict resolution strategies.
- Demonstrates professionalism.
- Upholds the strictest of confidentiality regarding information and personnel, including students, parents of students, staff, the school and the school's operations.
- Is familiar with and supports school policy and procedures in all activities.
- Demonstrates patience.
- Is responsive to family needs in a professional manner and makes families and visitors feel welcomed.
- Demonstrates mature and effective interpersonal skills.

## Expectations of Teachers

The St Paul's Lutheran Primary School Teacher Librarian:

- Works collaboratively with all teaching and non-teaching staff.
- Provides a motivating, relevant and educationally challenging program of learning for all students in their care.
- Ensures all curriculum and classroom planning is in accordance with the school's curriculum requirements.
- Has a sound understanding of and caters for the developmental needs of children academically, behaviourally and socially.
- Provides a developmentally appropriate program.
- Creates a flexible, interactive learning environment that includes the use of higher level thinking strategies and contemporary competencies.
- Uses teaching strategies that cater for student needs through differentiation.
- Collaborates effectively with Learning Support staff to provide an effective program for students with learning needs.

- Participates, when required, in the establishment and implementation of Individual Education Plans and student support plans.
- Uses a range of resources to support learning.
- Uses Information Technology as a tool for learning in line with school requirements.
- Knows and employs a variety of assessment strategies, using data and evidence to inform teaching practice.
- Monitors student progress and reports to parents/caregivers.
- Reviews and reflects on the effectiveness of their programs.
- Contributes to the worship program of the school.
- Contributes, when required, to student's spiritual development.
- Participates in, and assumes responsibility for, additional activities and roles that are invariably associated with teaching in a primary school, e.g. staff meetings, staff devotions, chapels, assemblies, duties, concerts, curriculum and policy development, parent-teacher interviews, parent information evenings and special days. This list is not exhaustive.

### Professional Responsibilities

The St Paul's Lutheran Primary School Teacher Librarian:

- Exhibits caring and supportive relationships with colleagues, reflecting the love of Jesus.
- Demonstrates a commitment to positive relationships with parents and the wider community.
- Complies with the Australian Professional Standards for Teachers and continually strives to further develop skills in each domain.
- Is involved in ongoing professional learning that supports the school's mission, vision and strategic plan.
- Contributes to the community life of St Paul's Lutheran Primary School.
- Models being a lifelong learner.
- Strives to continually improve the quality of teaching and learning outcomes.
- Engages in activities that enhance the professional life of the teacher and develops new knowledge, skills and professional expertise.
- Takes personal responsibility for the ongoing development of his/her own advanced skills in information technology.
- Shares skills in specific subject or extra-curricular areas.
- Participates in staff appraisals.
- Supports the school's expectation that Learning Assistants are assigned to directly support student learning.
- Understands the teacher's role as marketer and, amongst other things, actively seeks opportunities to promote 'good news stories' from within their classrooms through official school channels.

## Relationships with Adults

The St Paul's Lutheran Primary School Teacher Librarian:

- Participates in and contributes positively to their teaching team.
- Seeks to develop and maintain harmonious relationships with all colleagues.
- Works in partnership with parents and caregivers.
- Communicates respectfully, confidently and effectively with parents and caregivers.

## Relationship with Students

The St Paul's Lutheran Primary School Teacher Librarian:

- Is caring and supportive of students.
- Sets and maintains clear, classroom expectations and motivates students to achieve their potential.
- Manages inappropriate behaviour firmly, fairly and consistently in line with school policy.

## Student Needs

The St Paul's Lutheran Primary School Teacher Librarian:

- Understands how students develop and learn.
- Recognises and responds to individual differences amongst students, providing adjustments where appropriate.
- Fosters independent and interdependent learning.
- Believes that all students have the right to learn and is proactive in eliminating discrimination and harassment amongst students.

## Teacher Librarian Key Accountabilities

The St Paul's Lutheran Primary School Teacher Librarian's position responsibilities are summarised in the following areas:

### 1. Teaching

- Promote a love of reading and a culture of curiosity, independent learning and active research amongst staff and students at all levels.
- Ensure that the library plays an active and stimulating role in the intellectual life of the school.
- Is familiar with the Australian Curriculum.
- Has a strong understanding of developmentally appropriate pedagogies and tools to effect high levels of student engagement.
- Encourages students to lead and excel in their respective areas of expertise.
- Communicates regularly with class teachers to inform them of class activities or any concerns related to their own students.
- Shares information through parent-teacher discussions or interviews as required.
- Teach the required number of Library lessons each week.
- Work collaboratively with Library staff and classroom teachers to identify and locate appropriate resources to complement units of work.

- Set and maintain clear expectations for students in the use of the Library as a classroom and teaching area.
- Maintaining a positive and stimulating learning environment.
- Develop activities to promote a love of reading and literature appreciation, such as: Book Week, Author, Illustrator or Storyteller visits and Literary activities.
- Develop reading programs that encourage students to read widely on a regular basis.

## **2. Development and maintenance of Library Resources**

- Develop online and book resources as requested by staff.
- Maintain the collection by identifying new resources and de-selecting old and obsolete resources.
- Identify and locate new resources to support the curriculum and provide recommendations within budget for the acquisition of new resources.
- Select and promote a wide range of quality literature reflecting a variety of cultures, genres and themes in both print and digital format to students.
- Respond to student and staff queries to support access to relevant resources and Library services.
- Promote and resource staff and student recreational and curriculum reading.
- Promote the Library, its resources and services to staff.
- Use selection tools/reviewing journals to stay informed about current literature for children and young adults.
- Read junior and young adult fiction acquisitions.
- Develop and implement strategies for selecting resources that meet curriculum, informational and student recreational needs within the context of identified school priorities.
- Evaluate and deliver online information resources to suit student and teacher needs.
- Provide a stimulating and friendly learning environment for the school community.

## **3. Administrative tasks**

- Attend to routine administrative tasks during non-teaching times and only when support for students and teachers working in the Library is not required.
- Attend to students and staff in the first instance during the course of administrative duties when classes and teachers are in the Library.
- Complete all administrative tasks in an effective and timely manner.
- Attend all scheduled Library and staff meetings.
- Contribute to the daily operation of the Library by fulfilling duties and tasks effectively and efficiently.
- Maintain Records of Communication and files in relation to student and staff matters and ensure the security and confidentiality of information.

#### **4. Maintain positive relationships with all Library users and respond appropriately to student and staff issues**

- To work with teachers to plan and implement meaningful experiences that will promote a love of reading.
- To work with library staff to create a space of choice for students in the library.
- Collaborate with teachers to develop literature-based reading programs.
- Demonstrate ability to work effectively and cooperatively in a team environment.
- Demonstrate ability to work independently without supervision.
- Excellent communication and interpersonal skills.
- Demonstrated ability to provide client-focused service and excellent interpersonal skills, including networking and collaboration.

#### **5. Contribute to the development of Library policy, procedures and processes and provide recommendations to the Principal for change when appropriate**

- To develop and maintain distribution and collection management policies and procedures regarding resources in the Library.

#### **6. Risk Management**

- Report directly to the Principal on any matters relating to Child Protection.
- Respond in a timely and efficient manner to all incidents relating to students' safety and well-being.
- Act, as necessary, to provide information when relevant issues relating to risk management arise.

#### **7. Professional Development**

- Remain abreast of educational trends and current practice particularly in relation to Library programs.
- Identify professional development needs and participation in training programs that support the development of new skills and knowledge and will enhance innovation and best practice.
- Presenting and attending conferences and workshops both within and outside the School.
- Reading professional literature.
- Demonstrate practices that reflect current educational directions in teaching and learning.
- Communicate with library staff and teaching staff results of professional learning activities.



## Key Selection Criteria

Address in separate, concise statements to the following Selection Criteria:

- KSC1** Knowledge and support of the Christian ethos.
- KSC2** Understanding of the role of Teacher Librarian and have the knowledge and experience of the Australian Curriculum in a contemporary agile framework and the proven ability to ensure teaching and learning activities reflect contemporary pedagogy, including the ability to integrate an inquiry-based approach to teaching and learning and differentiation strategies.
- KSC3** The ability to create a positive, supportive and engaging classroom climate that meets the academic, social and emotional needs of all students.
- KSC4** Your strengths/pedagogy as an agile contemporary teacher and learner.
- KSC5** Special qualifications, skills and interests that enhance your teaching and the wider work as a teacher.
- KSC6** Effective communication and interpersonal skills to develop and sustain quality working relationships and work productively and collaboratively as a part of a team.
- KSC7** Provide effective operational and administrative support.

## Employment Collection Notice

1. In applying for this position, applicants will be providing St Paul's Lutheran Primary School with personal information.
2. Information provided will be used with the express purpose to assess and respond to an application for employment.
3. Applicants agree that St Paul's Lutheran Primary School may store this information for eight (8) weeks.
4. Applicants may seek access to the personal information that is held about them if they were unsuccessful in securing the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
5. St Paul's Lutheran Primary will not disclose personal information to a third party without the applicant's consent.
6. Applicants who provide St Paul's Lutheran Primary with personal information of others are encouraged to inform such persons:
  - That they are disclosing that information to the school.
  - The reason they are disclosing that information.
  - That they can access that information if they wish.
  - That the school does not disclose the information to third parties.
  - That the school may store the information for eight (8) weeks.