



PARADE COLLEGE

POSITION DESCRIPTION

Position Title	Teacher Librarian
Reports To	Assistant Principal – Teaching and Learning, Learning Centre Leader

PRIMARY PURPOSE OF POSITION

The College Learning Centres provide students the opportunity to learn within a number of innovative learning environments. These flexible, dynamic, technology-rich spaces create situations where deep learning can occur in an engaging, inclusive and academic atmosphere. Designed to be multidisciplinary and communal, the Nash Learning Centre encourages community-wide engagement in STEM, English and the Arts, Humanities, Religious Education, Languages, Health, and Trade.

The Teacher Librarian plays a key role in the provision and effective management of learning and teaching resources and technologies across the school. The role aims to inspire, encourage and support the learning of students and teachers, and to engender a love of literature. This position reports to the Learning Centre Leader (Head of Library).

This position description should be read in conjunction with the Classroom Teacher position description (attached).

STATEMENT OF DUTIES

Teacher Librarian Key Accountabilities	<ul style="list-style-type: none">• Provide a warm and welcoming environment for students and staff where each person feels safe and valued.• Respond in a timely manner to student and staff requests.• Perform Library duties including cataloguing, circulation, returns, shelving of resources and stocktaking; respond to reference and research enquiries; assist students and staff with printing and photocopying; supervision of students; general maintenance of the Library environment.• Promote a culture of reading by delivering high-quality literature programs aligned with student interests and curriculum needs, creating annotated reading lists, and actively promoting literacy and research throughout the school community.• Read broadly across children's and young adult literature.• Plan, teach and evaluate collaboratively with staff to ensure the effective integration of information resources and technologies into student learning.• Develop and deliver high-quality information and digital literacy classes across the school.• Prepare learning resources, both physical and digital.• Use SIMON to support learning and teaching and maintain student records.• Development and management of library collection.• Management of digital collections.• Coordinate guest speakers, Reading Challenges, and Book week activities in collaboration with other staff.• Promote and support Library programs and initiatives.• Other duties as required by the Learning Centre Leader.
---------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



PARADE COLLEGE

POSITION DESCRIPTION

Position Title	Classroom Teacher
Reports To	Assistant Principal – Teaching and Learning, Learning Area Leader

PRIMARY PURPOSE OF POSITION

The Classroom Teacher is responsible for creating a positive and disciplined learning environment:

- in the classroom
- in co-curricular activities
- when interacting informally with students.

In this way, each student is challenged to grow in knowledge and maturity, according to his potential, in all aspects of his life.

The Classroom Teacher is responsible for:

Promoting 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.

Maintaining a positive and effective learning environment through:

- Well-prepared and varied lessons, which cater to the range of student abilities and interests.
- Setting of realistic and challenging academic standards of student performance.
- A challenging and realistic program of student homework.
- Prompt and comprehensive attention to student work submitted for marking and supervision.
- Demonstrating knowledge, competence and confidence in the relevant subject discipline.
- Demonstrating high levels of professionalism in all activities.

Demonstrating commitment to teacher professional development through interest and attendance at appropriate in-service courses, commitment to a program of professional study and/or reading, and ongoing links with relevant Professional Associations including the Victorian Institute of Teachers if applicable.

STATEMENT OF DUTIES

Contemporary Teaching	<ul style="list-style-type: none"> • Develop a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs. • Understand and adhere to state and national course requirements including the standards of professional practice – Australian Standards of Teaching – and the VCEA. • Employ a variety of effective teaching strategies to effectively implement the curriculum. • Give appropriate time to lesson planning and organisation. • Understand state and national course requirements. • Keep accurate records of student attendance. • Embrace the use of information and communications technologies to enhance learning. • Engage in learning progress discussions. • Write formal academic reports that conform to report writing guidelines. • Monitor the progress of each student and provide meaningful and regular feedback to each student on their progress. • Liaise with appropriate support staff in the implementation of the curriculum.
------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Pastoral Care and Child Safety	<ul style="list-style-type: none"> • Provide students with a child-safe environment. • Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety. • Proactively monitor and support student wellbeing. • Exercise pastoral care in a manner which reflects school values. • Implement strategies which promote a healthy and positive learning environment. • Attend year level meetings as scheduled. • Attend all school assemblies. • Attend school liturgical celebrations. • Attend school organised activities relevant to house or year level, as required.
Curriculum Development	<ul style="list-style-type: none"> • Plan, develop, review and evaluate curriculum in subject areas and at year levels which you teach. • Develop assessment instruments in a collegial manner where whole group testing takes place. • Evaluate digital learning materials and make recommendations to subject coordinators about their implementation. • Create and evaluate online resources for the purposes of enriching the curriculum. • Attend subject meetings as scheduled.
Professional Development	<ul style="list-style-type: none"> • Have current knowledge of curriculum initiatives in your teaching areas. • Commit to ongoing professional development in your teaching areas. • Be open to researching areas of interest relevant to directions provided in the school's strategic plan. • Continue development of ICT skills as technologies evolve. • Participate in the staff appraisal process. • Be an active member of a relevant professional association as duties permit. • Support collegial learning by acting as a mentor or supervising and supporting a student teacher after consultation with subject coordinator.
Co-Curricular Involvement	<ul style="list-style-type: none"> • Support and be involved in the co-curricular program. • Proactively encourage students to participate in co-curricular activities. • Act as a role model for participating students. • Keep accurate records of student attendance and participation within the co-curricular activity. • Create and maintain a safe environment in which students may enjoy their participation. • Oversee the provision and care of relevant equipment materials and first aid requirements.
General and Administrative Duties	<ul style="list-style-type: none"> • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. • Maintain currency of first aid, mandatory reporting and anaphylaxis training. • Demonstrate duty of care to students in relation to the physical and mental wellbeing. • Attend all relevant school meetings and after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities. • Participate in duty supervision as rostered and other supervision duties when required. • Demonstrate professional and collegiate relationships with colleagues • Uphold the professional standards expected of a teacher. • Other duties as directed by the Principal.

POSITION REQUIREMENTS	
Skills and Attributes	<ul style="list-style-type: none"> • Ability to work as part of a team • Good oral and written communication skills, including ability to communicate with children, parents and the school community • Experience and proven record in effective learning and teaching skills, including management of composite classes/mixed ability classes • Ability to demonstrate an understanding of appropriate behaviours when engaging with children • Demonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions • Leadership qualities • Self-motivation • Ability and willingness to accept policy directives • Maturity
Child Safety	<ul style="list-style-type: none"> • Be a suitable person to engage in child-connected work • Be experienced in working with children • A demonstrated understanding of child safety • A demonstrated understanding of appropriate behaviours when engaging with children • A sound knowledge of legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards, • Working familiarity with Child Safe requirements and expectations of VCEA PROTECT, VIT, EREA and VRQA • A demonstrated understanding of and commitment to Child Safety protocols, codes of conduct and to ensuring Parade College is a Child Safe School.
Selection Criteria	<p>Applicants should be able to demonstrate:</p> <ol style="list-style-type: none"> 1. Support and participation in the faith life of Parade College including commitment to the Mission Statement, ethos of the College, Charter of Edmund Rice Education Australia and personal faith formation. 2. Ability to effectively work within a team of teaching staff to ensure a very high standard of professional practice within the relevant learning areas. 3. Ability to promote a healthy learning environment which promotes best practice and excellent student learning outcomes. 4. Knowledge and understanding of contemporary practices and policies related to student learning and, in particular, boys education. 5. Well-developed interpersonal skills including organisation and communication. 6. Commitment to ongoing professional learning.

TERMS AND CONDITIONS
<ul style="list-style-type: none"> • Terms and conditions for this position are as outlined in the <i>Catholic Education Multi Enterprise Agreement 2022</i> for Registered Teachers. Salary is set out in the Agreement according to years of experience and qualifications. • The position reports to the Learning Area Leader. • The position will, be required to attend staff meetings and other meetings as required. • The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. The position requires the completion of an Annual Review Meeting. • All employees at Parade College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act. • Parade College is fully committed to the protection of children. The successful applicant will be expected to satisfy child protection screening, and adhere to the School's Child Protection Policies.