



Position Description

Position Title	Teacher Librarian
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
School	Sacred Heart College
Location	Yarrawonga
Enterprise Agreement and or Award	Victorian Catholic Education Multi-Enterprise Agreement 2022
Classification	Level based on qualifications and experience (Classification from VCMEA)
Remuneration	As per award
FTE	Full time position
Reports to	Principal & Deputy Principals

Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3000 employees in 52 schools and 2 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Catholic Education Commission of Victoria Ltd (CECV), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Chief Executive Officer of Catholic Education Sandhurst is appointed by the Board of CES Ltd to support the administrative, organisational, and service matters to Catholic schools within the Diocese.

The Chief Executive Officer and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

Our Vision

The vision for CES Ltd is to provide, in partnership with our families, stimulating, enriching, liberating, and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people.

We believe:

- That the values of the Gospel are central to who we are, what we do, and how we act.
- That we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition.
- That a strong sense of community is dependent on the quality of our collegial relationships.
- That each person's potential is fostered through the dedicated ministry of Catholic Education.
- In leadership encompassing vision, innovation, and empowerment.

Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

Principles of Catholic Social Teaching

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the “common good” in response to the “signs of the times”.

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Respect

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Partnerships

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

Faith

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

School Summary

Sacred Heart College is a progressive co-educational Catholic secondary school based on the traditions of its Mercy foundation. The College provides education for students in Years 7–12. The College is part of the Sandhurst Diocese and has strong links with the Sacred Heart Parish, the Sisters of Mercy and the wider community.

The College is situated in a picturesque location, one block away from Lake Mulwala. The College enjoys excellent teaching and learning facilities including well-resourced and supported laptop program. The College is situated in close proximity to the town centre, recreation areas and many of the town's excellent sporting facilities.

The College enrolment catchment includes the townships of Yarrawonga, Mulwala, Corowa, Bundalong, Tungamah and surrounding rural communities.

Position Summary

The Teacher Librarian is the school's literature, information and resource specialist with professional qualifications in education and information librarianship/science. Teacher Librarians possess high-level curriculum knowledge and pedagogical expertise with particular reference to literature. The key responsibility of the Teacher Librarian is the management of the school library with an emphasis on fostering and maintaining a reading culture across the school.

Key Responsibilities

Catholic Identity	<ul style="list-style-type: none">• Demonstrate active support of the College's mission, vision, values and Mercy and Marist traditions.• Promote the mission and ethos of the College through structured classroom prayer, participation in the liturgical life of the College, and modelling of appropriate standards of behaviour.
Learning and Teaching	<ul style="list-style-type: none">• Plan, prepare and deliver quality and effective teaching and learning programs which are consistent with the Australian Professional Standards for Teachers; the College Learning and Teaching Charter, College course outlines, curriculum policies, work programs and educational trends.• Prepare lessons which cater to the range of student abilities and interests and set realistic and challenging academic standards for student performance.• Support students through interaction with them in a variety of settings and through the active development of supportive learning environments and effective behaviour management practices.• Ensure that Adapted Learning Plans/Individual Learning Plans are developed for students in accordance with college policies and procedures.

	<ul style="list-style-type: none"> • Enhance the overall development of students towards effective citizenship and responsible adulthood through participation in timetabled, non-timetabled and planned extra curricula activities. • Maintain student records and samples of work and report on student performance to students, parents and other stakeholders within the published timelines. • Complete and return correction, assessments and feedback to students and families according to College guidelines and designated timelines and within published timeframes. • Analyse and use data such as but not limited to NAPLAN, VCE data, PAT testing, educational assessments etc. to plan students learning in order to improve student outcomes.
General library duties	<ul style="list-style-type: none"> • Create a warm, welcoming, learner centred library environment which supports a school wide culture of reading • Ensure the school library collection supports the school curriculum and reflects student specific interests as well as a diverse range of interests • Oversee the administration and maintenance of Clickview, Worldbook Online, SORA and Jacplus Online. Disseminate information and provide professional development for staff • Maintain and operate the automated library system, Access-IT • Maintain a high level of copyright/creative commons and ethical use of information compliance throughout the school • Coordinate the acquisition and organisation of both print and digital resources and information • Staff the circulation and information desk as required • Cataloguing to an internationally accepted standard • Shelving • Review all new fiction books, usually prior to purchase • Co-ordinate the Scholastic book club activities within the school • Co-ordinate professional memberships and subscriptions • Co-ordinate student booklists with book and stationery providers • 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 • Promote best quality literature and authors reflecting a variety of cultures and themes • Guide students in their reading choices • Use selection tools/reviewing journals to keep informed about current literature for children and young adults • Collaborate with teachers to develop literature-based reading programs • Administer the CRT & hot swap laptops • Maintain the CRT information resource folder.
Work Environment	<ul style="list-style-type: none"> • Ability to work in a fast-paced, dynamic environment. • Demonstrate an adaptable and agile mindset.

	<ul style="list-style-type: none"> • Build positive and supportive relationships with staff, students, families and the community. • Contribute positively to team relationships.
Pastoral Care and Child Safety	<ul style="list-style-type: none"> • Demonstrate duty of care to students in relation to their physical and mental wellbeing. • Maintain standards of student care and discipline in and outside of the classroom, through support for and implementation of relevant College Policies and Procedures and attention to rostered duties, e.g. Yard supervision, examination supervision and excursions etc. • Attend and participate in the co-curricular life of the College as required. • Provide for the physical, social, cultural and emotional wellbeing and physical safety of students whilst at school. • Encourage the growth of self-esteem in each student. • Identify academic and personal issues which are impacting on the growth and development of each student and advise the appropriate personnel.
Professional Standards	<ul style="list-style-type: none"> • Demonstrate a commitment to professional development through interest and attendance at appropriate in-service courses and professional study and/or reading. • Maintain teaching competency and currency of knowledge of relevant curriculum programs as required by the College. • Actively support and enact College policies and procedures. • Keep abreast of statutory requirements in curriculum. • Demonstrate high levels of professionalism in all activities. • Handle confidential information in accordance with college policies. • Actively support and enact College policies and procedures. • Attend College meetings, assemblies, celebrations, speaking events, masses, community and faith days as well as professional learning opportunities. • Demonstrate knowledge, competence and confidence in the relevant subject disciplines. • Complete rostered and other supervision duties as required. • Follow appropriate procedures of notification if absent from school. Ensure that students have well prepared work to complete during this time.
Administration	<ul style="list-style-type: none"> • Maintain accurate and up to date attendance records in accordance with college policy and procedure. • Distribute and collect notices as required. • Follow up attendance, uniform and late students according to policy and procedure.

	<ul style="list-style-type: none"> • Complete all administration tasks as directed and in accordance with policy and procedure.
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Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

Mandatory Responsibilities and Requirements

Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd's OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.
- Depending on the role some employees will be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background

checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

Key Selection Criteria

- A commitment to the philosophy and ethos of Catholic Education.
- Hold current VIT registration or Permission to Teach if appropriate.
- Evidence of incorporating IT into teaching practice.
- Be conversant with and able to use current teaching methodologies incorporating ICT and High Impact Teaching Strategies.
- Evidence of using data to inform and enhance student learning outcomes.
- Evidence of a team approach to curriculum planning and delivery.
- Evidence of using positive behaviour strategies to manage student behaviour.