Position Description

Teacher Librarian

OVERALL PURPOSE OF THE POSITION

Barker College Teacher Librarians are committed to future-focused teaching and learning through inclusive, collaborative and progressive practices. Teacher Librarians strive to foster academic excellence and promote the well-being of our patrons through diverse resources, collections and welcoming library spaces, encouraging all members of our community to thrive and achieve their full potential by:

- Collaborating with subject specialists and classroom teachers to plan and deliver information literacy instruction.
- Integrating library resources, digital tools, and emerging technologies into teaching and learning.
- Explicitly teaching critical research skills, digital literacy, and the ethical use of information.
- Promoting literacy and a love of reading through programs and events.
- Being recognised as integral to authentic teaching and learning.
- Actively contributing to curriculum planning.
- Providing research assistance and instructional support.
- Building and sustaining strong relationships within the school community.
- Supporting student learning and the development of responsible digital citizenship.

PRIMARY DUTIES & RESPONSIBILITIES

- Collaborate with teachers to plan and teach research, inquiry, information literacy, critical thinking, referencing and academic integrity skills within curriculum programs and assessment tasks.
- Act as Subject Liaison to assigned departments, supporting curriculum, research and resource needs.
- Provide specialist research, inquiry, referencing and academic integrity support to students and staff.
- Plan and teach wide-reading programs, particularly in Years 7 and 8, fostering literacy, reading for pleasure and lifelong reading habits.
- Provide reader advisory services and actively promote literature, reading and Library resources across the school community.
- Curate and maintain high-quality print and digital collections and curriculum resources that support teaching, learning and student interests.
- Promote the development of students as critical, independent, ethical and discerning users of information, including digital and emerging information environments.
- Develop and support Library programs, displays, events and initiatives that encourage student engagement, reading, research and learning.
- Contribute to Library systems, resource and data management, and the effective day-to-day operation of the Library, including supervision, circulation and student support.
- Engage in relevant professional learning and contribute to Library planning, policies and continuous improvement.
- Undertake other appropriate duties as required by the HoD or College Executive.

SKILLS AND KNOWLEDGE ESSENTIAL TO THE JOB

- Excellent knowledge of the 7-12 curriculum, in particular the NESA and Australian Curriculum
- Ability to work both independently and as part of a managed team
- Strong written and oral communication and presentation skills
- Excellent research and digital literacy skills and experience applying these to the curriculum
- Relevant computer skills including use of an automated library system and MS Office programs
- A love and broad knowledge of literature for middle grade and young adult students

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ESSENTIAL PERSONAL ATTRIBUTES

Each Teacher Librarian must demonstrate personal attributes that naturally align with working as a member of a team. Such skills and attributes include:

- A willingness to cooperate and collaborate as a member of a team
- A willingness to support colleagues and treat them with courtesy and respect
- Transparent and timely communication
- A willingness to accept and support change
- A commitment to engage in individual and team-based professional development
- A willingness to embrace new technologies and ways of providing services to the Barker community
- Ability to support the Christian values and ethos of the School

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ACCOUNTABILITY

Child Safety

Barker College has an abiding commitment to the safety, protection and well-being of all children and young people in our care. All staff members will be held accountable for ensuring adherence to the policies of the School, in particular those relating to the safeguarding of children.

General

Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by Barker College's Code of Conduct and the Complaints Procedures.

Work Health and Safety

All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

SPECIAL CONDITIONS

- Prepared to undertake any additional training to complement the position
- Pro-rata Saturday study supervision as school's co-curricular contribution

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QUALIFICATIONS

- Essential: Degree (Undergraduate or Postgraduate) in Teacher Librarianship

ORGANISATION CHART RELATIVE TO POSITION

The Manager's Manager: **The Head of Barker College**

The Immediate Manager: **Head of Library Services**

This position: **Teacher Librarian**

APPROVAL

This position description accurately details the primary duties and responsibilities of the **Teacher Librarian.**

Approved by Head of Library Services on 11 November 2026.

ACCEPTANCE OF POSITION DESCRIPTION

Position description accepted by:

Name of Staff Member: **[candidate_name]**

Signature of Staff Member: **[acceptance_status]**

Date: **[acceptance_date]**