

Teacher Librarian

Position Overview

The Mandeville Learning Centre Library provides access to a wide variety of resources and programs that support the holistic education of students and staff. The Teacher Librarian P-12 plays a key role in the provision and effective management of learning and teaching resources and technologies across the school. The role is to inspire, encourage and support the learning of students and teachers, and to engender a love of literature. They report to the Head of the Mandeville Learning Centre. The Library is open from 7am until 7pm Monday to Thursday and from 7am until 5pm on a Friday.

Key Accountabilities

- 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
- Open and close the Library on a rostered basis. The Library is open from 7am to 7pm
- 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 SEQTA to support learning and teaching and maintain student records
- Development and management of library collection
- Maintenance and creation of Libguides
- Management of digital collections (eg Wheelers, Overdrive, Clickview)
- Ensure the content of the Library section of the school website is up to date
- Management of curriculum subscriptions across the school
- Coordinate guest speakers, Reading Challenges, and Book week activities in collaboration with other staff
- Promote and support Library programs and initiatives
- Oversee the administration of the Mandeville Mentor program in collaboration with the Head of the Mandeville Learning Centre
- Supervise student volunteers and Mandeville Mentors
- Involvement in co-curricular life of the school, including camps and clubs
- Other duties as required by the Head of the Mandeville Learning Centre

Pastoral Care/ Child Safety

- Actively participate and engage in the School's pastoral care system which reflects Loreto Toorak values
- Implement strategies and expectations which promote a positive learning environment

Position Qualifications

Skills & Knowledge

- Ability to work in a collaborative manner to plan and deliver high quality teaching and learning programs
- Collection management skills
- Experience working with Oliver or similar LMS
- Technical skills such as cataloguing and database management
- Ability to work flexibly under minimal supervision
- Excellent IT skills and experience with Microsoft Suite

Experience

- Demonstrated experience as a Teacher Librarian with previous experience working in a school setting
- Proven record of excellence in teaching

Other Requirements

- An ability to work a variable workday, including 7am starts and 7pm finishes on a rostered basis, to facilitate operational needs of the Mandeville Learning Centre

Education/Qualifications

- Bachelor of Education or equivalent
- A current Teaching Registration (VIT)

Key Contacts

Internal

- Head of Mandeville Learning Centre
- Teacher Librarian
- Librarian
- Library Technician
- Students
- Staff
- Broader school community

Loreto Mandeville Hall Toorak is firmly grounded in the 400-year-old worldwide Loreto tradition of education. Committed to the education of girls, our mission is to nurture their growth as capable, compassionate, independent, committed Christian women who are characterised by freedom of spirit, a concern for justice, a personal integrity, a love of learning, and who, joyfully and wholeheartedly, seek truth and live full Christian lives. The aims of our education policy can be seen as threefold: to nurture the development of the unique person; to develop each student's awareness of and response to others; and to bring the student to a knowledge and love of God

Loreto is a Child Safe organisation with a demonstrated commitment to the safety and wellbeing of children with zero tolerance approach to the abuse of children in our care. The successful candidate will be required to support the School's Child Safeguarding policies and procedures.