



Job Description

Position title:	Information Specialist (Teacher Librarian)
School / Entity:	St Philip's Christian College Gosford
Reports to:	Director of Curriculum, Teaching and Learning
Direct reports:	Nil
Collaborates with:	Teaching staff (7-12)
Award:	Independent Schools NSW Teachers (Hybrid Model) Multi-Enterprise Agreement 2021
Date created / revised	23 February 2023

What's it like working at St Philip's?

We are focused on providing quality education in a caring, secure and challenging learning environment based on Christian beliefs, values and practice. Our organisation's core values are:

- Christ First – we want to honour Christ in all things.
- Serve One Another – we want to appreciate the unique God-given potential of each person.
- Strive For Excellence – we want to aim to do our very best all the time.
- Do What Is Right – we want to always behave in a Christian manner.
- Build Community – we want everyone to feel they belong.

What's it like working at St Philip's Christian College Gosford?

Great results, attractive and flexible spaces, up-to-date technology and best practice based on current academic research are important to us – and unlocking the unique God-given potential in every child to lead a life of passion and purpose in whatever pursuits they choose is highly valued.

Our best assets are our passionate and purposeful teachers who are trained to consider the individual learning and wellbeing needs of every child in their class, and dedicated non-teaching staff who actively support the goals of the organisation.

St Philip's Christian College Gosford

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What's the focus of this position?

The Information Specialist (Teacher Librarian) is an important member of the College staff team. The key focus area will be supporting the Teaching Staff at St Philip's Christian College Gosford to deliver authentic Christian education to the students of the College.

The focus of this role is to work alongside the Information Specialist (ICT) and Information Specialist (Library) in building the Information Resource Centre as a place of innovation and creativity. This will involve combining curriculum knowledge and pedagogy, with information and technological resources, in order to develop lifelong, ethical, digital citizens. The Information Specialist (Teacher Librarian) will focus on learners and their learning, teachers and their teaching, curriculum resourcing and information building. They will promote and support literature and reading as a vital part of learning, develop technological literacy programs for students and staff to ensure currency and awareness, as well as provide research and study skills for senior students.

The Information Specialist (Teacher) reports directly to Director of Curriculum, Teaching and Learning in the fulfilment of their role. He/she will be required to work as a member of the Information Resource Centre (IRC) Team (chaired by the Director of Curriculum, Teaching and Learning).

What you'll be doing:

Specific duties:

1. Teaching Information Resource Lessons - Plan and teach collaboratively with other teachers (7-12) to ensure the effective integration of information resources, technologies and collaborative tools into student learning with a focus on team teaching. Teach, advocate and promote research skills and inquiry-based learning, as well as other student skills such as study habits, file organisation and time management.
2. Work with the Information Specialist (ICT) and ICT Integrator to provide specialist assistance to students and staff using technology, information systems and digital technologies within the IRC.
3. Provide leadership in instructing staff and students about specialist information tools and services.
4. Provide professional learning opportunities for teaching and support staff in current educational practices for technology/information resource skills associated with teaching and learning.
5. Actively participate in professional learning activities and professional networks.
6. Develop and promote literature enrichment programs, encouraging students to read a diverse range of fiction on a regular basis and be able to guide students in



their reading. Be willing to run Book Clubs, Reading Circles and other literature-based activities.

7. Supervise students during study periods and at lunchtime.
8. Liaise with the Information Specialist (Library), relevant Instructional Leaders and Heads of School in the College regarding appropriate resources and assist with the collection and resource development of information resources in a variety of formats.
9. Evaluate information resources, in all formats, for use by teachers and students including the production of course bibliographies and a standardised College format.
10. Co-ordinate, with the Information Specialist (Library), promotional events such as Book Week, Premier's Reading Challenge, Author Visits and other programs that may be offered throughout the year
11. Attend meetings and other professional development activities, including regularly meeting with Information Resource Centre Team (including the DoCTL).
12. Develop, implement and maintain relevant policies, procedures and systems subject to the approval of the Executive Leadership Team or Principal.
13. Develop and prepare an Annual Action Plan to the DoCTL, with the Information Resource Centre Team, that includes a strategic plan, evaluation of the year, set goals for the coming year for Information Resource Centre (Library) and recommendations.
14. Manage and create an Information Resource Centre ilearn page.
15. Perform general library duties when needed, for example borrowing, shelving, covering of texts.
16. Carry out other duties as allocated from time to time by the Principal or their delegate.

The essentials you'll need:

- Demonstrated commitment to our Saviour Jesus Christ including regular attendance of and involvement in a local church.
- Ability to work within a team as an authentic Christian leader that brings glory to God.
- Graduate or post graduate teaching Qualifications (Primary or Secondary/ Teacher Librarian).
- A willingness to learn new skills and work both independently and within a team environment.
- Demonstrated level of ability to engage with, work with and mentor students.



- Demonstrated high level written and verbal communication skills and high level interpersonal skills including a capacity to develop constructive relationships with students, parents and other staff and contribute to the College.
- Demonstrated commitment and capacity to actively contribute to whole school improvement initiatives.
- A proven capacity to work effectively in a team and to actively support others.
- Well-developed organisational and facilitation skills.
- Well-developed administrative skills.

Other valuable skills you may have:

- Previous experience in a similar role would be beneficial.

We'll encourage you along the way.

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and grows.

This position is for three (3) days per week (these days may be negotiated in consultation with the Principal).

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Job Description (JD) and have discussed the JD with my Manager.

Employee Name:	
Employee Signature:	
Date:	