Title: Teacher/Librarian Teacher – whole school
Award: Educational Services (Teachers) Award 2010
Terms of Employment: Part-time, commencing 23 January 2017
FTE: 0.8

Brief Description of Role: The Teacher-Librarian’s role is to support the College of Teachers to achieve the School’s mission and aims by ensuring the effective and efficient operation of the Tarremah School Library and its related educational services, according to the ethos of the School. The Library caters for the Tarremah Steiner School community: students from Early Childhood to Year 10 and their families, the staff and the wider School community.
This position description was written by the School Executive who reserves the right to give new directives and new interpretations to all staff in accordance with the spirit of this position description and other policies of the school.

Key Responsibilities
1. Teach in accordance with Steiner’s educational philosophy, and the Anthroposophical understanding of child development.
2. Commit to an ongoing development in, and understanding of Steiner education – methodologies and curricula.
3. Develop the Tarremah School Library program to assist and support the implementation and delivery of the Australian Steiner Curriculum Framework.
4. Manage and strategically develop all Library systems and operations, including the online catalogue and other electronic resources.
5. Work with teachers to develop and implement a school-wide information literacy program, collaboratively planning and teaching units of work which incorporate and integrate an appropriate range of information literacy and digital literacy skills.
6. Through the College of Teachers, become an active participant in planning, implementing and evaluating the curriculum and programs.
7. Develop and implement teaching programs for research and learning in a physical and digital world.
8. Demonstrate leadership in the integration of ICT in the classroom by developing programs and providing specialist assistance to students and staff using information systems.
9. Develop a collection of resources and media to reflect the curriculum, which is appropriate and adequate to enable students to complete learning tasks successfully, and which reflects the Steiner method of education.
10. In collaboration with teachers, develop activities, programs and events to encourage, celebrate and develop a love of reading and literature.
11. Select and promote a wide range of quality literature reflecting a variety of cultures, genres and themes in both print and digital format.
12. Collaborate with teachers to develop literature based reading programs, guiding students in their reading choices.
13. Maintain and impart a high level of knowledge about current literature for children and young people.
15. Provide guidance to parents in their choice of literature for children.
16. Demonstrate an ability to work effectively and cooperatively in a team environment, while also supervising Library staff as required.
17. Manage the Library budget.
18. Resource the programmes within an allocated budget.
19. Perform any other tasks as deemed appropriate.

**Communication and Relationship**
1. Consult, advise and liaise with students, parents and representatives from other organisations as necessary.
2. Participate in class meetings for parents and students as required by the School Executive.

**Working together with other teachers and all staff**
1. Participate and contribute to the collegial way of working with all teaching and administrative staff.
2. Participate in the promotion of Tarremah and its programmes.
3. Undertake additional tasks to assist the School Executive in the general running and development of the school as required.

**Professional Development**
1. Attend and participate in all relevant or required staff meetings and professional development as organised by the School Executive.
2. Participate in teacher mentor programmes.

**Selection Criteria**
1. A genuine interest in Steiner education and able to harmonise your personal philosophy with Anthroposophical concepts and ideas so that they are not in conflict.
2. Able to work collegially and effectively in group decision-making and able to modify points of view when necessary, according to collegial working processes.
3. Able to communicate appropriately, discretely and tactfully with parents, students and the wider community with a high level of verbal and interpersonal skills.
4. Demonstrated ability in age-appropriate student discipline and student management.
5. Able to relate effectively to children and promote motivation, enthusiasm and self-direction in learners.
6. Demonstrate initiative in improving Library facilities, programs and services.
7. High levels of organisation and time management.

**Qualification and Requirements**
- Current certificate of registration to teach, granted by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000.
- A current Working With Vulnerable People registration. The school will cover the cost of applying for this check if you don’t currently satisfy this requirement.
- A current First Aid certificate. As part of your employment you are required to maintain a current First Aid qualification. The School will cover the cost of refresher training.

**Work Environment**
The School is committed to high standards of performance in relation to Workplace Health and Safety. All employees are expected to participate in maintaining safe working conditions and to practise, promote and uphold the principle of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination. The School is a smoke-free environment.

**Code of Conduct**
The School’s Code of Conduct complements the Constitution and requires employees to act appropriately in the course of their duties and to maintain the confidence of the community in the activities of the School.