



Bacchus Marsh  
Grammar

## Position Description

### Teacher Librarian



**Bacchus Marsh Grammar**  
South Maddingley Road, Victoria  
Mailing Address  
PO Box 214  
Bacchus Marsh, Vic 3340

CRICOS No:02911M  
Reg. No:1919  
ABN: 24 128 531 078  
Email: [school@bmg.vic.edu.au](mailto:school@bmg.vic.edu.au)  
Website: [www.bmg.vic.edu.au](http://www.bmg.vic.edu.au)



---

## POSITION DESCRIPTION

<b>POSITION:</b>	Teacher Librarian
<b>POSITION STATUS:</b>	Full time (37.5 hours per week)
<b>CLASSIFICATION:</b>	Teacher

### POSITION OVERVIEW:

The Teacher Librarian is responsible for the development and implementation of a stimulating and engaging learner centered library program and the provision of a range of support services to staff and students in areas such as teaching and learning and promotion of a reading culture. The Teacher Librarian promotes all aspects of the Library to the School community and evaluates their success to create an environment of continuous improvement.

### KEY DUTIES & TASKS

#### 1. Library Leadership

- Lead the development and implementation of the library program.
- Collaborate with classroom teachers to design and deliver engaging and relevant literacy instruction.
- Manage library resources, including print and digital materials, as well as library equipment and facilities.
- Promote reading for pleasure amongst students and instill a love of literature and lifelong learning across the wider school community.
- Support students in developing research and digital literacy skills.
- Engage and challenge learners within a supportive, information rich learning environment.
- Ensure that the library resources, facilities, programs and services support and enriches an inquiry based approach to learning and teaching and adheres to school curriculum at BMG.
- Assist individual learners to develop independence.
- Plan annual calendar of events including co-curricular activities to engage and excite students.
- To be an advocate for the library.

#### 2. Professional Development

- Keep up to date with curriculum and resource development.
- Maintain VIT Registration and renew annually.
- Maintain adequate technology competencies relevant to teaching.
- Attend appropriate seminars and courses.
- Participate in the Schools professional development programs.
- Be committed to improvement of student progress through understanding and analysis of data.

#### 3. Child Safety

- Be familiar with and comply with the School's Child Safe Code of Conduct, PROTECT Four Critical Actions for Schools: Responding to incidents, disclosures, and suspicions of child abuse, and any other policies or procedures relating to child safety.
- Assist in the provision of a child-safe environment for all students.
- Demonstrate duty of care to all students in relation to their physical, emotional, and mental wellbeing.
- Complete all School assigned learning by the required due date.

#### 4. Managing Self and Professional Skills

- Manage own behaviour in accordance with the Staff Code of Conduct.
- Adhere to and comply with Child Safe Standards regulations and Child Safe Code of Conduct.
- Adhere to and cooperate with all OHS policies and procedures and relevant legislation.
- Comply with legal, regulatory, ethical, environmental and social responsibilities and requirements.
- Manage own development and professional learning relative to this position.
- To participate fully in all aspects of staff review and appraisal.



## 5. Working with People

- Contribute as a proactive and effective member of a vibrant professional services team, whose activities integrate and promote the organisation's values.
- Participate in meetings in an active & constructive manner.

## 6. Other duties

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

## ORGANISATIONAL RELATIONSHIPS

- **Reporting directly to:** Deputy Principal Head of Woodlea Campus.
- **Direct reports to this position:** n/a
- **Internal Relationships:** This position liaises with internal staff across all levels and external providers as required in a highly professional manner.
- **External Relationships:** External stakeholders including parents, guardians, administrators and other professionals and local community.

## ACCOUNTABILITY AND EXTENT OF AUTHORITY

- This position is responsible for the successful management of the assigned teaching duties and associated activities.
- Within the philosophies and policies of Bacchus Marsh Grammar, this position is required to assist in the promotion and further development of activities provided.
- This position will receive broad direction, guidance and informative feedback from senior stakeholders including the Senior Deputy Principal.

## KEY SELECTION CRITERIA

### Qualifications/Licences

- Current Victorian Institute of Teaching Registration (VIT).
- Appropriate Teaching qualifications.
- Appropriate Library qualifications desirable.
- Valid drivers' licence.

### Demonstrated Experience and Skills

- Demonstrated experience teaching in a classroom and working as a teacher librarian.
- Strong knowledge and understanding of library management systems and digital resources.
- The ability to work collaboratively and communicate effectively with colleagues.
- A passion for lifelong learning and a demonstrated commitment to ongoing professional development.
- Excellent interpersonal and communication skills.
- Proven ability to build and maintain positive relationships with members of a community.
- Acts professionally and maintains appropriate confidentiality.
- Demonstrated ability to work both collaboratively as a member of a team and independently without supervision.



## AUTHORISATION

Approved: \_\_\_\_\_

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

**Andrew A. Neal**  
Principal

---

I, \_\_\_\_\_ have read and agree to abide by the requirements of  
this position description.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_