

## **ROLE DESCRIPTION: Teacher Librarian**

*The Teacher Librarian has a dual role: library manager and curriculum support teacher.*

*The Teacher Librarian works within the English Department of Mandurah Baptist College primarily for connection and support, and secondly for line management.*

The Teacher Librarian works during the advertised opening hours i.e. 8am until 4pm, and makes provision for recess and lunchtime access by students, excluding Friday recess which is a whole-staff time.

### **Library Management**

In this role the Teacher Librarian is responsible for the following:

- the day-to-day management of the library environment
- creating a warm, vibrant, attractive, welcoming and inclusive environment to facilitate use of the library by all students and staff
- ensuring that there is a well-balanced collection in the library to serve the varied needs of both staff and students, and that additional purchases are made when required
- classifying and cataloguing new resources to ensure that it is possible to retrieve relevant information from the available resources
- ensuring that the existing stock is assessed on a regular basis, so that redundant and out-of-date material is removed from stock
- ensuring that purchases are made in areas applicable to the school's curriculum requirements
- ensuring that up-to-date information about legal requirements for adherence to copyright law is clearly displayed
- the completion of a balanced and correctly documented budget, ordering and acquisitions procedures
- the management of technical services, data catalogue or equipment in the library
- the management of library staff (which may include delegating some of these areas of responsibility)
- the implementation and on-going review and evaluation of policy and practice within the library
- overseeing the circulation system including following-up overdue materials with appropriate measures
- coordinating displays, special events and activities to support student learning
- orienting new teachers so that they are aware of how the library functions and how it can be of assistance to them
- supporting staff through teacher resourcing through the library

## **Curriculum Support**

In this role the Teacher Librarian is responsible for supporting students and teachers in the development of literacy and information literacy outcomes across all Learning Areas. This is also a multi-faceted role and includes:

### **Developing a reading culture (literacy outcomes)**

The Teacher Librarian may fulfil this role by working collaboratively with teachers (as part of department) to develop reading and literature programs that encourage students to read a wide variety of fiction and nonfiction items. In order to do this, the Teacher Librarian must be an avid reader. Encouraging a strong reading culture may involve a variety of strategies, including:

- a structured program or out of class programs such as Book Clubs or small group programs such as Literature Circles
- motivational reading introductions that promote a love of books and reading
- exposing students to a range of genres in both print and digital formats
- developing strategies to foster a love of reading and literature for leisure
- guiding students in their reading choices, both in classes and individually
- collaborating with teachers to develop literature-based reading programs
- making the library's collection as accessible as possible

### **Developing information literacy skills across learning areas**

The Teacher Librarian works closely with teachers to enhance research opportunities and encourage students to be lifelong learners by:

- collaborating with teachers in writing guided inquiry-based assessments and in developing excellent, thought-provoking research material and assignments that use higher order thinking skills and encourage students to be creative, flexible, adaptive and think deeply
- teaching how to write bibliographies, include citations and avoid plagiarism
- ensuring that teaching staff within the school are aware of how the library can assist with teaching strategies/ learning opportunities to engage, stimulate and challenge students
- being responsible for the development of short and long-term goals for the library in relation to the improvement of teaching and learning
- encouraging and modelling the incorporation of technology in student learning
- in-servicing teachers on research skills at point of need
- teaching in collaboration with class teachers as requested
- keeping the library's technology and research tools up to date and helping students use a range of resources and technologies
- assisting individual users with routine reference enquiries
- ensuring the collection meets the needs of the curriculum

In addition: the Teacher Librarian will ideally hold appropriate qualifications in the area, or will be strategically up-skilling in this area.