



Methodist Ladies' College Position Description

Position:	Teacher Librarian
Reports to:	Director of Libraries
Department:	MLC Libraries
Date:	October 2021

At MLC, we are committed to providing a challenging, enriching and supportive learning environment, which develops confident and articulate young women who have the skills, knowledge, values and attitudes needed to shape their future and contribute meaningfully to the international community.

MLC is committed to remain at the forefront of education and maintain our Christian heritage while respecting the spirituality and other faiths of our community.

MLC is committed to providing an environment where diversity is valued, and differences are recognised and respected.

Primary Purpose

MLC teachers are responsible for creating and maintaining an effective learning environment which supports the learning needs of all students in realising the MLC Mission. Teachers are expected to be enthusiastic, organised and passionate about their work and to actively engage students in the learning process.

MLC teachers are organised, structured, enthusiastic and passionate about the potential of their students. They are life-long learners themselves who model excellent learning and who develop positive professional relationships with their students and colleagues and skilfully develop relevant, structured, learning opportunities with clear time-frames and deadlines, where process as well as content is made explicit and where students are encouraged to demonstrate their learning in a variety of ways and in a variety of settings.

'Excellent teachers have the capacity to transform the lives of students and to inspire and nurture their development as learners, individuals and citizens' (Melbourne Declaration of Educational Goals for Young Australians).

Position in Context

MLC is one of Australia's most respected and innovative schools, with over 2,000 students from our Early Learning Centre (MLC Kindle) to Year 12, including international students and boarders. MLC is a technology rich environment, teaching staff and students from Prep engaging with various devices: Prep – 2 utilise iPads and Years 3-12 enjoy a 1:1 laptop program.

MLC is comprised of four relatively autonomous schools: Junior School (MLC Kindle – Year 6), Junior Secondary School (Years 7 and 8), Middle School (Years 9 and 10) and Senior School (Years 11 and 12). Years 7 to 12 teachers are expected to teach across at least two schools. The Senior School program offers a comprehensive curriculum including the Victorian Certificate of Education (VCE), International Baccalaureate (IB) and Vocational Education and Training (VCE - VET). Teachers may be expected to teach across these programs.

MLC teachers work in a learning community and are expected to establish and maintain positive relationships with staff and students. They are expected to be life-long learners and to participate in action research within collaborative practice groups.

MLC teachers work in a technology rich environment and are expected to integrate a range of technologies in their practice to support student learning.

Student wellbeing and student learning are intricately linked and rely on teachers having knowledge and understanding of the physical, social and intellectual development and characteristics of students from diverse linguistic, cultural, religious and socioeconomic backgrounds. All teachers are responsible for the wellbeing of students in their classes. MLC teachers are expected to be responsible for a home group or tutor group in the Student Wellbeing program, if required.

Teachers at MLC are allocated duties and are expected to attend camps, meetings, professional development and other events as determined by the College.

MLC Libraries comprise two main libraries, the Junior School and the Walton library. MLC Libraries' staff are arranged into three teams – Audio Visual Services, Education Services and Technical Services. The department comprises audio visual technicians, library technicians, librarians and teacher librarians. The role of Teacher Librarian is that of both educator and information manager, with an active role in curriculum design, support and implementation, collection development and the promotion of literature to facilitate learning and teaching.

Key Contacts

Internal

- Director of Libraries
- Head and Deputy Head of Junior School
- MLC Libraries Staff
- Head/s of Departments
- Section Coordinators
- Teachers (classroom, Specialist and Learning Support)
- Students
- Parents / Guardians

External

- Australian Library and Information Association (ALIA)
- Australian School Library Association (ASLA)
- International Association of School Librarianship (IASL)
- School Library Association of Victoria (SLAV)
- Suppliers

Professional Practice

MLC teachers demonstrate their breadth and influence in four settings: their own professional learning, their work with the students they teach, their work with colleagues and their work with the wider school community. These settings relate to their impact on student learning.

Through their practice and professional experiences, MLC teachers will:

1. Create respectful, trusting and caring relationships with students and families, and the MLC community.
2. Continuously expand their understanding of curriculum content and how students learn using research and workplace knowledge.
3. Work effectively with colleagues to review, develop and implement learning and teaching programs based on the Victorian Curriculum Learning Areas and Capabilities, with specific focus on Literacy, Numeracy and ICT embedded in each curriculum area.
4. Identify, develop and implement effective learning and teaching strategies/interventions to:
 - extend and support all students
 - address under-achievement across the full range of abilities
 - accommodate diverse linguistic, cultural, religious or socio-economic backgrounds including Aboriginal and Torres Strait Islander (ATSI)
 - support the participation and learning of students with disabilities
 - address the learning strengths of all students
5. Demonstrate effective evaluation, assessment & reporting strategies including:
 - using a range of formative and summative tools/practices and data to track student learning
 - providing regular feedback to students to progress their own learning
 - reporting on student progress to parents and caregivers
 - co-constructing learning goals with students
 - evaluating and moderating with colleagues the effectiveness of teaching programs
6. Develop a culture of high expectations for all students
7. Create opportunities and work with colleagues to engage parent, caregivers and the community in their children's learning.
8. Support the understanding and implementation of government, sector and school policies or priorities in the school community including those concerned with student wellbeing and safety and professional ethics and responsibilities.
9. Actively participate in professional learning, considering relevant research, and in the context of the Australian Professional Standards for Teachers and the MLC Teacher Development Framework. Engage in professional learning with colleagues to promote effective learning and teaching.
10. Contribute to professional networks in the school and wider education community.

The MLC professional practice standards are based on the revised Australian Professional Standards for Teachers (Australian Institute for Teaching and School Leadership). Within these standards at MLC, there are specific levels of performance for Graduate, Accomplished and Expert teachers.

Library Duties and Responsibilities

This position will work in the senior school's Walton Library with a focus on Years 7-10.

1. Ensure the provision of a Library environment that promotes inquiry, creativity, collaboration and community, in support of the personal and academic development of each student.
2. Provide and promote programs, services and resources that foster an enjoyment of reading and the development of comprehension skills that sustain reading independence.
3. Lead in the selection, integration, organisation and sharing of digital resources and tools to support teaching and learning.
4. Engage students in reading for pleasure by supporting the development of self-directed reading as a means for realising cognitive progress and enhancing wellbeing.
5. Facilitate students to become increasingly self-directed as they create digital products of learning that engage them in critical thinking, collaboration and authentic, real-world problem solving.

Person Specification

Essential Criteria (competencies, qualifications, knowledge and experience)

- Excellent teaching abilities with proven, effective technology integration especially within the online learning environment.
- Excellent interpersonal and communication skills, with emphasis of a solution-focused approach.
- Proven ability to build and maintain positive relationships with members of the MLC community, including staff, parents and students.
- Extensive knowledge of young adult literature.
- Effective teaching, planning and organisational skills, including time management.
- Proven competence with use of technology in a learning environment and in implementing curriculum.
- An understanding of current educational issues at the local, national and international level.
- Capacity to act professionally and maintain appropriate confidentiality.
- Appropriate qualifications and demonstrated expertise in teaching.
- Current Victorian Institute of Teaching Registration.
- Willingness to participate in co-curricular activities including camps and other trips.

Desirable Criteria (competencies, qualifications, knowledge and experience)

- Active membership of relevant library association/s.
- Primary and/or secondary school library and teaching experience.

MLC performs thorough assessments of potential and existing employees. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks and Working with Children Checks.

MLC's commitment to child safety

MLC is committed to the safety, participation and empowerment of all children. All members of our community, including employees, contractors, agency staff and volunteers, have an important role in providing students with a safe and nurturing environment in which to prosper and thrive. MLC has zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently within our policies and procedures.

MLC is committed to preventing child abuse through identifying risks early and removing and reducing these risks. We have robust human resources and recruitment practices, supported by regular training and development.

We support and respect all children, as well as all members of our community. We are committed to the cultural safety of Aboriginal students, the cultural safety of children from a culturally and/or linguistically diverse background, and to providing a safe environment for children with a disability.

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