

POSITION DESCRIPTION

Teacher Librarian (P-6)

COLLEGE OVERVIEW

The aim of Arndell Anglican College is to be the school of choice in the Hawkesbury. The College is a school within the Anglican Schools Corporation and caters for students Prep to Year 12. Our mission is to offer innovative, high quality education and to communicate the Gospel of Jesus Christ to students, staff, parents and the wider community. The core values of the College revolve around a vision that we need to provide a place where every child matters and that we challenge our future leaders of tomorrow.

We accomplish this through high quality teaching, encouragement of spiritual awareness placing Jesus as central to all we do, positive expectations in respect to academic excellence and behaviour, a safe and caring environment and a strong welfare system that communicates with parents and students.

The role of Teacher Librarian (P-6) reports to the Head of Junior School and has a key role in ensuring the assigned duties are executed to a high standard so as to add value to the academic, pastoral and spiritual life of the College.

POSITION INTENT

The Teacher Librarian (P-6) is responsible for providing oversight and leadership of the Junior School Library as a learning and research space. The Teacher Librarian (P-6) guides and empowers students to become literate users of information, informed and enthusiastic readers, critical and creative thinkers, equipped researchers and ethical users of a broad range of resources and media. This role has a central pedagogical element, and the incumbent is expected to model 'best practice' curriculum delivery, foster the use and implementation of new technologies and maximise the learning outcomes of each student by holistically addressing their individual intellectual, emotional and physical abilities. The role is responsible for the planning, development and delivery of the Junior School Library P-6 Library Studies and Information Skills curriculum and scope and sequence.

The Teacher Librarian (P-6) will be a person of integrity and professional credibility who demonstrates quality leadership and role modeling behaviours, standards and outcomes, embracing the ideals of collaboration, co-operation, integrity and teamwork. The role is pivotal for promoting the Junior School library as a welcoming and diverse hub of learning that engages students in digital and information literacy while supporting Junior School class teachers and Diverse Learning staff members in their roles.

The Teacher Librarian (P-6) will also be required to participate in the wider life of the College, including co-curricular, house, Curriculum Stage and sporting events and excursions.

KEY RELATIONSHIPS

The Teacher Librarian (P-6) reports to the Head of Junior School.

To support the strategic and operational objectives of the College and the parameters within this position description it is expected that the Teacher Librarian (P-6) will develop and nurture positive and collaborative relationships with all staff, students, parents, and the local community.

To deliver on their responsibilities, the Teacher Librarian (P-6) will also work in close partnership with the:

- Head of Junior School;
- Assistant Head of Junior School 3-6;
- Assistant Head of Junior School P-2;
- Teacher Librarian 7-12;
- Director of Curriculum 7-12;
- the College Executive;

- Junior School Leaders of Learning;
- Junior School Subject Team Facilitators;
- Junior School Teaching and Diverse Learning Staff;
- and the Library Services staff.

STRATEGIC PLAN RESPONSIBILITIES

- Assist in the development, implementation, measurement, and feedback on strategic plan objectives as they relate to the assigned area/s of responsibility.
- Ensure the College vision is shared, understood, and incorporated into day-to-day activities and initiatives.
- Provide input and feedback to the Head of Junior School on future College Strategic Plans.
- Support the ethos and policies of the College through attending faculty meetings as required, public leadership and individual professional practice.

POSITION RESPONSIBILITIES

Junior School Library

- Exercise the effective management and day to day oversight of the Junior School Library, informing and enabling its strategic placement at the heart of the Junior School's pedagogical philosophy, practice and development.
- Critically assess all processes and activities of the Junior School Library, identifying opportunities for improvement in service, efficiency and effectiveness and making recommendations for change as appropriate.
- Teach library classes P-6 as allocated.
- Actively reference and incorporate a differentiated and creatively attuned philosophy of Junior School Education, having active reference to the Arndell Anglican College Teaching and Learning Framework and all elements of current Junior School practice.
- Preview, evaluate and recommend new resources using a variety of tools to identify current trends in resources and provide a user-centred approach to information delivery and dissemination. This also includes supporting staff and students with the integration of digital technologies and learning platforms and fostering digital literacy.
- Use a variety of tools to identify current trends in resources and provide a user centered approach to information delivery and dissemination.
- Manage the Junior School Library budget, including managing library expenditure, materials, teaching resources and equipment inventory, undertaking the purchasing, co-ordination and care of library resources.
- Support teaching and learning in combining curriculum knowledge and pedagogy with library and information management knowledge and skills: guiding and empowering students to become literate users of information, informed and enthusiastic readers, critical and creative thinkers, equipped researchers and ethical users of a broad range of resources and media.
- Identify and locate appropriate resources to complement units of study, prioritising information literacy for all students through the development and support of a guided enquiry scope and sequence.
- Continuously curate and develop the physical and digital Junior School Library collection and facilitate a collaborative partnership with staff to ensure its fullest use.
- Provide training and assistance to students and staff in the effective use of systems and of information retrieval processes.
- Proactively develop and implement strategies, programs, events and activities to encourage and enable reading and literacy across the curriculum while promoting enriching literature programs e.g. Book Week activities.
- Raise staff awareness of the need for students to acquire information skills and of the importance of resource-based learning in developing these skills.
- Enable a stimulating, rich learning environment in which the Junior School Library is a focal point and showcase for student growth, creativity, discovery and achievement.
- Ensure the day-to-day operation and administration of the Junior School Library is efficient, and all systems, resources and equipment are well maintained and is conducive to the efficient operation of the Library as a learning space.
- Inform, shape and facilitate all relevant aspects of curriculum knowledge, planning, development and delivery across the Junior School, P-6; working collaboratively with all teaching staff to ensure that information literacy outcomes are a major Junior School focus; and provide activities (including lunchtime library activities daily) with a focus on literature and reading promotion, literacy, digital and information literacy.

- Provide specialist assistance to students using the Junior School's information facility for independent reading, viewing and listening.
- Encourage and evaluate the intellectual, emotional and social growth of students including reasoning and problem-solving skills, creativity, resilience and self-expression.
- Be an active member of the Junior School English/Literacy Subject Team, supporting the implementation of the English curriculum and the literacy priorities of the Junior School.
- Provide supervision within the Junior School Library over allocated periods.
- Where applicable, organise, attend and supervise Junior School and Junior School Library activities and events.
- Work closely and collaborate with Teacher Librarian 7-12 on P-12 student learning initiatives.
- Complete any other assigned tasks as directed by the Headmaster and Head of Junior School.

CHILD SAFE RESPONSIBILITIES

- Act in accordance with the College's Child Safe Program.
- More specifically:
 - Demonstrate a strong commitment to the safety and welfare of children and young people in line with the College's Child Safe Policy.
 - Report child safety incidents or concerns to one of the College's nominated Child Safety Officers.
 - Ensure personal professional boundaries are maintained and provide guidance to others to do the same.
 - Adhere to the expectations of the Child Safe Code of Conduct and provide guidance to others to do the same.

WORK HEALTH AND SAFETY RESPONSIBILITIES

- Act in accordance with the College's Work Health and Safety ("WHS") Program.
- More specifically:
 - Demonstrate active and visible leadership in WHS risk management, ensuring personal actions do not place self or others at risk of harm.
 - Understand the nature of College operations and associated hazards / risks and risk mitigation strategies, providing guidance to others of the same.
 - Report WHS issues via the incident / hazard notification processes, drawing attention to urgent matters to reduce risk of harm to others.
 - Address WHS issues in consultation with those involved or affected and the Facilities and WHS Manager.
 - Undertake risk assessments for any variations to routine for activities you lead and ensure others in the subject area complete the same.
 - Participate in incident investigations and WHS inspections, as required.

COLLEGE FRAMEWORKS & MODELS – THE EXPECTATIONS

Christian Framework

- Advocate and act in accordance with the College's Christian Framework.
- More specifically:
 - The tenets of the College's Christian Belief Statement are embedded in all works, words, and actions so that the Christian narrative is central.
 - Actions are other-person centred, seeking the good of both the individual and the entire College Community.
 - Lessons and programs have elements included to show the glimpses of the impact of the Christian narrative in our world.

Pastoral Care Framework

- Act in accordance with the College's Pastoral Care Framework.
- More specifically:
 - Create an *Environment* that allows others to feel safe, supported, engaged and where purpose is known in order to encourage growth and enable them to flourish in their position and/or studies.
 - Support others to look after their own *Wellbeing* through growing themselves and others to live life with purpose, developing healthy habits, maintaining a balance on one's perspective and priorities, and building resilience to press on despite adversity.

- Look after your *Wellbeing* through growing yourself to live life with purpose, developing healthy habits, maintaining a balanced perspective and priorities, and building resilience to press on despite adversity.
- Provide opportunity for others to develop their *Character* through guiding their exploration of who they are, pathways to contribute to community and understanding their impact on the growth of others, and to positively encouraging others.
- Develop your *Character* through exploration of who you are and pathways to contribute to community.

Teaching and Learning Framework

- Act in accordance with the College's Teaching and Learning Framework.
- More specifically:
 - Employ the instructional model and common language conventions in designing and delivering curriculum and learning experiences.
 - Design and practice of learning empowers the *Individual* with *Creativity, Growth, Courage, and Integrity*.
 - Assist others to develop their *Interpersonal* skills through *Collaborative* learning experiences, promotion, and demonstration of *Respectful Relationships*, and where *Communication* is central.
 - Develop the *Intellectual* capacity of students through learning targeted at their abilities to think *Critically, Comprehensively, Meaningfully, and Rigorously*.
 - Model the *Individual, Interpersonal, and Intellectual* characteristics in own work.

Leadership Model

- Act in accordance with the College's Leadership Model.
- *More specifically:*
 - Embody *Servant Leadership* through humility in approach, being sacrificial in putting others interests first, empathetic in seeking to understand those you lead, and empowering others to grow in capability and capacity.
 - Embody *Credible Leadership* through being transparent in approach, competent in the position, trustworthy to those around you, and having integrity at all times.
 - Embody *Relational Leadership* through being an effective communicator, emotionally intelligent in engaging with others, equitable in approach, and an effective listener to better understand the perspectives of others.
 - Embody *Purposeful Leadership* through being goal-focused, strategic in approaching change, future-focused, and aligned to moving forward together.
 - Embody *Reflective Leadership* through being evidence-focused in approach, utilising feedback in own growth process, continuously improving on all aspects of position and self.

KEY QUALITIES & ATTRIBUTES

The incumbent will...

- Be an active member of a reformed, evangelical Christian church.
- Actively support the Christian teaching of the College and integrating their faith in all that they do.
- Positively contribute to and work as an effective team member, collaborating with staff and parents, having the ability to encourage positive team commitment and contributions by the application of personal commitment, enthusiasm, initiative, creativity, and energy.
- Demonstrate outstanding interpersonal and communication skills with the ability to communicate and work relationally with staff, students, parents, and other external parties.
- Possess intellectual strength, professional integrity, and a passion for Christian education.
- Possess a broad and deep understanding of current educational issues, curriculum development, pedagogical theory, and behaviour management.
- Be solutions focused and data-aware in all decision making.
- Have an innovative and enthusiastic approach to libraries, reading, and information seeking.
- Be approachable and flexible,
- Have strong organisational skills.
- Keep up to date with educational research and best practice.
- Be committed to pastoral care of both staff, students, and parents / carers and have a knowledge of the social and emotional issues which affect young people.
- Demonstrate the ability to empower others to flourish in their roles / studies and character development.
- Demonstrate the ability to think and act strategically.

- Act in a manner that enhances the College's reputation and standing in the community.
- Possess a detailed, in-depth role-specific knowledge and show a commitment to continue developing this and all concurrent areas of professional learning.
- Be an equipping enthusiast for life-long learning.
- Work within an openly Christian environment.
- Work as part of the ASC team of colleges and schools.

QUALIFICATIONS & EXPERIENCE

The incumbent will possess the following qualifications and experience:

- Tertiary qualifications in Education (Teaching) and hold the appropriate NESA accreditation.
- Experience in Teacher Librarianship/Education.
- Eligibility for professional membership to ALIA (Australian Library and Information Association) or working towards eligibility.

SPECIFIC INFORMATION

- All staff are supplied with laptop computers and are expected to be competent in computer skills.
- The College operates a 10 day 60 period timetable, plus duties.
- In addition to face-to-face teaching you will have other duties such as staff meetings, co-curricular activities and taking part in the College community activities. You will also be involved in the College's program for spiritual and pastoral care. Some of these duties may need to be performed at times outside the normal classroom teaching hours.
- The Position Description is to be read in conjunction with the Arndell Anglican College Strategic Plan and is reviewed every 12-24 months. Next review is due July 2028.

AGREEMENT

By signing below, I confirm my acceptance and commitment to execute to the best of my ability the position responsibilities as outlined in this document, understanding that it may be varied from time to time and that any variation will be in consultation with myself and changes subject to applicable legislation as it may apply.

Signed

Date

Print Name

APPLICATIONS – Internal Candidates Only

Application Parameters:

Carefully consider the position description and provide a letter of application outlining your experience in the area/s of the position and what you would bring to the role (no more than two pages), include with this your current CV.

Closing Date for Applications:

11.59pm Sunday 9 August 2026.

Applications to be sent to:

Director of Business Services

E: employment@arndell.nsw.edu.au

APPLICATIONS – External Candidates Only

Please provide a letter of application outlining your experience in the area/s of the position and what you would bring to the role (no more than two pages), along with your CV ensuring the following is included:

- Copies of qualifications and teaching certificate/s including a copy of your NESA Teacher Summary Report and PD Progress Report.
- Summary of academic record.
- Work experience, including current and previous teaching experience.
- The names, positions, telephone numbers and addresses (including email if applicable) of three referees, one of whom will be your current Church minister.
- Working With Children Check clearance number and date of birth (for validation purposes only).
- Involvement and abilities in sport, the arts, or other fields of interest.
- Any other information in response to the position's professional criteria as provided or any other information that may assist us in assessing your suitability for an interview and appointment.

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E: employment@arndell.nsw.edu.au

Enquiries: T: (02) 4572 3633 or employment@arndell.nsw.edu.au

Employment screening of successful applicants will apply including verification of the Working With Children Check and NESA accreditation, which may occur prior to interview. Arndell Anglican College is a child safe organisation, all members of staff are required to comply with applicable child protection legislation and are responsible for ensuring that the College's Child Safe Program is at the forefront of all they do. Arndell Anglican College is an equal opportunity employer and an Anglican Schools Corporation school.