Position Description

Teacher Librarian

HAILEYBURY

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About Haileybury

Since 1892, when our doors first opened with five staff and 17 students in attendance, Haileybury has been a centre of continual development: learning, teaching and location have all undergone transformative change on our path to become the School we are today.

The School has enrolments exceeding 7,000 across its campuses and operations in Berwick, Brighton, Keysborough, Melbourne City, Haileybury Pangea, Darwin (Northern Territory) and across South East Asia in China, Vietnam, Timor-Leste, Vanuatu and Indonesia.

Haileybury has been endorsed as one of Australia's best schools with multiple awards from the Australian Education Awards, including Australian School of the Year, Primary School of the Year and Principal of the Year. In 2025 Haileybury was ranked by NewsCorp Media as the number one coeducational school in Australia. Based on national testing results Haileybury has also been ranked as the number one primary school in Victoria and the number two secondary school.

At Haileybury we use the motto that 'Every student matters every day' and this resonates through everything that we do, both in and out of the classroom.

Discover more: www.haileybury.com.au.

Working with us

Haileybury is proudly non-selective when it comes to the students who look to join our outstanding school. We believe in the potential of every child to achieve and contribute.

However, we are by contrast, very selective of staff who wish to work with us, whether they will be guiding our young learners or helping to keep the School operating efficiently and successfully through our Corporate Services department.

Those who join us are passionate about the delivery of innovative academic, co-curricular and pastoral programs that challenge and inspire our students and make a difference in their lives.

As a school we value the linguistic and cultural diversity of our staff and students. Staff are encouraged to contribute experience they may have of working with children from a culturally and/or linguistically diverse background.

Our vision

To be recognised as a great world school.

Our mission

To deliver an exceptional educational experience that fosters the growth of each student through leading teaching and learning programs, a wide array of opportunities, within a culture of high expectations, empowering students to excel.

Our Magenta Principles

Everything that we do is centred around our Magenta principles, striving for and achieving more than expected. Our principles support and shape this in our daily work:

- Every student matters every day
- Every staff member matters every day
- Effective practices support sustainability
- One inclusive community

*zero tolerance for child abuse

Position details

Position title	Teacher Librarian
Reports to	Head of Library & Information Services (Whole School)
Campus	Keysborough Senior School, with some intercampus travel
Manages others	No
Employment Type	Permanent Part Time (0.8 FTE)
Salary range	$91,442 - $141,006 FTE including leave loading (Full Time FTE) + 12% superannuation

Responsibilities

The Teacher Librarian supports and helps to implement the vision of the School through the teaching of effective literature and information literacy programs.

The Teacher Librarian will:

- Support a school wide culture of reading
- Collaborate with the Head of Library & Information Services (Whole School) and the Haileybury Libraries team to plan and implement information literacy and literature programs (Senior School Year 9 -12) that result in positive student outcomes
- Develop reading and library related resources as required by the Head of Library & Information Services
- Promote reading and literature engagement by helping to organise author visits, special events and targeted activities
- Ensure the school library collection supports the school curriculum and diverse student community
- Promote the library as a learning hub within the school
- Create a warm, welcoming, user-centered library environment
- Promote the use of responsible use of AI and related electronic information resources across the campus
- When required, perform point of contact duties including circulation, student and staff assistance, reference and research enquiries, printing and photocopying
- Assist in managing the day-to-day running of the library under the guidance of the Head of Library & Information Services (Whole School)
- Attend appropriate campus and curriculum meetings
- Standard hours are 8am – 4pm with the need to work one day a week 9.30 - 5.30 to assist with the libraries extended hours. This position requires flexibility to operate outside the standard hours when the situation requires
- Be required to travel to other Haileybury campuses and deliver relevant programs (yr 9-12) sporadically throughout the term
- Assist with the supervision of students in the library during classes, break times, before school and after school shifts
- Assist with the maintenance of the Library Management System, including original and copy (SCIS) cataloguing, stock take, weeding and editing existing records.

While the primary responsibilities of the position are articulated, it is expected that the successful applicant will engage with the School community and participate fully in a range of events and activities as required by the Head of Library & Information Services (Whole School).

Key selection criteria

Required

- An ability to respond to the differing learning needs and strengths of all students in coeducational classrooms (Junior School) and single-gender classrooms (Middle and Senior School).
- Outstanding knowledge of the current trends in reading and information literacy.
- Ability to form a positive rapport with staff and students and build collaborative relationships.
- Outstanding knowledge of the relevant subject material and pedagogy.
- Strong skillset with technology.
- Strong verbal, written, and interpersonal communication skills.
- Effective and efficient time management.
- Current First Aid and CPR certificates.

Desirable

- Experience working with children from a culturally and/or linguistically diverse background.

Personal qualities

- Highly organised.
- Patient and relationship oriented.
- Enthusiastic and conscientious.
- Ability to be part of a dynamic team.

Academic qualifications

- Recognised teaching qualification and qualification in librarianship, defined as eligibility for Associate (i.e. professional) membership for the Australian Library and Information Association (ALIA).
- Recognised teaching qualifications with appropriate experience will also be considered.

Inherent qualities

Cognitive demands

- Ability to work with groups of students and to handle multiple (sometimes competing) demands from them and from colleagues and parents.
- Ability to carry out high-level responsibilities and effectively interact and communicate with students.
- Ability to make high-level decisions and/or be involved in high-level decision-making.
- Ability to be resilient.
- Ability to employ a variety of classroom management strategies and perform the role whilst managing students' behavioural demands.

Physical demands

- Ability to stand for long periods of time, move freely amongst a class of students for up to seven hours per day, and to work at a computer.
- Ability to adapt to a variety of body postures including prolonged standing, reaching overhead/forward, bending of back, squatting and rotation of neck.
- Ability to lift/carry parcels of up to 5 kg for short distances.
- Ability to manage students in a sporting situation, accompany students to sporting venues/events and assist with the delivery and demonstration of skills in training sessions.
- Ability to coach in both indoor and outdoor environments.
- Ability to demonstrate sporting activities with the upper/lower limbs, move upper/lower limbs through a full range of movement and simultaneously coordinate upper limb/lower limb activity.
- Ability to demonstrate sporting activities in a variety of environments which may be indoors or outdoors.

Environmental demands

- Ability to work in environments of variable noise levels, temperatures, and weather conditions.
- Ability to assess whether Personal Protective Equipment (PPE) is required for particular activities and wear as appropriate.

General information

- Teachers at Haileybury are expected to be involved in the School's co-curricular program and usually work some evenings and weekends as required
- The successful candidate will be expected to support the vision and ethos of the School
- All staff are recommended to be fully vaccinated against Covid-19 and any other viruses where possible
- Teachers may be required to supervise two seasons (approx. 24 weeks) of Saturday sport or similar co-curricular activities
- Staff must ensure that all decisions, pertaining to their role at Haileybury, are made in line with legislation and Haileybury Policies and Procedures as set out in the Staff Manual

Commitment to child safety and wellbeing

Haileybury is a child safe organisation committed to the safety and wellbeing of children, with zero tolerance for child abuse in any form. The successful candidate is required to support Haileybury's child safety policies and procedures and commit to their implementation upon commencement.

The successful candidate must provide a safe physical and emotional environment where students are respected and treated with dignity in an appropriate, professional and caring manner; be aware of, understand and ensure compliance with Haileybury's Child Safety Code of Conduct, the Child Safe Standards, and all relevant policies and procedures; complete Child Protection training requirements; take all reasonable steps to protect students from abuse; and report any reasonable belief that a child's safety is at risk.

Applicants should be aware that we undertake Working with Children Checks, Nationally Coordinated Criminal History Checks and reference checks in accordance with our policies.

Further information

Further information about this position is available from peopleandculture@haileybury.com.au

This position description was modified in November 2026