

# TEACHER LIBRARIAN (PRIMARY COORDINATOR)

## OVERVIEW

The Bibliothèque is a Preschool to Year 12 library and learning hub, found in the heart of our campus.

The IGS Bibliothèque has been designed to create an enchanting place for students from early childhood all the way through to Year 12. The Bibliothèque aspires to be a safe, warm and comfortable learning hub, offering flexible spaces to enhance teaching and learning, where teachers and students can collaborate and pursue a shared love of learning. Most importantly, the Bibliothèque strives to inspire a love of reading and of research, and build the intellectual life and the vibrant culture of our School.

The Teacher Librarian (Primary Coordinator) supports the Director of the Bibliothèque in leading and managing the IGS Bibliothèque with a focus on the Primary School, including curating an outstanding collection and building rigorous and engaging learning programs that will enhance the educational journey of each and every student.

## 1. KEY RELATIONSHIPS

The Teacher Librarian (Primary Coordinator) reports directly to the Director of the Bibliothèque and works collaboratively with Heads of Stage and teaching staff within the School, including the Teacher in the Bibliothèque (K-2) to support and respond to the School's strategic aspirations for deeper learning, students thriving and flourishing and a strong and sustainable school.

## 2. RESPONSIBILITIES

The Teacher Librarian (Primary Coordinator) works with the Director of the Bibliothèque to:

### ***Build the breadth, depth and quality of the Bibliothèque through:***

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| <p>2.1 implementing teaching practices that reflect current innovative pedagogy including inquiry, deep learning and project-based learning</p> <p>2.2 ensuring the Bibliothèque collection, including the digital collection, is current and meets the needs of students and staff in terms of its breadth, depth and relevance</p> <p>2.3 collaborating with primary teachers to support them in teaching research and information literacy skills and to support them in obtaining resources that improve teaching and learning</p> <p>2.4 assisting the Director with the annual IGS literary festival, book clubs, debates, author talks, poetry readings, wide reading programs, all as part of an exciting annual program of happenings, events and functions</p> | <p>2.5 exploring new learning technologies with colleagues and assessing their potential to enhance curriculum delivery and student learning</p> <p>2.6 developing Bibliothèque policies and procedures in alignment with the IGS Strategic Plan</p> <p>2.7 bringing a thorough knowledge of the Primary Curriculum and a strong capacity to support teachers in its rich implementation</p> <p>2.8 providing an overview of the place of the Bibliothèque in the primary curriculum specifically and the whole curriculum of the School more broadly</p> <p>2.9 responding positively and enthusiastically to student and staff needs to support access to relevant resources and resource services</p> <p>2.10 ensuring that the Bibliothèque is a positive, safe, highly sought after and inspiring learning environment that incites passionate and creative learning for all who enter</p> |
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2.11 ensuring that students in each of the three schools, with a focus on primary, are appropriately catered for

2.12 ensuring that the Bibliothèque reflects the School's enduring commitment to a bilingual education for all students

***Assisting in maintaining a supportive learning environment and culture through:***

2.13 providing a welcoming, comfortable and supportive learning environment for staff and students

2.14 assisting in maintaining the highest standards of work health and safety for both students and staff

2.15 helping to monitor the effectiveness of staff and student resources needed for teaching the primary curriculum

2.16 keeping abreast of technological and educational trends and current practices, particularly in relation to library programs

2.17 liaising with the Director of Bibliothèque regarding resource needs

2.18 assisting the Director by overseeing day-to-day supervision of the Teacher in the Library (K-2) and assisting in the supervision of the Bibliothèque support staff, including day-to-day operations, performance management and professional development

2.19 support and encourage the effective contribution of the Bibliotheque Crew

2.20 Be fully conversant with all issues in relation to Child protection and act as a mandatory reporter for the purposes of child protection

***Assist in the development and promotion of enrichment literature programs, including Book Week activities:***

2.21 in conjunction with the Director of the Bibliothèque, work with primary school teachers to build engaging programs which encourage a love of reading, literature and research

2.22 develop reading programs for individual year levels in collaboration with primary school teachers

2.23 assist in promoting and inspiring a reading culture within the School

***Be aware of new technological developments in information retrieval through:***

2.24 keeping abreast of new technologies and their understanding of the changing role and enduring value of libraries in the 21st Century

**3. Skills and Capabilities**

3.1 passionate and inspiring teacher

3.2 high level technical skills in all areas of teacher librarianship

3.3 hold ALIA accredited qualifications in Teacher Librarianship, or equivalent experience, and accreditation as a teacher with NESAs

3.4 hold a valid WWCC

3.5 track record of skillfully fostering positive relationships between teachers and students

3.6 ability to keep at the forefront of information technology and library trends

3.7 ability to establish and maintain effective working relationships with colleagues

3.8 ability to form teams and sustain teamwork

3.9 versatility to communicate clearly, personably and effectively in a variety of settings

3.10 capacity to manage competing priorities, including managing multiple deadlines, while paying close attention to detail

3.11 capacity to reflect on one's own leadership performance and style

3.12 capacity to inspire a love of literature, reading, research and scholarship

3.13 capacity to embrace the Schools' values, culture and Code of Conduct

