



# 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 20 hectares of beautiful gardens and playing fields, MacKillop is an established College catering for approx. 1700 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 teacher for the following position:

### Teacher Librarian

*Full Time position commencing at the beginning of the 2021 School year*

The Teacher Librarian has an essential role in the Library's ability to meet the educational needs of students; working in partnership with staff and providing expertise in the area of learning and teaching.

#### Key Responsibilities and Duties:

The role of the Teacher Librarian is to:

- work collaboratively with teachers to develop and implement learning programs and ensure effective integration of information skills and digital literacy
- promote reading and literature
- have an understanding and working knowledge of the national standards for library and information management including Schools Catalogue Information Service (SCIS), Resource Description and Access (RDA) and the Learning Management System, Accessit
- develop strategies to foster an interest in reading literature for pleasure
- assist with the development of the Library's webpage
- assist in the maintenance and provision of access to information and resources via Accessit
- have a working knowledge of and experience with a range of technologies and information systems that supports resourcing at the College
- demonstrate knowledge and skill sets related to emerging technologies, information systems and credible online resourcing to assist in developing and incorporating programs into the College's learning and teaching programs
- provide assistance and training opportunities to all students and staff in the effective use of technology and information systems.
- assist in the implementation of college policies, procedures and criteria for selecting varied resources including:
  - those compatible and complimentary to the Victorian Curriculum
  - informational material (including catering for differentiated learning)
  - student recreational needs
- assist in the day-to-day administration of the library ensuring its efficiency and that systems, resources and equipment are well maintained.
- create and nurture an information-rich learning environment which supports the development and engagement of communicative, creative and critical thinking learners.
- partake in professional development opportunities to enhance skill levels and further develop knowledge and expertise in library management.
- support the online presence and resourcing of the library via websites, digital resource collections, digital displays, blogs, etc.

- support students and staff in collecting quality information via current online research / evaluation techniques

The successful applicants will:

- have a demonstrated commitment to Catholic education and to the safety and wellbeing of children
- be registered with the Victorian Institute of Teaching or in the process of obtaining registration
- 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 Monday 30 November 2020** to:

The Principal  
MacKillop College  
PO Box 522, WERRIBEE VIC, 3030  
Tel: (03) 8734 5200  
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.*