1. **ROLE PURPOSE**
The promotion of a reading culture which supports and enriches reading for pleasure and
develops an appreciation of literature, ensures that the Libraries are an integral part of
the teaching and learning community.

The promotion of information literacy, in collaboration with classroom teachers, across
the curriculum, so ensuring that the students are empowered to be lifelong, independent
learners and confident users of information.

2. **LINE OF AUTHORITY**
This person reports to the Director of Library Services and ultimately, the Director of
Campus, the Principal and the Rector.

3. **KEY RESPONSIBILITIES**
- In cooperation and collaboration with the Director of Library Services, implement
strategies which will encourage the development of lifelong reading habits and a love
of literature in the students.
- In cooperation and collaboration with the Director of Library Services and the Head of
English, manage and continuously develop and update as required a Years 9 and 10
reading programme, the purpose of which is to promote and encourage reading in the
curriculum and for recreational purposes.
- In collaboration with other members of the Library team actively promote Information
Literacy and application of educational technologies to staff and students.
- Explore and keep colleagues informed about ongoing developments in the area of
eBooks and eResources

4. **SPECIFIC RESPONSIBILITIES**

**Literature Promotion Activities and Curriculum Support**
- Actively promote literature to classes, small groups and individuals. This also
includes promotion to staff
- Regularly teach classes and work with students to promote reading a love of
literature.
- Develop activities for students which encourage and promote reading and literature,
eg. book reviews published on the Library portal and 60 Second Recaps
- Arrange for authors to visit and work with students.
- Compile, lists of novel titles with themes similar to the themes in books being studied
in English classes.
- Create regular lists of New Titles for publication on the portal, with abstracts for staff
and students. Involve other BRC staff in the use of emerging technologies facilitate
this process.
- Work co-operatively with Library Assistant/Technician to mount attractive and
interesting displays and produce other promotional material which will promote
recreational reading and support reading as part of the curriculum – eg bookmarks,
reading list pamphlets, displays in various parts of the Brennan Library,
- Liase regularly with the Co-Ordinators of the Burke Hall and Kostka Hall Libraries to
develop programs, activities or events across the three campuses – eg Litfests which will encourage our students to read. Assist where required with implementation
and integration of ICTs into their programs
- Develop and implement activities for students and staff during Children’s Book Week
- Contribute to Library publicity and resources promotion.
BRANNAN LIBRARY - SENIOR CAMPUS  
TEACHER LIBRARIAN (Literature)  
Role Description

- Write a regular Book Review for the Xavier News  
- In cooperation with the Director of Library Services design and maintain the Xavier Libraries pages on the College Intranet, assisting staff in Campus Libraries to develop skills to allow them to update their portal pages.

Collection Development  
- Assume responsibility for the Fiction Collection and selection of new resources. Involve other members of BRC staff in the selection process  
- Oversee the selection process and checking of duplicate copies  
- Submit requests to the Director of Library Services for purchases of books for the collection  
- Monitor areas in need of updating etc  
- Weed the Fiction collection on a regular basis  
- In consultation with the Director of Library Services and the Head of English, regularly research the area of eBooks and assist in the the implementation of an eBook collection in all Xavier Libraries

Curriculum Support (General)  
- Be informed and proactive about current curriculum developments and documentation  
- Actively promote student information literacy across the curriculum  
- Help students use a range of resources and technologies  
- Assist Teacher Librarian (Information Literacy) with Library Orientation classes for Year 9 students in Term 1 as required  
- Assist staff and students with information needs as requested or deemed necessary  
- Assist Director of Library Services and Teacher Librarian (Information Literacy) with curriculum delivery and support when required

Other duties  
- Perform routine library tasks, as needed, such as desk duty, student supervision, shelving, weeding and stocktaking  
- Attend all Library meetings – Brennan Library and 3 Campus  
- Represent the Brennan Library at faculty meetings, as required  
- Attend full staff meetings, as listed  
- Other duties as directed by the Director of Library Services

5. SELECTION CRITERIA  
- Must be a qualified and experienced Teacher Librarian  
- Must have a comprehensive understanding of literacy and literature for children  
- Detailed knowledge of how to promote and foster a love of reading to young people  
- High level knowledge of children’s literature  
- Innovative and dynamic with excellent interpersonal skills and highly developed ICT skills  
- A proven team player

6. TERMS AND CONDITIONS  
- Full Time Contract  
- Commencement: Mid May (negotiable) to 10 December 2015

All other terms and conditions as per the Xavier College Conditions of Employment Agreement 2012.