



# MacKillop College

## W e r r i b e e

MacKillop is a Catholic Coeducational Secondary College with two campuses inspired by the spirit of St Mary of the Cross MacKillop. Set on approximately 18 hectares of beautiful gardens and playing fields, MacKillop is an established College catering for approx. 1670 students from Year 7 through to Year 12 and enjoys an excellent reputation in the local community.

MacKillop is an innovative and contemporary learning community which has exceptional facilities, offers a vibrant curriculum and well-established wellbeing initiatives. Our community invites passionate engagement in lifelong and authentic learning. We respect diversity and are responsive to individual needs. Every member of our community is supported in the pursuit of excellence.

Applications are invited from qualified and innovative personnel for the following full-time position commencing immediately or at a mutually convenient time:

### **Librarian or Teacher Librarian**

The librarian or teacher librarian has an essential role in the Resource Centre's ability to meet the educational needs of students; working in partnership with staff and providing expertise in the area of learning, teaching and librarianship.

#### **Specific Responsibilities:**

This person will:

- Work collaboratively with teachers to develop and implement learning programs and ensure effective integration of information skills and digital literacy
- Teach digital literacy in structured lessons and in the context of student research
- Promote reading and literature, assist with displays, special events e.g. Book Week, Premier's Reading Challenge
- Have a working knowledge and understanding of the national standards for library and information management including SCIS, RDA and LMS Accessit
- Develop strategies to foster an interest in reading literature for pleasure
- Assist with the development of the Resource Centre webpage
- Assist in the maintenance and provision of access to information and resources via the library management system
- Undertake routine library duties – circulation desk, supervision of students as required
- Have a working knowledge of and experience with a range of technologies and information systems that supports resourcing the MacKillop educational community
- Provide assistance and training opportunities to staff and students in the effective use of technologies and information systems
- Actively participate in targeted professional development that is aligned with the role

#### **Key Selection Criteria:**

The successful candidate will have:

- Computer literacy and a working knowledge of emerging technologies and online resourcing
- Demonstrated knowledge, understanding and teaching experience of digital literacy
- Experience working in teaching and learning teams, partnering teachers in the classroom environment
- Experience in using curriculum documents and in developing online resources to support learning and teaching

- An interest in both reading and the promotion of literature for young adults
- Strong organisational, communication and interpersonal skills and the ability to work collaboratively within a team setting

**Qualifications:**

- Librarian or Teacher Librarian qualification which enables eligibility for professional membership of the Australian Library and Information Association (ALIA)
- Victorian Institute of Teaching (VIT) registration or in the process of obtaining registration, if relevant

The successful applicant will:

- have a demonstrated commitment to Catholic education and to the safety and wellbeing of children
- be appropriately qualified, demonstrate enthusiasm and ability to deliver appropriate curriculum to a range of educational abilities
- be able to provide care and support for students whilst supporting and respecting the ethos of the school and its environment.

Your application must contain:

- The prescribed Application for Employment Form
- Curriculum Vitae

These should be forwarded no later than **10am on Friday 23 February 2018** to:

The Principal  
MacKillop College  
PO Box 522, WERRIBEE VIC, 3030  
Tel: (03) 8734 5200 Fax: (03) 8734 5271  
Email: [employment@mackillop.vic.edu.au](mailto:employment@mackillop.vic.edu.au)

*The MacKillop College community promotes the safety, wellbeing and inclusion of all children.*