

Position Details

Position	Teacher Librarian – Senior School
Award	Educational Services (Teachers) Award 2020
Agreement	Trinity Grammar School, Kew – Enterprise Agreement 2023
Salary Level	Commensurate with experience
Position reports to	Head of Senior School Library Services
Direct reports	Nil

Position Summary

The purpose of the position of Teacher Librarian is to work with the Head of Senior School Library Services to implement the Centre's vision to empower independent and collaborative learning for all students and staff. The Teacher Librarian engages and collaborates with library support staff to ensure there is a robust and inclusive service offering to all who use our library services.

As part of the academic team, the incumbent of this position will work with their faculty and colleagues to achieve team-based deliverables and individual goals while providing a high standard of classroom teaching and learning.

Teaching Staff Commitment

All teachers are expected to support our students in our three academic pillars of curricular, co-curricular and pastoral care. All teachers are expected to teach vertically across a range of year levels, years ELC, Prep – 6 in the Junior School and years 7 – 12 in the Senior School. Teachers are expected to support and extend the school's ethos and culture, foster in their students the enjoyment of learning and challenge, provide opportunities for students to have a whole of school experience, while striving for a broad world outlook. Staff must continue their professional development and participate in any mandatory training provided by the School.

Responsibilities and Duties

Teacher Librarian:

- Cooperatively plan units of work and research-based tasks with teaching staff
- Promote literacy, including information literacy, among students and staff
- Promote a love of reading, curiosity and a thirst for learning among students and the wider school community
- Provide an inviting and stimulating environment which encourages students and staff to engage effectively with library resources
- Maintain an up-to-date collection of print and other information resources that meets the learning and research needs of students, staff and the wider school community
- To work in collaboration with library staff to achieve the educational goals of the School
- Develop, implement and review library acquisition and management policies in consultation with key stakeholders, including Heads of Faculty
- Be on duty in the library as per the supervision roster

Pastoral Care:

- Report any concerns regarding student behaviour to Heads of Year/ School Counsellor/ Heads of School

Duties outside of school hours:

- School sport training and weekend matches
- Parent/teacher interviews
- Information nights, Open days and events
- Presentation and Awards events
- The Arts showcases, musicals and productions
- Professional development sessions
- Camps and excursions

Knowledge and Skills

- Teacher librarianship, i.e., relevant teaching and librarianship qualifications as approved by ALIA (Australian Library and Information Association).
- The ability to classify and catalogue book and non-book materials.
- Ability to work collaboratively with other staff to develop policy and processes relating to the management of library resources.
- Highly developed research skills, including the ability to prepare online guides for both students and teachers.
- Tertiary Teaching Qualifications
- Registered as a Teacher with the Victorian Institute of Teaching
- Level II first aid certificate – or the willingness to complete first aid training
- Anaphylaxis certificate – or the willingness to complete anaphylaxis training
- Excellent skills in the contemporary use of learning technologies
- Demonstrable knowledge and implementation of innovative learning initiatives
- Demonstrable understanding of the requirements of a contemporary curriculum
- Working as part of a diverse team and working autonomously with limited supervision
- Excellent interpersonal skills that are evident through effective communication across the School and building and maintaining constructive working relationships
- Adaptable and flexible work ethic with a good understanding of the evolving nature of schools
- A strong capacity for patience and empathy in fostering a culture of care, innovation, and high performance
- Ability to champion and embody the School's values through conduct, performance, and collegiality
- A positive mindset, high emotional intelligence, and the ability to think analytically and problem-solve
- A reliable and dependable person who has good professional integrity

Selection Criteria

- Relevant teaching qualifications and current registration with the Victorian Institute of Teaching (VIT)
- Qualifications in teacher librarianship (recognised by ALIA)
- Demonstrated experience in secondary education (Years 7–12)
- Strong understanding of contemporary curriculum and research practices
- Excellent skills in the use of learning technologies and digital resources
- Highly developed research and information management skills
- Ability to collaborate effectively within multidisciplinary teams
- First Aid and Anaphylaxis certification (or willingness to obtain)

Personal Qualities

- Ability to build strong connections with students
- Capacity for knowing students and associated needs
- Ability to foster student leadership and growth
- Collaborative, professional approach
- A strong capacity for patience and empathy in fostering a culture of care, innovation, and high performance
- Ability to champion and embody the School's values through conduct, performance, and collegiality
- A positive mindset, high emotional intelligence, and the ability to think analytically and problem-solve
- A reliable and dependable person who has good professional integrity

Connectedness and Collaboration

- Head of Senior School Library Services
- Library Services Team
- Teaching Staff
- Director of Teaching and Learning
- Deputy Director of Teaching and Learning
- The Principal
- Deputy Principal
- Heads of Faculty
- Heads of Year

Our Values

- Truth – seeking understanding
- Courage – being our best selves
- Community – connecting and learning together
- Service – putting others first

Policies and Procedures

All employees of Trinity Grammar School are expected and required to understand and adhere to all school policies and procedures. It is a condition of employment that all employees attend and participate in all training provided to them regarding policies and procedures in accordance with legislative requirements. A breach of school policy may result in disciplinary action.

Child Safety

Trinity Grammar is a school where the dignity of each person is recognised, respected, and fostered. The School has zero tolerance for child abuse and will treat very seriously all allegations and concerns. In line with its commitment to child safety, the School has put in place policies and procedures to uphold the Victorian Child Safe Standards. These standards aim to promote child safety, prevent child abuse, and set up processes to properly respond to allegations of child abuse.

All Staff at Trinity Grammar School are required to:

- Have current VIT registration or a current employee Working with Children Check;
- complete all mandatory reporting training and education about child safety;
- adhere to the School's Child Protection Policies, Staff Code of Conduct and associated policies and procedures;
- report suspected cases of child abuse in accordance with the School's policies

Occupational Health and Safety

All employees must:

- take reasonable care for their own psychological and physical health and safety;
- take reasonable care not to adversely affect the health and safety of other persons;
- comply with reasonable health and safety instructions, as far as they are reasonably able, and
- cooperate with reasonable health and safety policies or procedures

Approval

Developed by	Office of People & Culture
Approved by	Principal or delegate
Approval date	October 2026
Next review date	October 2028

This position description summarises the duties and responsibilities associated with the position and classification level. It is not an exhaustive list of duties, and this position description may be reviewed by the Principal or their delegate in response to the school's operational and strategic requirements and the development of skills and knowledge for this position.