

INFORMATION FOR POTENTIAL APPLICANTS



TEACHER LIBRARIAN (Secondary) Permanent Commencing Term 2, 2025

Thank you for your interest in the advertised position at St Columba College.

St Columba College is seeking to receive applications from suitably qualified Teacher Librarians to work in our Middle/Senior School Library for a Term 2, 2025 start.

Below you will find information to follow when submitting your application. Your application should include:

1. A covering letter of no more than two (2) pages outlining your suitability for the role. Please pay particular attention to highlighting your curriculum knowledge and pedagogical practices which support a quality and inclusive learning environment for all students.
2. Curriculum Vitae, of no more than three (3) pages, listing name and contact details of three professional referees. Please ensure that you include **your current employer**.
3. The completed **Application Declaration Form** (*found at the end of this document*).
4. Please direct any enquiries to Liane Anderson on **8254 0608** or via email at employment@stcolumba.sa.edu.au.
5. **Please submit your application via email in one (1) PDF format and in the following order:**
 - Applicant Declaration Form
 - Cover letter
 - Curriculum Vitae

Applications should be emailed to:
Mr Darren Pitt
Principal
employment@stcolumba.sa.edu.au

Applications close 5pm Monday 17 February 2025

Position Information Document

SECONDARY LIBRARIAN TEACHER (6-12)



Employment Type:
Permanent

Salary:
Teaching step according to salary determination.

The role could be Full Time or Part Time, by negotiation.

The teacher is employed by St Columba College Council, Munno Para Inc, and is responsible to the Principal directly, and/or through the relevant leadership structures.

The teacher's employment conditions are in accordance with the Catholic Schools Enterprise Agreement (as amended or replaced).

1. KEY WORKING RELATIONSHIPS

Principal	Teaching and non-teaching staff
Deputy Principal R-12	Students
Head of Secondary School	Parents and Caregivers and other member of the College
Head of Curriculum and Learning (F-12)	community

2. BROAD PURPOSE

The role of the Secondary 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.

3. DUTY STATEMENT

Professional Responsibilities

- Fulfil all requirements of the Australian Professional Standards for Teachers.
- Demonstrate a commitment to uphold and contribute to the Anglican and Catholic ethos of the College.
- Operate in accordance with the St Columba College Code of Conduct.
- Diligently undertake supervision duties, including supervising students on independent study during recess and lunch.
- Complete administrative tasks accurately and on time including record keeping.
- Attend staff and other required meetings and other school-related activities as required.
- Dress and behave professionally and promote high standards in all aspects of College life.
- Actively participate in regular performance reviews and undertake applicable training as required to ensure opportunities are sought to increase knowledge, experience and skills held.

Content of Learning and Teaching

- Address students' varying intellectual, emotional and physical abilities in practice.
- Identify individual learning needs and styles, and plan learning experiences that enable all students to achieve success.
- Demonstrate best practice in teaching and learning and remain current in knowledge and application and update/adjust practice to achieve same.
- 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.

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Classroom Management and Behaviour Education

- Establish positive and effective relationships with students.
- Establish and maintain a task-oriented learning environment.
- Set and adhere to timelines for completion of work.
- Work with students to create an attractive welcoming classroom environment.
- Maintain standards of tidiness and orderliness.
- Ensure necessary equipment and facilities are accessible, available and in readiness for planned activities to suit the learning activity.
- Make all reasonable efforts to manage the behaviour of students effectively within the directions of the relevant SACCS and College policies and procedures.
- Consistently maintain behavioural expectations and respond appropriately to student behaviour by applying behaviour management skills as per College policy.
- Identify factors contributing to prolonged, repeated or severely irresponsible behaviour and seek resolutions.
- Apply effective consequences and strategies to assist students who interfere with teaching and learning.

Students

- 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.
- Promote and foster literacy and reading.
- Promote and support the Library as a place of learning and study.
- Schedule engaging and interactive activities at lunchtime for the students.
- Ensuring provisions in place to create an active hub for learning during recess and lunch
- Coordinate displays, special events and activities to support student learning.

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.
- Collaboratively plan and liaise with the Teacher Librarian (R-5) for continuous improvement.

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 e.g. 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:
 - a. Library Services
 - b. Links with online information services

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- 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.

Interaction with the College Community and Privacy

- Demonstrate effective communication skills with students, colleagues, parents/caregivers and others at all times.
- Work effectively as a member of the College team to actively and positively support College activities.
- Participate in partnerships with colleagues to reflect upon and improve teaching and learning practice in designated curriculum areas.
- Positively engage in and undertake professional development, training and professional reviews when required.
- Understand the Privacy Act in relation to staff, students and families at the College.
- Abide by the College Social Media Policy and ensure the good name of the College is not brought into disrepute.
- Never act as a spokesperson for the College.
- Protect and ensure that all private and personal information relating to students, colleagues, and staff employed by the College, Council members or parents is kept confidential during the term of employment and post-employment at the College.

4. PERSON SPECIFICATION

- Current Teacher Registration in South Australia and relevant demonstrated knowledge and experience
- Demonstrated skills, knowledge and experience relevant to the role requirements
- High level interpersonal skills to interact positively with the school community and be a positive role model and professional representative for the school at all times
- Excellent written and verbal communication skills and able to work collaboratively within a team environment and effectively teach students to achieve required learning outcomes
- Be self-directed and utilise initiative and judgement to fulfil role requirements
- Excellent organisational skills with ability to problem solve and ensure required timelines are met
- Willingness to actively and positively uphold and contribute to the culture and ethos of the School
- Proficient ICT skills and knowledge and ability to fully utilise required systems and programs, or ability to quickly learn and use effectively

5. SPECIFIC REQUIREMENTS

- Applicable First Aid Certificate relevant to the role requirements.
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA.
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate.
- Staff do not need to be vaccinated against COVID-19, with the exception of Staff working in a defined Catholic Education SA High-Risk Setting. Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement.

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6. 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 28 – SA WHS Act 2012).

This position information document (PID) indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

The requirements of the role and associated responsibilities can vary in response to the needs of the College and above Key Responsibilities may be varied as determined by the Principal (or Delegate).

Employment Declaration

To be considered for employment in any capacity, you must complete all parts of this Declaration, including by providing additional, supporting information and documentation where a "Yes" response has been recorded. You will not be considered for employment unless you complete the Declaration and provide comprehensive and complete information as necessary.

If you have any questions about the Declaration, please contact us on (08) 8254 0600.

Dr / Mr / Mrs / Ms / Other _____ **SURNAME:** _____

GIVEN NAMES: _____

FORMER NAMES: _____ *please ensure your FULL name is included*

DATE OF BIRTH: _____ (optional) **TELEPHONE:** _____

ADDRESS: _____ **P/Code:** _____

EMAIL: _____

Please tick the statement that best describes your working rights in Australia:

<input type="checkbox"/> Australian/NZ Citizen	<input type="checkbox"/> Permanent Australian Resident
<input type="checkbox"/> VISA with working rights (please provide a copy)	<input type="checkbox"/> Other (please specify): _____

Teacher Registration No. (if applicable): _____

You must provide the **ORIGINAL TRB** issued teacher registration certificate (if applicable) and evidence of a valid, current DHS issued **Working With Children Check** for sighting at your work location.

POSITION FOR WHICH APPLICATION IS MADE: _____

Please respond to the questions below and sign the Declaration at the end of this form:

- | | | | |
|--|-----|----|-----|
| 1. Have you ever been investigated, charged, arrested, reported for or pleaded or found guilty of any criminal offence? (Tick 'No' where an expiation notice only was received) | Yes | No | |
| 2. Have you ever received a written counselling or warning or been dismissed or resigned following allegations of improper or unprofessional conduct or unsatisfactory work performance? | Yes | No | |
| 3. Are you currently the subject of an investigation or process being undertaken by your employer, a regulator/registrar or police? | Yes | No | |
| 4. (a) Have you ever been the subject of adverse findings in the course of an investigation or any other process relating to alleged unsatisfactory performance or misconduct by you as an employee? | Yes | No | |
| (b) If no to question 4 (a), did you resign during the course of a process/investigation and prior to any findings being made? | Yes | No | N/A |
| 5. (a) Have you ever been the subject of adverse findings relating to allegations of misconduct by you including of a sexual nature towards or in relation to a child (person under 18 years of age) or towards any other person to whom you were responsible for providing education or other services? | Yes | No | |
| (b) If no to question 5 (a), did you resign during the course of a process/investigation and prior to any findings being made? | Yes | No | N/A |
| 6. Our process includes asking referees whether there are any child protection concerns in your regard. Do you foresee any problem arising from this process? | Yes | No | |
| 7. (If applicable) Do you have conditions on your SA teacher registration? | Yes | No | N/A |

Please note: If you answer YES to any of the above questions, you are required to provide comprehensive supporting details, including relevant documentation in order to be considered for employment. (Please attach as separate sheets.)

If you choose not to answer one or more of the above questions, please indicate by ticking the box below that you wish to meet with the Principal (or delegate) to discuss.

I have opted not to answer one or more of the above questions and ask that a meeting be arranged with the **Principal** (or their delegates)

Please note: If you wish a meeting to be arranged you must submit your application at least one week prior to the closing date.

Further information and ongoing requirements

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

The requirement for full and honest disclosure is a condition of initial and ongoing engagement. In signing this form you declare that you are a fit and proper person of good character, and if you are successful in your application, you will notify the **Principal** should there be a relevant change in your circumstances; for example, criminal charges and convictions, restraining orders, intervention orders, injunctions, disciplinary proceedings and investigations.

If you are charged with, convicted of, or granted bail in relation to a sexual offence against a child you are required to inform the **Principal** immediately and if you are accused, convicted or granted bail you will need to immediately cease providing services to the College.

Declaration

I understand that any false or misleading information I provide will result in me not being considered for employment or may result in the termination of my employment. I declare that I have answered this Employment Declaration Form truthfully.

Signed: _____ Date: _____

OFFICE USE:

Principal signature: _____ Date: _____