



POSITION DESCRIPTION

Title:	Teacher Librarian
Department:	Teaching and Curriculum / Learning Resources
Location:	Senior Campus / Burke Hall Junior Campus

Our Intent

At Xavier College we aspire to form exceptional graduates through inspiring learning experiences and our distinct Jesuit character. The individual is expected to align their actions and leadership with the Intent, our Graduate qualities and the Pillars in the Xavier College Strategic Plan **XC150**.

Our Position

The Teacher / Librarian will make a significant contribution to an aspirational and rigorous culture of educational and operational excellence at Xavier through their leadership offered to students, parents and all educators engaged with the Senior campus and works in partnership with the Head of Learning Resources, the Director of Campus and other members of the Senior Campus Learning Resources Team.

The Teacher / Librarian reports to the Head of Learning Resources. The role requires a collaborative and engaging mindset, with empathetic and effective actions and communication supported by good process and documentation. Quality in personal engagement and the formation of positive relationships with students, staff and parents is essential.

The Teacher / Librarian will work constructively with the Learning Resources team to ensure an aspirational, positive and relational culture is maintained across the *insert* campus. This culture is centred in the understanding of *cura personalis* – the care of the individual – and the wider values and characteristics of Jesuit education. It is driven by the desire to promote rigorous standards of educational and operational excellence, and is especially attentive to all matters of child safety.

The Teacher / Librarian provides an important intersection on the Senior Campus between all aspects of learning and the holistic educational programs of the College with an attentiveness to pastoral care and wellbeing. The role supports positive interactions between colleagues, giving particular attention to the Heads of Learning Areas and the Head of Faith and Service.

Core Duties and Responsibilities

The Teacher / Librarian will:

- be responsible for the care and protection of children in accordance with Ministerial Order 870
- to support and reflect the Ignatian ethos of the College
- be responsible for the wellbeing, teaching and learning programs of all students in their care
- be responsible for the conduct of students
- be responsible for the appearance of students and model appropriate dress by adhering to the dress code policy as published in the staff manual
- develop and maintain collegial and professional relationships with fellow staff members
- adhere to all College policies as published on the Community Portal.

Best Practice in Teaching

A Xavier College teacher is expected to:

- reflect Ignatian Pedagogies in their teaching style
- develop a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs and where appropriate, liaise with support staff in the implementation of the curriculum
- explore and utilise contemporary teaching strategies to effectively implement the curriculum
- give appropriate time to lesson planning and organisation
- understand State and National course requirements
- keep accurate records of student attendance
- embrace the use of ICT to enhance learning
- engage in Parent Teacher Interviews and communicate regularly with parents either electronically or verbally
- write formal academic reports that conform to the College's Reporting Writing Policy
- monitor the progress of each student and provide regular feedback to each student on their progress, both verbally and online using the College Learning Management System.

Pastoral Care

A Xavier College teacher is expected to:

- be active participants in the College's pastoral care system
- exercise pastoral care in a manner that reflects Ignatian values
- attend House meetings as scheduled
- attend all College and Campus assemblies
- attend Centre for Faith and Service and College liturgical celebrations
- attend school organised activities relevant to House or Year level, as required.

Curriculum Development

A Xavier College teacher is expected to:

- plan, develop, review and evaluate curriculum in subject areas and at year levels which they teach
- work collaboratively with the design and implementation of new curriculum materials and approaches
- investigate and become knowledgeable of new curriculum strategies and concepts
- be compliant in the administering of appropriate State curriculum documentation, including current Victorian Curriculum capabilities and VCE Study Designs
- attend and contribute to subject meetings as scheduled.

Professional Development

A Xavier College teacher is expected to:

- have current knowledge of pedagogy/curriculum trends in their teaching areas
- commit to ongoing relevant professional learning in their teaching areas
- be open to researching areas of interest relevant to directions provided in the College's Strategic Plan
- integrate ICT and appropriate technology into curriculum, teaching and learning
- participate in the staff appraisal process
- be an active member of a relevant professional association as duties permit
- support collegial learning by acting as a mentor or supervising and supporting a student teacher after consultation with Head of Learning Area or equivalent.

Co-Curricular Involvement

A Xavier College teacher is required to:

- initially fulfil co-curricular requirements in sports management or coaching in accordance with College guidelines
- act as a role model for participating students
- keep accurate records of student attendance and participation within the co-curricular activity
- where appropriate, nominate participating students for awards or school colours
- 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 Expectations

A Xavier College teacher is expected to:

- attend all scheduled staff meetings, Parent Teacher Interviews, student assemblies, staff conference days and ad hoc meetings/seminars/workshops as advised
- use ICT in accordance with College expectations in regard to student/pastoral feedback, academic progress and all related matters
- maintain accurate records of student attendance
- adhere to College expectations regarding personal presentation and professional dress
- participate in Centre for Faith and Service retreat/spiritual programs and/or Outdoor Education programs, as required
- undertake yard supervision as rostered
- attend whole Campus events, Masses and House carnivals.

Leadership through Our Pillars

Our Intent is developed through seven Pillars: Our Jesuit Identity, Our Inspiring Learning, Our Student Life, Our Xavier Family, Our Professional Expertise, Our Operational Excellence, and Our Global Engagement. Each have core Values and Priorities that direct and drive our ongoing actions. It is essential that these actions demonstrate alignment across the College, and that individual actions similarly align with values and priorities and identified actions across each of the Pillars.

Our Jesuit Identity

As a delegated leader, a Teacher / Librarian will:

- be inspired at all times by the highest Ignatian ideals of companionship and collegiality, of being men and women for and with others and who desire to make a positive difference in the world
- will be discerning and reflective, deeply committed to the ongoing exploration of their own spirituality, in order to accompany staff and students at the College on their holistic journey
- will promote and protect the Ignatian beliefs, Jesuit ethos and Jesuit educational tradition in every aspect of College life, ensuring they are acknowledged, articulated and developed among the whole Xavier Family.

Our Inspiring Learning

As a delegated leader, the Teacher / Librarian will:

- promote the efficacy of all educators and their role in the mission of the holistic education of students at the College
- liaise on a regular basis with the Head of Learning Resources so as to fully appreciate the educational objectives and needs of the College and its respective elements
- be conversant with current curriculum issues and future curriculum development, especially as it pertains to effective teaching and learning practices and support structures.

Our Student Life

As a delegated leader, the Teacher / Librarian will:

- model their leadership on the ASPIRE Qualities of the College, with a deep sense of how staff actions are oriented for the good of student outcomes
- support the application of student pastoral care and *cura personalis* from an operational and strategic perspective
- support those charged with the delivery of pastoral care in undertaking these responsibilities, especially through the adept undertaking of events and activities.

Our Xavier Family

As a delegated leader, the Teacher / Librarian will:

- be responsive to parent needs through the evaluation of their views and the implementation of effective communications strategies
- be responsible for providing strong leadership and direction by contributing to a passionate educational community that aspires to achieve excellence through continual improvement in all aspects of school life
- assist the Head of Learning Resources in offering effective planning and communication of significant College events and activities relevant to the *insert* campus.

Our Professional Expertise

As a delegated leader, the Teacher / Librarian will:

- model effective Ignatian leadership and the Xavier Leadership Traits, with fellow leaders and in all engagements with all members of the Xavier Family
- take a particular interest in the professional growth and performance of all staff, assisting with staff appraisals/reviews, as required and in conjunction with the professional growth model of the College
- support fellow leaders to ensure that there is effective and proactive levels of support for staff, thereby contributing to an excellent staff culture.

Our Operational Excellence

As a delegated leader, the Teacher / Librarian will:

- effectively liaise with the Head of Learning Resources and other colleagues to oversee the construction and implementation of College activities and events in Senior Campus in order to maintain and lead an excellent standard of delivery
- ensure the appropriate College strategic planning and evaluation of events and systems in the Senior campus
- ensure that events and activities undertaken by students and staff in the Senior Campus are conducted with an understanding of excellence and commensurate performance measures and outcomes.

Our Global Engagement

As a delegated leader, the Teacher / Librarian will:

- consider and promote valuable learning and operational linkages across national and international domains
- effectively support the Head of Expeditions and other staff charged with engaging in national and international domains, with particular attention to process, operations, risk and documentation
- engage with Jesuit education networks including “Educate Magis”.

Our Xavier Leadership Traits

As a senior leader of the College, the Teacher / Librarian should consistently display effective leadership traits. At Xavier, we identify the value and importance of:

- competence, conscience, compassion and commitment
- those we serve
- respectful, divergent thinking
- ideas and innovation
- leading high standards
- collaboration and collegiality
- openness, trust and ownership
- process, solutions and outcomes
- stewardship and sustainability
- the pursuit of the possible

Our Attitudes and Habits as Educators at Xavier

In alignment with the Ignatian profile of an educator in a Jesuit school, Xavier College has identified complimentary attitudes and habits that are essential attributes for educators at Xavier. The College recognises the power and critical need for individuality and diverse gifts among its members, as well as the similar requirement for an alignment in attitude and habit that are necessary for effective teamwork and alignment.

As a senior leader at the College, these attitudes and habits should be:

- consistently demonstrated and modelled in all areas of endeavour
- used to positively inform the consistent practice and standards of all educators at the College.

An educator at Xavier College:

- clearly models the Xavier ASPIRE Graduate qualities through teaching and personal actions
- demonstrably values competence and skill in the art of teaching or area of service/work, performing at or beyond a 'highly accomplished' level (or equivalent) in the national teaching and leadership standards
- demonstrates active reflection in personal practice by engaging in and being responsive to professional feedback and conversations that are performance and growth oriented
- values all aspects of the role equally, seeking to meaningfully attend to tasks through competent commitment that attests to quality outcomes and performance
- conducts themselves with a clear intent to model and uphold Gospel values and Ignatius' understanding of generosity
- values solving problems more than identifying them, and the collaborative and creative generation of thoughtful ideas, thereby positively contributing to all areas of College life
- seeks alignment and collaboration in professional activities, through respectful and empathic conversation and the desire to act for and with others
- is honest, trustworthy and companionable, acting with integrity in supporting others and treating all with respect
- works to identify and develop the inner potential, capacity and self-worth of every student and colleague
- understands and fosters the strategic vision of the College, as well as the holistic view of education in a Jesuit school.

Selection Criteria

- A commitment to educating children in Catholic Faith and Identity in a Jesuit school
- Demonstrated ability to act with and foster collaboration and effective teamwork
- Exceptional organisational, administrative and operational skills
- Demonstrated positive approach to change and to strategic planning and implementation
- Demonstrated generous commitment to the holistic education of children
- Demonstrated knowledge of, adherence to and leadership for child safety, the Child Safe Standards and an exceptional culture of child safety
- Proven capacity to lead staff and a willingness to continually develop in this area
- Well-developed people management skills coupled with strong communication and interpersonal skills, especially for the benefit of students, staff and parents
- Ability to work in a dynamic environment that requires self-direction, team-orientation and the ability to effectively handle pressure in a manner consistent with Ignatian values
- Theoretical and practical knowledge of current educational trends in teaching and learning
- Ability to develop, cultivate and maintain professional relationships with staff and in the wider school community
- An excellent classroom practitioner
- Tertiary qualifications as a Teacher / Librarian

Compliance Requirements

- Victorian Institute of Teaching (VIT) Profession Code of Conduct
- Australian Childhood Foundation “Safeguarding Children” online module
- DET Mandatory Reporting and Other Obligations Training (annual update)
- Province Code of Conduct and acceptance of the Code (on appointment)
- Disability Standards for Education (DSE) online modules
- First Aid accreditation including CPR, Anaphylaxis, Asthma Management

Other Duties

The nature of the position is such that the Teacher / Librarian will be required to be available outside normal school hours and be available to attend College events as might be relevant. The Teacher / Librarian may also be asked to undertake other leadership responsibilities as directed by the Head of Learning Resources, the Director of Campus or the Principal.

Terms and Conditions

Reporting Line:	Head of Learning Resources, Director of Campus All staff are responsible to the Principal and Rector
Tenure:	As negotiated
Review:	Yearly professional growth objectives and review
Location:	Senior Campus, 135 Barkers Road, Kew Burke Hall, Studley Park Road, Kew

All other terms and conditions as per the Xavier College Enterprise Agreement 2016