MLC Position Description

Position:	Teacher Librarian
Location:	Kew, VIC
Reports to:	Director of MLC Libraries
Agreement:	Methodist Ladies' College (Teachers and Technicians) Agreement 2025
Date:	2026

Overview of MLC

Methodist Ladies' College has long been recognised as one of Melbourne's leading independent, Prep to Year 12 day and boarding schools for girls, and a pioneer in co-ed Early Learning MLC stands out for our comprehensive curriculum, diverse co-curricular opportunities, and innovative approach to education and wellbeing. Our inspiring learning environments and exceptional academic results are a testament to our commitment to fostering the full potential of every student.

Joining MLC means becoming part of a dynamic, motivated, and well-resourced team dedicated to achieving the best outcomes for our students. Our staff, teachers and educational support professionals; are passionate, enthusiastic individuals who contribute to an enriching culture of learning, wellbeing and teaching excellence. At MLC, you will find a community where your skills and dedication are valued and where you can truly make a difference in the lives of our students.

Teaching at MLC

MLC is committed to offering students inspiring teachers, evidence-based teaching practices, and effective progress monitoring and support. MLC teachers take a proactive approach to student learning that is dynamic and adaptive, and the classroom is regularly revitalised by new teaching practices and methodologies that keep our students engaged.

Through Teacher Learning Communities (TLCs) and Collaborative Practice Groups (CPGs), our teachers frequently meet to learn from one another and plan how to implement new teaching techniques. Just as we encourage our students to be critical thinkers, we also encourage our teachers to be reflective and ever adaptable.

MLC's Curriculum for Learning and Wellbeing integrates learning and wellbeing into every student's day and all teachers are responsible for supporting the learning and wellbeing of students, in all aspects of College life.

Libraries at MLC

MLC Libraries foster thinking, creativity, collaboration, and entrepreneurial approaches to learning and teaching. They engender the development of innovative pedagogical practices in flexible, user-focused physical and digital environments and are staffed by expert, instructional teams focused on supporting students in developing deep understandings.

MLC Libraries comprise two main libraries, the secondary school's Walton Library and the Junior School Library. MLC Libraries' staff are arranged into three teams: Educational Services, Technical Services and Audio-Visual Services. The department comprises Teacher Librarians, a variety of library Educational

Support Staff and an Audio-Visual team. The role of the Teacher Librarian is that of both educator and information leader, with an active role in curriculum design, support and implementation, collection development and the promotion of literature to facilitate learning and teaching.

Key Responsibilities of a Teacher at MLC

The responsibilities of an MLC teacher include, but are not limited to:

- Planning and delivery of highly effective lessons that reflect best practice, in collaboration with members of the teaching team
- Developing a culture of high expectations and continuous improvement for all students while catering to a range of learning needs.
- Providing feedback to students and parents via the Continuous Reporting system
- Using data to analyse the progress of students, inform teaching practice and to assess the efficacy of teaching and learning strategies
- Developing strong relationships with students, colleagues and parents by maintaining effective communication.
- Working with colleagues to embed more effective teaching strategies into the classroom
- Contributing to departmental meetings, reviews and initiatives, as required
- Attending various information evenings and parent teacher student conferences as required
- Engaging in professional learning and professional networks in the College and the wider community
- Engaging in co-curricular activities, in particular House events.

Key Responsibilities of a Teacher Librarian at MLC

The responsibilities of a Teacher Librarian at MLC include, but are not limited to:

- Participating in the development of a variety literacies within librarianship including, but not limited to, research, inquiry, information, digital, media, literature, and reading.
- Working with MLC Libraries' team to guide and promote programs, services and resources that foster an enjoyment of reading and the development of comprehension skills that sustain reading independence.
- Working with the team on the development of the libraries' physical and digital collections and applying professional knowledge to the selection (and deselection) of quality and diverse resources that support the curriculum and a variety of cultures and genres, and themes.
- Working in consultation with the MLC's digital literacy team in advancing the capacity of teachers to engage in collaborative learning design to provide students with opportunities to build new century skills and ensure effective integration of technologies to support student learning, specifically in Years 7 to 10.
- Providing suggestions and ideas in consultation with the Director of Libraries and the Events and Communications Coordinator on the promotion of the MLC Libraries and its collections through a variety of events (Book Week, author visits, etc.), co-curricular clubs, and displays.
- Ensuring equity of access to the libraries and resources for all students and staff.
- Being ethical in using and managing information and other College resources, supporting academic rigor, and upholding copyright law.
- Creating opportunities to work with colleagues to engage parent, caregivers, and the community to help develop their student's interest in reading, books, and literature.

Key Mentor Responsibilities of a Teacher at MLC

At MLC, teaching staff play an important Mentor role as part of our integrated approach to learning and wellbeing. Two Mentors are allocated to a group of 25 students (Mentor Group) and alternate responsibility for timetabled Wellbeing and Community sessions. Within the Mentor Group, students are allocated to one Mentor for a fortnightly 1:1 check in.

Mentors foster connection and care throughout the year, with responsibilities including:

– Delivering engaging wellbeing programs in collaboration with Student Coordinators.
– Conducting regular 1:1 check-ins and monitoring student wellbeing and engagement to support goal setting, study habits, and transitions.
– Guiding students on College expectations and managing issues per the Student Issue Management Framework.
– Maintaining records, write student reflections twice yearly and liaise with Student Coordinators.
– Actively supervising students during Connect sessions and participate in key events.
- Communicating with families

Additional responsibilities by sub-school:

– Junior Secondary (Years 7–8): Attend and prepare students for the MLC Banksia program (up to 6 days/year).
– Middle School (Years 9–10): Attend the Education Outdoors Year 9 Marshmead or Melbourne Term program for up to 3 days per year and conduct Year 10 work experience visits.
– Senior School (Years 11–12): Assist with subject selection, university preparation and pathway planning. Write student references. Supervise events including University Preparation Day, Year 12 Farewell Week activities, Year 11 and 12 Formal, and Valedictory Celebration Evening.

Essential Criteria

– Excellent interpersonal and communication skills
– Demonstrated commitment to excellence in student learning and wellbeing
– Effective planning, organisational and time management skills
– Demonstrated knowledge of evidence-based teaching practices
– Ability to use data to refine instructional approach and maximise student progress
– Extensive knowledge of children and young adult literature
– Appropriate qualification and demonstrated expertise in relevant subject areas
– Proven competence with use of technology in a learning environment including library focused research databases and tools including LibGuides, library management systems, and MS SharePoint
– Collaborative team member with a proven capability to positively enhance a team including respectful engagement, receiving, and acting upon others' ideas, and working together to improve processes
– Appropriate qualification and demonstrated expertise in librarianship
– Acts professionally and maintains appropriate confidentiality
– Current Victorian Institute of Teaching (VIT) registration and subject specific qualifications.
– Commitment to professional growth and reflective practice
– Alignment with MLC's values and policies
– Right to work in Australia
– Adherence to all College policies and demonstration of behaviours in accordance with the Victorian Child Safe Standards.

Assessment and Compliance

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 a child safe organisation. All staff are responsible for promoting the safety, wellbeing, and inclusion of all children and young people.

As part of your role, you will be working with children and are expected to:

- Understand and apply the College's Child Safety and Wellbeing Policy, Child Safe Codes of Conduct, and related procedures.
- Maintain valid VIT registration and undergo relevant police and reference checks.
- Comply with all internal and external reporting responsibilities, including mandatory reporting.
- Actively promote a child-safe culture where students feel safe, respected, and empowered.
- Foster equity and inclusion, particularly for Aboriginal students, students with disabilities, and those from diverse cultural or linguistic backgrounds.
- Identify, report and mitigate risks to child safety and wellbeing, and contribute to a positive culture of risk management
- Participate in all required training and professional learning related to child safety and wellbeing.

MLC has zero tolerance for child abuse. We respond seriously and promptly to all concerns, and all staff are expected to uphold our commitment to student protection at all times.

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