

Student Services Hub Administration

- Develop and evaluate library policies, procedures, goals, and objectives aligned with College priorities and budget
- Collaborate with Curriculum Leaders in the planning and preparation of learning area budgets, ensuring alignment with educational goals and priorities
- Assist Curriculum Leaders in sourcing and selecting appropriate teaching and learning resources within approved budget allocations
- Provide subject matter expertise and policy advice undertaken by the school for faculty budget submission.
- Establish, in consultation with relevant staff, plans for the development and resourcing of the library collection
- Develop and maintain a high quality, well presented, well organised library collection, which is current, relevant and responsive to the learning needs of students
- Ensure staff and students have access to high-level educational resources to support learning needs including management of the library's online database
- Support and upskill teaching staff in the effective use of the library database
- Be proficient in the use of College Library Management Systems

Teaching and Learning

- Plan and teach collaboratively with teaching staff to incorporate the essential knowledge and skills of the Australian Curriculum into comprehensive teaching and learning programs
- Develop, promote and support teachers to incorporate information literacy skills across various designated curriculum areas/year levels
- Incorporate the use of appropriate Information Communication Technologies into learning programs
- Addressing students' varying intellectual, emotional and physical abilities in teaching practice
- Identifying individual learning needs and styles, and planning learning experiences that enable all students to achieve success
- Knowing and understanding a range of learning methodologies and technologies and their application to the classroom
- Classroom Management and Behaviour Education

The Teacher-Librarian is responsible for:

- Establishing positive and effective relationships with students
- Establishing and maintaining a task-oriented learning environment
- Setting and adhering to timelines for completion of work
- Negotiating and implementing consequences if expectations are not adhered to
- Arranging student furniture to suit the learning activity
- Working with students to create an attractive welcoming learning environment
- Maintaining standards of tidiness and orderliness
- Ensuring necessary equipment and facilities are accessible, available and in readiness for planned activities. Making all reasonable efforts to manage the behaviour of students effectively within the directions of the SACCS Behaviour Education and Personal Responsibility Policy
- Responding appropriately to student behaviour
- Identifying factors contributing to prolonged, repeated or severely irresponsible behaviour and seek resolutions
- Consistently maintaining behavioural expectations
- Applying effective consequences and strategies to assist students who interfere with teaching and learning

Assessment and Reporting of Student Learning

- Maintaining accurate and comprehensive records of student progress and achievement
- Using a variety of assessment and reporting methods to regularly monitor learning progress
- Using assessment tasks that are purposeful and relevant to the teaching and learning program and the learning needs of students
- Providing students with positive feedback on performance that enforces student achievement and focuses on improvement
- Providing parents and students with detailed, accurate and informative written and oral reports at appropriate times, as required by the College

Interaction with the College and broader Community

- Demonstrating effective communication skills with students, colleagues, parents or caregivers and others
- Working effectively as a member of a College team in a range of College activities
- Participating in partnerships with colleagues to reflect upon and improve teaching and learning practice

Particular Professional Responsibilities

- The supervision of all Education Support Officers and students in their class
- WHS and maintenance, in the designated areas and the materials and equipment used there
- Ensuring that all students receive appropriate training to use designated areas, materials and equipment safely
- Operating in accordance with the Charter for Teachers in SA Catholic Schools
- Having a commitment to uphold and contribute to the ethos of Catholic schools
- Understanding the employer's requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the College's policies, guidelines and procedures
- Completing administrative tasks accurately and on time including record-keeping
- Participating in professional development activities which lead to improved student outcomes and strengthen the professionalism of the Teacher
- Appropriately assisting students who are hurt, sick or in distress
- Meeting and teaching students at designated locations and times
- Developing and maintaining effective professional partnerships with other staff
- Undertaking supervision, duties including yard duty, diligently
- Attending staff meetings, parent/student/teacher interviews and other co-curricular activities
- Handling of confidential information appropriately
- Performing any other duties as required from time-to-time by the Principal (or delegate), including working at any campus of Xavier College

Person Specification

The Teacher-Librarian must:

- Possess curriculum knowledge and pedagogical expertise combined with library and information management skills
- Be experienced in promoting literacy, teaching information literacy, and managing school library resources
- Accept delegated responsibilities
- Apply behaviour management skills in line with College policy
- Work with a team of teachers and education support officers to achieve best practice
- Demonstrate best practice in teaching and learning
- Apply prior learning to changes that happen from time to time in teaching and learning practice
- Work in a collegiate manner to improve practice in teaching and learning and designated curriculum areas

Role Requirements

The Teacher must acquire and maintain:

- Formal Tertiary Education qualifications
- Formal Tertiary Teacher-Librarian qualifications or demonstrated experience in a comparable role
- Current Teachers Registration in South Australia and relevant demonstrated knowledge and experience
- Teacher Accreditation in Catholic Education SA
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Catholic Police Clearance to work in Catholic Education SA
- Current Responding to Risks of Harm, Abuse & Neglect – Education and Care certificate
- First Aid certificate (HLTAID012)
- Disability Standards for Education Training

Workplace Health & Safety

- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
 - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
 - Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer
 - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy

Performance Review

It is expected that the employee will undertake a Performance Review at a mutually agreed time with the employer as per the Catholic Schools Enterprise Agreement 2020 (as amended).

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.