

## Information for Potential Applicants

### Teacher Librarian (Years 6-12)

#### Permanent, Full-time

#### Commencing 22 January 2018

Thank you for your interest in St Columba College. Below you will find information to follow when submitting your application.

Your application should include:

1. A one page covering letter stating the position for which you wish to apply.
2. A statement of no more than three pages addressing the 'Key areas of Work' and 'Personal Qualities and Skills' of the Position Information Document.
3. Curriculum Vitae listing name and contact details of three professional referees. Please ensure that you include **your current employer**.
4. Please also ensure that you complete the **Application Declaration Form** and include it with your application.
5. Applications should be emailed to the contact below:

Ms Leanne Carr, Principal  
employment@stcolumba.sa.edu.au

**Applications close on Monday 16 October at 9.00am**

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# Teacher Librarian (Years 6 -12)

Position Information Document



**St Columba** College  
A joint Anglican and Catholic College

# St Columba College

## Teacher Librarian | Position Information Document

### Introduction

St Columba College is an R – 12 co-educational College established as a joint initiative of the Anglican and Catholic churches of the Adelaide Dioceses. Established in 1997 and located at Andrews Farm in the Northern suburbs of Adelaide the College is open to families who are seeking a Christian education founded on the beliefs, values and practices of both traditions of our unique ecumenical partnership.

St Columba College seeks to develop an environment in which all community members experience welcome hospitality and encounter a place of care, safety and security with students at the centre of all that is undertaken. Students are invited to think about their future, set their goals high and to engage in the effort and focus required to achieve outstanding educational and personal success. Students are respected as capable learners. Teachers are committed to providing an environment focused on outstanding teaching and learning. We strive to honour every student's right to participate in a vibrant, innovative, relevant and challenging curriculum which motivates and inspires them to develop knowledge, skills, personal beliefs and values. We provide students with opportunities to develop their spirituality, through immersion in a rigorous Religious Education curriculum and participation in a rich liturgical program based on our Anglican and Catholic traditions. We support students to develop their understanding of Christianity and of God's personal love, which we hope inspires them to be a force for good in our world - a sign of hope for others.

The College invites parents and caregivers to be partners in the education of their children. In collaboration with families, staff seek to nurture and promote the Christian traditions and aims of the College and their aspiration for the highest educational outcomes for all students. The College community prides itself on its friendly culture, rigorous academic program, high standards of student behaviour, focus on student well-being, modern facilities and excellent recreational spaces all of which are sustained by the support and commitment of its parent community.

It is an understanding that teachers will uphold, model and actively support the Anglican and Catholic values and teachings that underpin the College. High expectations are placed on teachers to demonstrate professional behaviours and to be prepared to assume all responsibilities relating to teaching that provide students with outstanding learning opportunities.

### Vision

St Columba College seeks to nurture in its students and the community a close relationship with God, a passion for living, and a lifelong love of learning.

### Mission

St Columba College aims to provide students with outstanding learning and academic outcomes, and support students to experience God's love, as embodied within our Anglican and Catholic traditions.

# St Columba College

## Teacher Librarian | Position Information Document

### Broad Purpose

The Teacher Librarian (6 -12) is responsible to the Principal through the Assistant Principal – Learning and Teaching. The role of the Teacher Librarian is to provide information services that support the learning and teaching of all members of the College community, promote an enjoyment of literature and provide a secure, welcoming and stimulating environment.

### Key areas of work

The Teacher Librarian is expected to undertake the following responsibilities:

### Learning and Teaching

- Lead and promote collaborative learning, inquiry and research
- Collaboratively plan and teach units of work with subject and classroom teachers
- Assist Year 12 students with their Research Project in collaboration with the Research Project teacher
- Assist in the preparation of lessons where the access, synthesis and presentation of information is required.
- Support teachers to develop and implement programs that will provide for the enhancement of understandings in the use of digital pedagogies
- Review and facilitate the development and implementation of curriculum programs in relation to:
  - Information Literacy
  - Guided Inquiry learning programs
  - Reading and literature based literacy programs
  - Curriculum support for teachers
- Communicate information about curriculum, programs and services by:
  - Distributing information to teachers relevant to their learning area
  - Publishing library programs, services and coordinating articles for the newsletter and Yearbook
  - Being informed about new initiatives or directions proposed
  - Attend Learning Area meetings as required

### Students

- Maintain an accessible and welcoming learning environment for students where they are valued and assisted with their information needs
- Create a warm, welcoming, learner-centered library environment
- Assist students to seek, critically evaluate, synthesize and present information
- Assist and lead students to use a range of resources and technologies
- Be inclusive of the diverse needs of learners
- Promote and foster literacy and reading
- Promote and support the Library as a place of learning and study from 8.00am – 4.30pm
- Schedule engaging and interactive activities at lunchtime for the students
- Coordinate displays, special events and activities to support student learning

# St Columba College

## Teacher Librarian | Position Information Document

### Staff

- Coordinate the roles and daily tasks of Library staff and volunteers
- Support teachers with resources across all curriculum areas
- Plan and develop services and programs through regular meetings and ongoing communication with the Library team
- Plan and support professional learning of library staff

### Management

- Develop and document library policies and procedures, set goals and objectives and evaluate according to changing needs of the College
- Organise procedures and systems for the efficient delivery of services, including staff rosters and timetables for the use of the Library
- Utilise online systems for information provision about the Library eg. Library updates, new resources, special themes etc.
- Ensure that all equipment is regularly maintained, is available and accessible.
- Coordinate the planning, acquisition, management, access of the following services:
  - Library Services
  - Links with online information services; Oliver, ClickView, World Book Online, EBSCO, GALE.
- Cataloguing and classification of resources
- Manage and work within the approved annual budget
- Sustain a high level of professional knowledge
- Inform the College Leadership team of future needs of the Library

### Other

- Collaboratively plan and liaise with the Teacher Librarian (R-5) for continuous improvement
- Participate in the daily Pastoral House Structure (7-9)
- Undertake a professional review annually
- Other duties as required by the Principal

### Professional Responsibilities

- Actively supports the Anglican and Catholic faith, the College's Vision and Mission and Strategic Plan
- Understand the employer's requirements and act in accordance the College's policies, guidelines and procedures
- Act in accordance with the Code of Conduct for Staff at St Columba College
- Develop and maintain effective professional partnerships with other staff
- Attend staff meetings when required
- Adhere to the staff dress code
- Accept delegated responsibilities

# St Columba College

## Teacher Librarian | Position Information Document

### Personal Qualities and Skills

- High level of confidentiality, trust, integrity and work ethic
- Proactive, resilient and be able to work productively in a complex environment
- Well-developed interpersonal and communication skills and proven ability to develop a strong positive rapport with students, staff and parents
- Actively support, model and promote the use of restorative practices and processes in dealing with students, staff, parents/caregivers
- Proven administration and organisational capabilities
- Demonstrate an active commitment to ongoing professional learning

### Specific Requirements

It is essential that the Teacher Librarian possesses the following qualifications:

- South Australian Teacher Registration
- First Aid for Schools
- Approved Child Safe Environments: Reporting Child Abuse and Neglect
- Qualifications in library management, resource based learning and online information services

### Work Health and Safety

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must:

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Cooperate with any reasonable policy or procedure notified to workers by the employer that is related to health and safety at the workplace

*Reference: Division 4, Section 27 and 28 WHS Act 2012*

### Performance Review

- The Teacher Librarian must undertake a performance review on an annual basis.
- On the first anniversary of appointment and annually thereafter, or at another mutually agreed time, consultation will occur between the Principal (or delegate) and the Teacher Librarian to ensure that the Position Information Document is accurate.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal or Delegate

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Teacher Librarian

Role Review Date: \_\_\_\_\_ Performance Review Date: \_\_\_\_\_

# Application Declaration Form: Confidential to the Principal

Position Sought: \_\_\_\_\_

## Personal Details:

Surname: \_\_\_\_\_ Given Name(s): \_\_\_\_\_

Title: Mr Mrs Ms Miss Other \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Religious Affiliation: \_\_\_\_\_

South Australian Teacher's Registration Number: *(If Applicable)* \_\_\_\_\_

*(Please enclose a photocopy of current Teacher's Registration Certificate)*

## Tertiary Qualifications:

Award (Deg., Dip., Cert., etc)	Year Awarded	Institution

## Employment History: *Please provide information for the last 5 years.*

Year/Date	Name of Employer	Position

## Religious Dimension of St Columba College:

Are you prepared to support the philosophy and religious traditions of St Columba College? Yes  No

Are you currently a practicing member of a worshipping community? Yes  No

## Employment Declaration:

Please respond to each of the questions below and add your signature.

***If you opt for a discussion with the Principal/Principal's Delegate rather than answering one or more of the questions YOU MUST SUBMIT YOUR APPLICATION ONE WEEK BEFORE THE CLOSING DATE.***

Have you ever been charged with a criminal offence? *If yes, please provide details.*

Yes

No

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Have you ever received a written warning or been dismissed or resigned following allegations of improper or unprofessional conduct or unsatisfactory work performance?

Yes

No

*If yes, please provide details.*

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Our process includes asking referees whether there are any child protection concerns in your regard.

Do you foresee any problems arising from this process?

Yes

No

*If yes, please provide details.*

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### **Evidence of a criminal history, that may be unrelated to any risk or harm to children, will not automatically preclude a person from being or remaining employed.**

*The requirement for full and honest disclosure during the screening process shall be a condition of initial and ongoing engagement. In signing this form you declare that, if you are successful in your application, you will notify the Principal should there be a significant change in your circumstances that relates to the screening process; for example, criminal offence charges and convictions, restraining orders, injunctions, intervention orders, disciplinary proceedings and investigations.*

*I declare that I am fit and able to perform the requirements of the position for which I am applying.*

*I declare that the information in this application is true and correct and acknowledge that any falsification or suppression will render this application invalid.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**OR: I have opted not to answer one or more of the above questions and ask that a meeting be arranged between myself and the Principal/Principal's Delegate.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_