



# POSITION DESCRIPTION

**POSITION TITLE:** Specialist Teacher – Teacher Librarian  
**SECTION:** Teacher  
**REPORTS TO:** Principal  
**CLASSIFICATION:** Dependent on experience  
**AWARD:** Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2015 - 2019  
**LOCATION:** St Joseph’s Catholic School, Mundingburra

## OUR ORGANISATION

Townsville Catholic Education (TCE) supports 29 schools within the Diocese, located throughout a diverse region both urban and rural extending to Mount Isa to the west, Proserpine to the south and north to Ingham. The Catholic Diocese of Townsville provides a diverse range of education choices including primary, secondary and Prep-to-Year 12, as well as kindergarten and child care facilities. Each provides a high educational standard in a caring and stimulating environment. The Diocese has a growing Indigenous education program with some of our schools offering both boarding and day-student facilities.

TCE employ in excess of 2,500 teaching, professional and ancillary/support employees to fulfil our mission of providing quality educational services through our Catholic school communities. A Catholic education involves much more than simply teaching the educational basics. It encourages students to embrace Catholic values and faith while providing them with an excellent education and diverse life experiences that will prepare them to be a contributing member of the community in their adult lives.

Please visit our website for additional information <https://www.tsv.catholic.edu.au/>

## OUR SYSTEM VISION

*“The promotion of the human person is the goal of the Catholic school”*

THE CATHOLIC SCHOOL ON THE THRESHOLD OF THE THIRD MILLENNIUM, 1998

OUR VALUES JESUS TEACHES US:					
<b>COMMUNITY</b> <small>(John 15)</small>	The greatest commandment Jesus teaches us is to Love God, Love others.	<b>LOVE</b> <small>(John 4:7-10)</small>	Love is the core value of the Gospels.	<b>PROMOTING LIFE IN ABUNDANCE</b> <small>(John 10:10)</small>	God wants us to live life to the full.
<b>INCLUSION</b> <small>(Luke 19:1-10)</small>	God invites all to live in God’s love, including those that might be excluded by society.	<b>RECONCILIATION</b> <small>(Luke 15:11-32)</small>	Jesus’ supreme act of love in dying on the cross reconciled humankind to God.	<b>HOPE</b> <small>(Luke 24:13-35)</small>	We can all hope for the fullness of glory with God because God is faithful to His promises.
<b>JUSTICE</b> <small>(Matthew 25:31-46)</small>	Jesus lives the virtue of justice rendering to all of us a message of living for others even unto death.	<b>LIBERATION</b> <small>(Luke 4:18-21)</small>	God frees us from all evil if we trust in God and live our life in God.	<b>COMPASSION</b> <small>(Luke 10:30-37)</small>	In Jesus’ life of love we witness the compassion of God - his acts of mercy towards others.

## ABOUT THE ROLE

The teacher in a Catholic school is a highly skilled, appropriately qualified educator, committed to the Vision and Values of Catholic schooling. This commitment is reflected in an acceptance of the challenge to provide an education for students, which is excellent, authentic and relevant. Such an education provides students with the opportunity for growth to maturity as people, with value systems based upon the Gospel of Jesus Christ proclaimed by the Catholic tradition.

A holistic view of the position of teacher within Catholic schooling recognises the many internal and external environmental factors which impact on schools and therefore, on the functioning of the role of the teacher. To this end, this Role Statement may be subject to review and update.

The role of the Specialist Teacher - Teacher Librarian as exercised by the role-holder, involves listening to and dialoguing with all those involved in the education process, and interpreting and creating meaning from all of the above factors impacting on the school and consequently on his/her role. Thus the teacher assists students to become active members of our society and to mature as holistic persons. The central principle of teacher librarians is to maximise learning opportunities and outcomes for students. The implementation of specialist teaching programs need to reflect the principles of flexibility, responsiveness and fairness.

## Key Accountabilities

### Key Components

Of the many facets of the teacher's role the following are key components:

1. An understanding of, commitment to and support for the value and ethos of the Catholic school system
2. A commitment to the care, concern and development of students and an understanding of the duty of care and responsibilities owed to students
3. The development and application of skills, professional knowledge and understandings of learning and teaching
4. The development of interpersonal relationships and the communicating with students, parents, colleagues and others in ways which enhance the learning and teaching process
5. The planning, implementation, management and evaluation of the teaching and learning process
6. The monitoring and assessing of student progress and learning outcomes
7. The carrying out of administrative and managerial tasks associated with teaching and learning
8. A commitment to lifelong personal and professional development
9. A commitment to the teaching profession
10. A commitment to a partnership with others in the local and broader community.

### Role and Responsibilities of Specialist Teachers – Teacher Librarian

1. Teacher librarians partner teachers to develop, implement and evaluate a curriculum which facilitates student learning
2. Teacher librarians work collaboratively to provide opportunities for students to become discerning users of information
3. Teacher librarians advocate reading, promote literature for children and young people and offer reader guidance
4. Teacher librarians manage a school's information resources and services
5. The teacher librarian will teach allocated classes in the curriculum area according to a timetable cooperatively developed by the teacher librarian and the base school principal

after consideration of information and proposals from other relevant personnel. These classes will be approved by the principal.

## STATEMENT OF RESPONSIBILITY

The carriage of the role will always presume the role-holder's responsibility to act cognisant of, and in harmony with, the Mission and Purpose of Catholic Education and Catholic Education policies.

The employee will be expected to abide by the *Statement of Principles for Employment in Catholic schools*, the *Staff Code of Conduct* and other Diocesan guidelines.

Employees will maintain appropriate confidentiality, sensitivity and empathy in the execution and management of all matters

Employees will demonstrate a willingness and acceptance to initiate and participate in relevant training and professional development opportunities.

Each employee is responsible for ensuring his/her health, safety and wellbeing and is expected to not willingly place at risk the health and safety of one's self or others.

Employees will:

- Adhere to Work Health and Safety instructions
- Promote a commitment to safe work practices
- Be familiar with workplace incident, hazard and accident reporting and emergency procedures
- Take reasonable action to avoid, eliminate or minimise risk and hazards
- Utilise personal protective equipment
- Participate in the development of a safe and healthy workplace
- Seek information and advice as necessary and comply with instructions.

## ABOUT YOU

### Skills

- An ability to communicate with a range of staff across primary and secondary school settings
- A demonstrated ability to develop and sustain productive working relationships.

### Mandatory Criteria/Professional Registration/Other

- Appropriate Tertiary qualifications
- Registration or eligibility for registration with Queensland College of Teachers
- Current Driver's Licence
- Ability to travel from time to time within the Catholic Diocese of Townsville
- Ability to perform the physical requirements of the role in a safe manner.

### Desirable Criteria

- Full accreditation to teach/teach Religious Education in a Catholic school.

*Some employees may be subject to pre-employment medical assessments during the selection process. Depending on the nature of the role, it may be necessary for successful applicants to be immunised against certain preventable diseases in order to minimise the risk of transmission.*

## HOW YOU WILL BE ASSESSED

How we do things is as important as what we do, therefore you will be assessed on your ability to use your experience, knowledge, skills and competencies confidentially with good judgement and wisdom. You will be assessed on your ability to demonstrate the following four capabilities: Personal,

Professional, Rational and Organisational within context to the key accountabilities identified above. You will be expected to integrate knowledge, skills and attitudes within scope of the TCE Leadership Domains of: Catholic Identity, Education, Stewardship and Community in line with the Strategic Direction, Vision and Values.

## Identity and Ethos

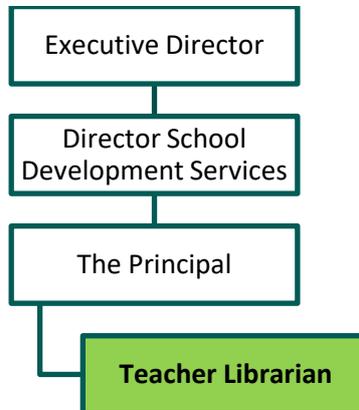
### Strategic Organisational Leadership Success

<b>Catholic Identity</b>	<b>Education</b>	<b>Stewardship</b>	<b>Community</b>
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Capabilities	
Personal	Professional – Knowledge and Understanding
Engages in self-reflection	Is contextually aware and responsive
Gives witness to personal faith and commitment	Integrates a Catholic stance in area of responsibility
Demonstrates intellectual acuity	Shapes and implements change processes
Displays a sense of self-efficacy and personal identity	Demonstrates appropriate styles of decision making
Uses intuition as well as logic and reason	Inspires a collegial purpose and vision
Projects confidence, optimism and resilience	Develops efficient and robust structures and systems
Exemplifies honesty and integrity	Focuses on core outcomes and accountabilities
Demonstrates ethically responsible behaviours	Engages in workplace learning and relevant professional development
Is morally courageous	Operates with a sound educational focus
Demonstrates a commitment to personal spiritual growth	Operates with a spirit of service and professionalism
Displays imagination and vision	Develops moral purpose
Integrates work and personal life	Demonstrates capacity to provide professional support
Engages with the Catholic culture	
Is culturally sensitive	
Social and Interpersonal	Organisational
Is relationally adept	Gives priority to the Church’s mission in education
Is emotionally mature	Engages in strategic and future thinking, aware of the big picture
Is guided by the spirit and teachings of the Gospel	Develops organisational capacity to respond to contemporary and future needs
Communicates with influence	Avoids imposing old paradigms on new realities
Is authentically present	Fosters a growth promoting workplace
Displays a trusting disposition	Exercises principled and ethical stewardship
Cultivates collaborative and productive working environments	Contributes to organisational sustainability
Engages in positive politics	Builds a sharing organisational culture that focuses energies and talents
Nurtures leadership capability in others	Operates in fidelity to Catholic social teaching and environmental responsibilities

## REPORTING & OTHER RELATIONSHIPS

The role holder is accountable in the first instance to the Principal. The role holder consults and liaises with other TCEO personnel, Principals in schools, and other Diocesan staff/committees, where appropriate.



## ACKNOWLEDGEMENT

I have read, understand and acknowledged the scope responsibility of the position outlined in this Position Description.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_