



Middle/Senior School Teacher Librarian

Position Description

Area of Employment	Middle/Senior School
Status and Tenure	Permanent Full Time
Position Reporting To	Deputy Principal, Quality Learning and Teaching
Accountability	Principal
Classification	Woodcroft College Enterprise Agreement

Position Objective

The Teacher Librarian plays a vital role in supporting learning and teaching, promoting literacy and inquiry, managing information resources, and fostering a collaborative and inclusive school culture. This role combines instructional expertise, leadership, and resource management to enhance the educational outcomes of students and staff.

Reporting and Working Relationships

The Middle/Senior School Teacher Librarian reports directly to the Deputy Principal, Quality Learning and Teaching.

PART A

Key Areas of Responsibilities

Learning and Teaching

- Plan and deliver programs that promote reading, literature appreciation, digital literacy, information literacy, and inquiry-based learning.
- Collaborate with classroom and subject teachers to design and teach integrated units that develop research and critical thinking skills.
- Support students in using diverse resources and technologies to locate, evaluate, synthesise, and present information.
- Facilitate flexible learning opportunities for individuals, small groups, and whole classes, responsive to students' diverse learning needs.

Library and Resource Management

- Manage the library as a dynamic, student-centred physical and digital space that supports inquiry, reading, research, and creativity.
- Oversee library staff, systems, and services, including resource acquisition, cataloguing, budgeting, and timetabling.
- Administer and maintain the school's library management system and digital platforms in collaboration with ICT and other library teams.
- Coordinate displays, events (eg Book Week), and reading programs that align with curriculum and promote a culture of learning.
- Support the development of a safe, organised, and engaging learning space.
- Collaborate with classroom teachers to establish routines and promote responsible behaviour.
- Set clear behavioural expectations and respond constructively to student conduct.





Curriculum Support and Leadership

- Collaborate with curriculum leaders and teaching staff to align library programs with school-wide curriculum goals.
- Stay informed of curriculum developments and advocate for information literacy and literature across all subject areas.
- Participate in curriculum planning, committees, and professional learning initiatives to enhance school-wide teaching practice.
- Lead and support professional development in areas of digital literacy, inquiry learning, and resource use.

Literature Promotion

- Curate and promote high-quality, diverse literature in both print and digital formats.
- Foster a reading culture through guided reading programs, author studies, and student book recommendations.
- Collaborate with teachers to integrate literature into classroom programs and support students in making independent reading choices.

Community and Cross-Campus Engagement

- Engage families and the broader school community in literacy initiatives, outreach programs, and cultural celebrations.
- Liaise with external library networks and support cross-campus cooperation, including resource sharing and transition planning between school sections.
- Develop inclusive programs that reflect and welcome the diverse cultural, linguistic, and Indigenous communities within the school.

Teaching Practice and Collaboration

- Design and deliver differentiated, inclusive, and student-centred learning experiences informed by current educational best practices.
- Use a range of assessment strategies to evaluate and support student learning.
- Work collaboratively with educators and support staff, including specialists (eg psychologists, therapists) to address diverse learning needs.
- Incorporate ICT and multimedia tools to enhance student engagement and access to information.
- Create an inclusive learning environment that values student voice and fosters responsibility and agency.
- Address diverse student needs and abilities through differentiated learning and support.
- Promote respect, equity, and positive peer relationships while preventing harassment and discrimination.
- Integrate planning, teaching, and assessment to support student growth.
- Use a variety of assessment tools and strategies in collaboration with teaching teams.
- Provide meaningful feedback and maintain accurate student records in line with school reporting requirements.

Legal Responsibilities

- Adhere to company processes and procedures to comply with Australian Privacy Principles.
- Adhere to all applicable WHS legislations.
- Abide by College policies and procedures.





PART B

Essential Qualifications

- Current SA Teacher Registration.
- Hold qualifications in librarianship which allow for eligibility for Associate (ie professional) membership of Australian Library and Information Association (ALIA).
- Current Working with Children Check (WWCC).
- Current Responding to Abuse and Neglect Certificate.
- Acceptable working VISA if an overseas applicant.

Skills and Experience

- Knowledge of library management system Oliver is desirable.
- Experience / knowledge of library learning spaces.
- Strong communication, organisational, and collaborative skills.
- Up-to-date knowledge of curriculum, pedagogy, and literature for children.
- Experience with diverse learning needs and inclusive education practices.
- Future-focused approach to emerging trends in education and library services.

Personal Attributes

- Customer service ethos and positive mindset.
- Ability to communicate warmly and effectively with children, families, and other staff members in both written and oral forms.
- Understanding of the Christian ethos as it applies in an educational setting, and you must be willing to support the Christian ethos of the College.
- Skills in establishing effective working relationships with staff, students, and parents.
- A desire to motivate, engage and inspire students.

Professional Appraisal and Engagement

- Active participation in constructive professional appraisal based on the Position Description, and continually working to improve learning for students.
- Actively seeking professional development relevant to the above points.

