



Mary MacKillop

Catholic Regional College

Teacher Librarian

Professional and Collegial Conduct and Practices

In exercising their duty of care, subject teachers are expected to conduct themselves professionally at all times. Mary MacKillop College Staff Handbook outlines aspects of the professional responsibility of teachers at the College. Whilst particular attention should be drawn to the legal responsibilities of teachers, professional conduct by subject teachers extends in particular to the creation of a culture and environment that is conducive to learning.

In return, all subject teachers are entitled to expect a work environment in which they are respected and where they will be able to carry out their professional duties effectively.

The principal work of the College takes place within the classroom where each teacher has the direct and immediate responsibility for the academic progress of his or her students. Each teacher must work towards assisting each student to reach his/her highest academic potential. As such, it is expected that all students be challenged to achieve the highest academic standards possible at all times. The role of the subject teacher may be divided into six major areas of responsibility; a committed approach to this role will uphold excellent standards of teaching within the College.

Role:

The Teacher Librarian directly influences the quality of learning and teaching throughout the College. Working with the Library team, the Teacher Librarian will provide excellence in the delivery of library services for the College community

The Teacher Librarian will provide leadership in relation to the successful operations of the library, its services to the College community and management of an effective library team. The Teacher Librarian will facilitate the pursuit of excellence for all students in their learning and be a significant influence in enabling all students to achieve to their fullest potential.

The Teacher Librarian is responsible for:

- Providing a high quality, welcoming, responsive and proactive Library service
- Leading and managing the College Library including, modelling best practice in delivery of a wide range of Library services
- Ensuring continued innovation in the College Library, promoting a lifelong love of learning, literacy and an appreciation and enjoyment of literature
- Working collaboratively with all relevant staff members, ensuring information is communicated in an appropriate and timely manner and supports improved student learning outcomes
- Maintaining a positive environment in the library which is respectful of all present and fosters student learning
- Developing programmes and conducting lessons which are thoroughly prepared and designed to engage and challenge all students in learning
- Understanding and accommodating the learning needs of all students, including those with a disability or special learning need
- Collaborating with the Library team to ensure that there are clear processes for the managing of the collection, including collection development, stock-take, preservation and repairs, the maintenance of the library website

- Attending meetings as required.
- Promoting and publicising library services, acquisitions and events across the school.
- Supervising and training Library staff and acting as a mentor for staff members, as required
- Encouraging the use of ICT in all appropriate areas
- Other duties as required by the Principal

Overall responsibilities	<ul style="list-style-type: none"> • Identify appropriate resources for the Library and ensure that they are used efficiently, effectively and safely. • Work collaboratively at both strategic and operational levels with all members of staff, students and parents. • Provide active leadership for all those involved in the delivery of Library services. This will include mentoring, collaborating and the sharing of information so that staff motivation is at an optimum level to encourage continuous improvement in the quality of service delivery.
Pastoral Care and Child Safety	<ul style="list-style-type: none"> • Provide students with a child-safe environment. • Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety. • Proactively monitor and support student wellbeing. • Exercise pastoral care in a manner which reflects school values. • Implement strategies which promote a healthy and positive learning environment. • Attend year level meetings as scheduled. • Attend all school assemblies. • Attend school liturgical celebrations. • Attend school organised activities relevant to house or year level, as required.
Co-Curricular Involvement	<ul style="list-style-type: none"> • Support and be involved in the co-curricular program. • Proactively encourage students to participate in co-curricular activities. • Act as a role model for participating students. • Keep accurate records of student attendance and participation within the co-curricular activity. • Create and maintain a safe environment in which students may enjoy their participation. • Oversee the provision and care of relevant equipment materials and first aid requirements.
General and Administrative Duties	<ul style="list-style-type: none"> • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. • Maintain currency of first aid, mandatory reporting and anaphylaxis training. • Demonstrate duty of care to students in relation to the physical and mental wellbeing. • Attend all relevant school meetings and after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities. • Participate in duty supervision as rostered and other supervision duties when required. • Demonstrate professional and collegiate relationships with colleagues • Uphold the professional standards expected of a teacher.