

# Position Description

## Teacher Librarian

Berwick Campus

July 2022

### RELATIONSHIPS AND NETWORKS

LEAD BY · Head of Library

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COLLABORATES WITH · Library Staff  
· Teachers

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LEADS · Students

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KEY WORKING GROUPS · Year level planning  
· Transition planning  
· Section meetings

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EXTERNAL GROUPS · Parents  
· Networks  
· VIT

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**POSITION CONDITIONS** This is a full time, fixed term position commencing as soon as possible and concluding 13 December 2022.

The successful candidate must have a passion for literacy and reading, strong digital literacy skills and best practice in teaching and learning. This role will deliver information literacy classes across Prep to Year 6 at our Berwick Campus, with the requirement to teach older years levels as directed.

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## REFERENCE DOCUMENTATION

- *Education BluePrint*
  - *Beaconhills Teaching Standards and Instructional Model*
  - *Curriculum Framework (VCE, Victorian Curriculum, Understanding By Design)*
  - *Student Learning Mindset*
  - *Report Timelines*
  - *Teacher Handbook*
  - *Staff Code of Conduct*
  - *College Policies and Practices*
  - *Report Style Guide*
  - *Curriculum documentation (curriculum site).*
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## PRIMARY PURPOSE OF THE POSITION (LEADING STUDENT LEARNING)

The purpose of the teacher is to promote high quality learning in a challenging yet supportive environment which allows all students to flourish. The role of the teacher is to foster a love of learning, sense of inquiry, promote student wellbeing, and to deliver and evaluate a learning program consistent with the Beaconhills six pillars of *Learning That Matters* and the Victorian curriculum. The teacher will collaboratively develop curriculum within the *Understanding By Design* framework and inspire students to fulfil their potential. The successful applicant must demonstrate expert contemporary pedagogical knowledge and experience, demonstrating how to cater for the learning needs of all students. Providing opportunities for high-quality learning is at the heart of the role.

The primary role of any teacher is to support our students in their learning through:

- Continually engaging in informed reflective practice and professional learning activities that support personal and professional growth as well as support of ongoing innovations of the College
- Acting as a role model for young people
- Supporting the learning outcomes of students through well-designed curriculum, effective teaching pedagogy and practice and the provision of a safe learning environment that provides meaningful feedback
- Continually supporting the wellbeing of members of the Beaconhills learning community.

You will be passionate about engaging learners in Junior School from a young age in literacy and literature, building and fostering their capacity for inquiry and critical thinking. Your passion for teaching and learning will come to the fore in your ability to implement a wide range of programs including problem based learning, digital information literacy and research skills.

You must thrive on working as part of a small team of dedicated professionals who are committed to achieving the vision of Beaconhills College, fostering confidence and an enjoyment of literature in students through your breadth of engagement strategies and a diverse range of resources.

You will report to and take direction from the Head of Library and will be accountable to the Campus Principal and the Executive Principal.

## KEY RESPONSIBILITIES FOR THE POSITION

- Teaching information literacy classes to students from Prep to Year 6 with the requirement to teach older year levels as directed.
- Raise staff awareness of the need for students to acquire information skills and of the importance of resource-based learning in developing these skills.
- Provide specialist assistance to students and staff using technology and information resources in and beyond the school and for independent research.
- Maintain literacy as a high priority, engaging students in reading, viewing and listening for understanding and enjoyment
- Provide a stimulating, helpful environment that is a focal point and showcase for students' learning achievements.
- Assist the Head of Library in ensuring that the day-to-day administration of the school library resource centre is efficient and that systems, resources and equipment are well maintained
- Assist with the supervision of the Library during class time, lunchtime and before or after school.
- Involve students in the operation of the library resource centre to contribute to their understanding of the role of libraries in lifelong learning and reading.
- Work with teaching and senior staff to ensure information literacy outcomes are a major school focus.
- Maintain involvement in curriculum planning.
- Promote the use of the information process as a framework for the development of information skills and as the basis for systematic monitoring of students' development as information users.
- Plan, teach and evaluate cooperatively with teachers to ensure the effective integration of information resources and technologies into student learning.
- Provide instruction and guidance to students, staff, and other Library support staff, including volunteers.
- Communicate and interact effectively with parents, staff and the broader College community.
- Support all aspects of the Learning That Matters curriculum which includes participation in the Experiential program
- In addition to face-to-face teaching duties and related duties, other duties include, but are not limited to, tutor group, extras, assemblies, yard duties, staff meetings, open/information days/nights, professional development activities, meetings with parents, parent/teacher interviews, the pastoral care program, co-curricular responsibilities and the outdoor education and camps programs.
- Establishing trusting and respectful relationships with students and parents that ultimately supports the student wellbeing
- Using assessment feedback to support reflection and inform future planning and practice
- Communicating with members of the school community in a timely and professional manner:
  - providing an environment that is conducive to learning
  - encouraging students to become better learners and take responsibility for their *Learning Mindset*
- Supporting the learning outcomes of students through well-designed curriculum, effective teaching pedagogy and practice and the provision of a safe learning environment that provides meaningful feedback



- Continually support the wellbeing of our students and colleagues
- Communicating with members of the school community in a timely and professional manner
- Supporting all aspects of the *Learning That Matters* curriculum which includes participation in the Experiential Program
- Supporting the learning of all students to meet individual student learning needs.

## TEACHER AS LEARNER

In this position, the teacher is required to learn how to:

- Design curriculum in alignment with the Beaconhills Curriculum Framework which includes the use of *Understanding By Design*
- Effectively develop and implement assessment and feedback practices including the use of real-time reporting
- Use effective teaching pedagogy and practices (personalised learning, explicit teaching, inquiry-based learning)
- Use technology to support teaching and learning in the classroom
- Support the wellbeing of students within our programs
- Support the individual learning needs of our students
- Develop and implement teaching strategies that support the development of our students' *Learning Mindset*

## TEACHER IN TRAINING

The training needs for this position are:

- College protocols and procedures (eg Operoo for excursions and risk management, Synergetic, duty of care)
- College policies and compliance requirements
- eLearning systems (eg ClassNet, GAFEs, SmartBoards, Showbie and App4).

## KEY TASKS FOR THE POSITION

### CURRICULUM

- Update curriculum documentation
- Plan, teach and evaluate cooperatively with teachers to ensure the effective integration of information resources and technologies into student learning
- Raise staff awareness of the need for students to acquire information skills and of the importance of resource based learning in developing these skills
- Provide specialist assistance to students and staff using technology and information resources in and beyond the school and for independent research
- Maintain literacy as a high priority, engaging students in reading, viewing and listening for understanding and enjoyment



- Involve students in the operation of the library resource centre to contribute to their understanding of the role of libraries in lifelong learning and reading
- Work with teaching and senior staff to ensure information literacy outcomes are a major school focus
- Promote the use of the information process as a framework for the development of information skills and as a basis for systematic monitoring of students' development as information users
- Design curriculum using *Understanding By Design* and *Learning That Matters*
- Use relevant data to reflect on the effectiveness of curriculum
- Contribute to new curriculum initiatives
- Support the co-curricular and sporting programs of the College
- Contribute to the development and identification of effective learning resources
- Attend Beacon Explorer programs (camps)

### TEACHING PRACTICE

- Develop lesson plans
- Ensure effective planning of assessment tasks
- Provide meaningful feedback
- Integrate aspects of student wellbeing into teaching practice and classroom management
- Use the gradual release of responsibility model
- Use a range of technology to deliver practical learning and assist assessment practices
- Maintain a controlled learning environment conducive to learning in the classroom
- Facilitate age-appropriate behavioural strategies in the classroom.
- Provide a stimulating helpful environment that is a focal point and showcase for students' learning achievements

### PROFESSIONAL LEARNING AND GROWTH

- Attend College professional learning workshops
- Attend relevant external workshops
- Participate in section-based professional learning and reading
- Conduct student surveys/feedback
- Develop professional growth goals
- Routinely engage in reflective practice as part of the CEAD Program
- Seek feedback from colleagues

### STUDENT MANAGEMENT

- Communicate with parents around student learning when necessary
- Attend student progress meetings (parent-teacher interviews)
- Update communication records in Synergetic
- Maintain up-to-date attendance records
- Provide feedback on students of concern
- Develop student IEPs as required

## GENERAL DUTIES

- Attend information nights as required
- Attend yard duty
- Attend supervision as required
- Take extras
- Attend assemblies
- Carry out duties as directed

## QUALIFICATIONS

The successful application must hold (or be in the process of obtaining):

- A current registration with the Victorian Institute of Teaching (VIT)
- A current *National Police Check* (NPC) in addition to VIT
- A current first aid certificate (or a willingness to obtain)
- Tertiary qualifications in education

## PHYSICAL CAPABILITIES

- Sitting (occasional 1-33%)
- Standing (frequent 34-66%)
- Walking (frequent 34-66%)
- Talking (frequent 34-66%)
- Listening (occasional 1-33%)
- Steps/stairs (frequent 34-66%)
- Carrying (occasional 1-33%)

## WORKPLACE HEALTH AND SAFETY RESPONSIBILITIES

- Ensure that any hazards, incidents (including near misses) and injuries are reported immediately to relevant management
- Co-operate in relation to activities taken by the College to comply with Work Health and Safety (WHS) legislation
- Participate in consultation, meetings, training and other health and safety activities where required
- Ensure only authorised, adequately trained staff undertake assigned tasks
- Take reasonable care for personal health and safety and the health and safety of others in the workplace



## CHILD SAFETY STATEMENT

Beaconhills College has zero tolerance for child abuse. Beaconhills is a child safe employer and is committed to the welfare of children and their protection.

Beaconhills has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the College's *Child Safe Policy* and *Code of Conduct*, which are available on our website [here](#). Beaconhills performs thorough assessments of potential and existing employees in accordance with the legislated Child Safe Standards. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person and is suitable for work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, criminal record checks, *Working with Children Check* (WWC Check) and checks of social media accounts.

Beaconhills College is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

Aboriginal and Torres Strait Islander peoples are encouraged to apply for all positions at Beaconhills College.

