



# MacKillop College

W e r r i b e e

MacKillop is a Catholic Coeducational Secondary College with two campuses, set on approximately 20 hectares of beautiful gardens and playing fields. MacKillop is an innovative learning community offering contemporary facilities, a vibrant curriculum and supportive wellbeing programs which are respectful and responsive to the individual needs of approximately 1,750 students from Years 7-12.

## Our community

- Invites passionate engagement in lifelong and authentic learning
- respects diversity and is responsive to individual wellbeing needs
- supports every member of our community in the pursuit of excellence

## Teacher – Librarian

We are seeking a passionate Teacher for a fixed term, full time, position for term 2.

This role is perfect for an enthusiastic and creative Teacher who can use of a range of activities, resources, and materials to provide meaningful, library-based learning experiences.

Our ideal candidate will foster an interest in reading for pleasure and nurture each student's ability to research and access information and resources via Accessit.

We need a person who is passionate about library services and facilities, who can role model to our students and staff the benefits of the library, the Teacher librarian role, and how best to unite them to enhance learning and teaching.

### Our ideal person will:

- be experienced and have a proven track record in education/library services
- have working knowledge of library teaching methodologies, resources and technologies
- work collaboratively with teachers to develop and implement learning programs
- demonstrate a commitment to working in a Catholic Education environment.

### Knowledge Skills & Abilities:

- post graduate qualifications (preferred)
- a working knowledge of the national standards for Schools Catalogue Information Service (SCIS), Resource Description and Access (RDA) and the Library Management System - Accessit
- excellent written and verbal communication skills

### Application

To apply for this role please visit <https://www.mackillop.vic.edu.au/information/employment/> and obtain an application form and position description. Applications must include:

- Application for Employment Form
- A current Curriculum Vitae
- A covering letter



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Completed applications can be emailed to [employment@mackillop.vic.edu.au](mailto:employment@mackillop.vic.edu.au)

Applications will close **Friday 3 May 2024**. Applications will be considered as they are received, and an appointment may be made anytime throughout the process.

**Further information** If you have any questions about this role please contact Michael Trainor, Director People & Culture on 0439 560 092.



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## Position Description

<b>Position</b>	Teacher Librarian
<b>Reporting Line</b>	Head of Library and College Principal
<b>Duties and Responsibilities</b>	<p>Teachers at MacKillop College are required to demonstrate the following:</p> <ul style="list-style-type: none"><li>– fulfil the requirements of Australian Professional Standards for Teachers, as governed by Australian Institution for Teaching and School Leadership</li><li>– meet their professional responsibilities including adherence to the Victorian Curriculum and/or the relevant VCE, VCE VET curriculum</li><li>– possess a comprehensive knowledge of the library teaching methodologies, resources and technologies</li><li>– assess individual student literacy and numeracy levels</li><li>– identify any barriers to learning and implement appropriate remedial actions</li><li>– demonstrate current curriculum knowledge, using a broad range of pedagogical approaches and effective classroom management skills</li><li>– develop appropriate classroom materials, including summative and formative assessments that accurately reflect student learning</li><li>– establish clear and achievable learning goals for students</li><li>– use of a range of activities, resources and materials to provide meaningful learning experiences</li><li>– monitor student engagement in learning and maintain records of their learning progress</li><li>– monitor the progress of individual students and use data to inform and adjust teaching</li><li>– maintain accurate records and data through SEQTA in relation to student issues and ensure the security and confidentiality of information</li><li>– ensure lessons are appropriately planned and effectively delivered</li><li>– keep accurate records of student attendance</li><li>– articulate the relevance of their content to their students and others, and can demonstrate how it is applied</li><li>– develop an understanding of the learning strengths and challenges of students</li><li>– make an active contribution towards the achievement of the School Improvement Plan</li><li>– promote the role of families in student education by provide timely and ongoing feedback</li></ul>



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- work collaboratively with teachers to develop and implement learning programs and ensure effective integration of information skills and digital literacy
- undertake routine library duties such as oversee circulation desk, teach structured lessons, assist with student research, supervise students (as required)
- 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
- 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



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<p><b>Communication</b></p>	<ul style="list-style-type: none"> <li>– ensure all marking requirements for student work and assessment tasks is completed, and feedback provided in a professional and timely manner</li> <li>– provide written reports for families which clearly reflect the student’s approach to learning, performance on a range of assessment tasks, strengths, challenges and recommended future learning strategies</li> <li>– participate in Student Progress Interviews as required</li> <li>– initiate family contact in cases where student behaviour or academic performance need to be addressed</li> <li>– respond promptly to family requests for information, return phone calls and answer emails</li> <li>– provide meaningful and regular feedback to each student on their progress</li> </ul>
<p><b>Learning Environment</b></p>	<ul style="list-style-type: none"> <li>– create and maintain a safe and challenging learning environment</li> <li>– promote positive, respectful and encouraging relationships</li> <li>– implement appropriate behaviour management strategies and the use of restorative practices.</li> <li>– establish clear expectations for student behaviour and encourage students to take responsibility for their own behaviour</li> <li>– establish clear learning expectations for students based on individual need</li> <li>– create a stimulating learning environment by using a variety of teaching strategies and activities</li> </ul>
<p><b>Curriculum Development</b></p>	<ul style="list-style-type: none"> <li>– collaborate to develop and implement a comprehensive curriculum to optimise learning experiences and outcomes</li> <li>– attend and participate in collaboration meetings to develop a consistent, engaging and challenging curriculum with clear learning outcomes and provision for differentiated learning</li> <li>– plan and organise the curriculum into a coherent and sequential program of engaging learning activities</li> <li>– develop assessment tasks to measure understanding and application of the learning</li> <li>– liaise with appropriate support staff in the implementation of the curriculum</li> <li>– create and evaluate learning resources to support the curriculum</li> <li>– review and evaluate curriculum, learning resources and assessment instruments collaboratively</li> </ul>
<p><b>Work Health and Safety</b></p>	<p><i>MacKillop College is committed to providing a work environment that is safe and free of risks to health, so far as is reasonably practicable.</i></p> <p>To achieve this all employees must:</p> <ul style="list-style-type: none"> <li>– take reasonable care for their own health and safety</li> </ul>



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	<ul style="list-style-type: none"><li>– take reasonable care for the health and safety of others who may be affected by their acts or omissions</li><li>– cooperate with anything MacKillop College does to comply with WHS requirements</li><li>– comply with all <i>Safe Working Procedures</i></li><li>– use appropriate <i>Personal Protective Equipment (PPE)</i> as required</li><li>– periodically update their employer about any medical condition they have that:<ul style="list-style-type: none"><li>• is life threatening or may require Emergency Services to be called</li><li>• could impact on their ability to perform their duties</li></ul></li><li>– complete safety training courses as required and participate in compliance briefings or inductions as directed</li><li>– not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace to support health, safety and welfare</li><li>– report all hazards (e.g. unsafe working conditions) and incidents (e.g. injuries, illnesses etc.)</li><li>– work co-operatively and consult with Health and Safety Representatives to resolve workplace safety changes and issues</li><li>– undertake all work activities in a manner that ensures the workplace is free from harassment, bullying and discrimination and supports workplace diversity</li><li>– contribute to a healthy and safe work environment for self and others and comply with all safe work policies and procedures</li></ul>
<p><b>General Expectations</b></p>	<ul style="list-style-type: none"><li>– uphold the professional standards expected of a teacher, abide by the Teacher code of conduct</li><li>– support the Victorian Catholic Education Authority (VCEA) 'Statement of Principles Regarding Catholic Education'</li><li>– stay informed by reading Principal Memo, all College emails and other correspondence on at least a weekly basis and respond appropriately</li><li>– abide by all College policies and procedures</li><li>– work collaboratively and build effective working relationships</li><li>– ensure MacKillop Colleges' public image, professional reputation and best interest is represented through all interactions and activities</li><li>– model a professional approach for all staff, including conduct, language, and professional dress</li><li>– attend all relevant school meetings, liturgies, open days, staff faith and professional development days and other events as required by the Principal</li><li>– participate in College functions and events</li></ul>



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	<ul style="list-style-type: none"> <li>– observe the strictest confidentiality of all sensitive and private information</li> <li>– participate in duty supervision as rostered and other supervision duties when required</li> <li>– actively contribute to the care of College equipment, resources and classrooms</li> </ul>
<b>Other duties</b>	<p>It is not the intention of this role description to limit the scope or accountability of the position but to highlight the most important aspects.</p> <p>All employees are required to undertake reasonable duties commensurate with their skills and training from time to time in accordance with the needs of the College or as directed by the Principal</p>
<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>– demonstrate an understanding of the ethos of a Catholic school and its mission</li> <li>– demonstrate an understanding of the Church’s teachings and the Catholic teacher’s role in the mission of the Church</li> <li>– demonstrate a capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ</li> <li>– willingness to integrate the Church’s teachings into all aspects of curriculum</li> </ul>
<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>– ensure students are provided with a child safe environment</li> <li>– be familiar with and comply with the MacKillop College child safe policy and code of conduct, and any other policies or procedures relating to child safety</li> <li>– demonstrate a duty of care to students in relation to their spiritual, physical and mental wellbeing</li> <li>– implement strategies which promote a healthy and positive learning environment</li> <li>– demonstrate an understanding of child safety standards and obligations (e.g. mandatory reporting)</li> <li>– demonstrate an understanding of appropriate behaviours when engaging with children</li> <li>– report any concerns relating to child safety immediately</li> <li>– be a suitable person to engage in child-connected work</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>– maintain current accreditation to provide First Aid, CPR, and complete asthma and anaphylaxis training</li> <li>– support a performance and development culture</li> <li>– complete annual Child Protection and Mandatory Reporting training</li> <li>– participate in the appraisal process for teachers and classroom observational assessment to receive constructive feedback</li> <li>– commit to ongoing professional development</li> </ul>



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	<ul style="list-style-type: none"><li>– maintain required ICT skills for learning and teaching</li><li>– contribute and participate in the annual review meeting process</li></ul>
<b>Education and Experience</b>	<b>Essential:</b> <ul style="list-style-type: none"><li>• relevant Teaching qualifications</li><li>• current Victorian Institute of Teaching (VIT) registration</li><li>• accreditation to teach in a Catholic school (or be working towards such accreditation)</li></ul>
	<b>Desirable:</b> <ul style="list-style-type: none"><li>• accreditation to Teach Religious Education</li><li>• relevant post-graduate studies (or working towards such qualifications)</li><li>• demonstrated understanding and experience of the learning and teaching pedagogy associated with the Victorian Curriculum, VCE and/or VCE VET</li><li>• demonstrated experience in using ICT to teach subject area</li><li>• preference for experience in inquiry-based learning and use of student data to maximise learning outcomes</li></ul>
<b>Skills/Attributes</b>	<ul style="list-style-type: none"><li>– contemporary knowledge of the subject matters being taught</li><li>– understanding of effective teaching strategies to develop engaging learning activities</li><li>– application of appropriate behaviour management and Restorative Practices</li><li>– understanding of a range of teaching and assessment strategies to suit the needs of a diverse range of students</li><li>– ability to create an engaging and contemporary learning environment</li><li>– demonstrated ability to incorporate the use of electronic technology into teaching and learning</li><li>– ability to reflect critically on professional teaching practice</li><li>– ability to work as part of a team</li><li>– excellent interpersonal and communication skills, including the ability to communicate with students, families and the wider school community</li><li>– ability to manage tasks with minimal supervision</li><li>– ability to develop and maintain excellent working relationships</li><li>– ability to collaborate</li><li>– demonstrated organisational and time management skills with strong attention to detail</li></ul>

I accept the above duties for the position at MacKillop College

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_