

INFORMATION & RESEARCH SPECIALIST

(Teacher Librarian)

JOB DESCRIPTION

The Information and Research Specialist supports the operations of the library and develops effective library, information and research services and programs for students, staff and the Scotch College community.

REPORTS TO: Head of Library, Information and Research Services (HLIRS)

SUMMARY OF DUTIES:

1. Teaching & Learning

Promote a culture of information literacy by creating opportunities for self-directed, independent and collaborative learning where students and staff use a wide variety of physical and electronic information resources to inquire, analyse, evaluate, interpret and construct knowledge, ask informed questions and sharpen their critical thinking.

2. Information Services

Support a wide range of physical and electronic resources and systems, including both current and future technologies. Develop the use of collaborative tools for contemporary learners.

3. Learning Environments

Help create and support physical and virtual learning spaces that integrate traditional library materials with progressive e-learning and information services, creating exciting learning environments.

4. Research Services

Maintain awareness of, and report developments in, research practice in the Australian education context, including research data and information technologies, e-research and open access that may enhance opportunities to generate and share information, and inform educational practices.

5. Leadership & Personal Development

Promote library resources and information research services through collaboration with the whole community including library staff, teachers, students, parents and the wider College community. Complete ongoing, meaningful personal development that is both self-directed and instructed to ensure that current teaching pedagogical practices, including excellent ICT capabilities, are always implemented and reviewed.

MAIN DUTIES:

1. Teaching & Learning

- Maintain an excellent understanding of inquiry based learning and collaborative teaching practices
- Maintain an excellent understanding of information literacy and lifelong learning principles
- Have a sound understanding of instructional design when creating digital resources with teachers
- Teach inquiry-based lessons to classes and individuals
- Source relevant age and ability appropriate resources in both print and non-print formats to support the curriculum
- Assist students to seek, critically evaluate, synthesise and present information
- Foster an environment where learners are encouraged and empowered to read, view, listen and respond for understanding and enjoyment
- Be sensitive to the literacy and personal needs of students from other cultural backgrounds
- Develop strategies to foster a love of reading and literature
- Collaborate with teachers and their classes to source text and web based information for research programmes
- Provide a high level of ILT support and guidance for classroom activities
- Have an excellent understanding of the English language and provide proof reading and feedback to students across the College
- Undertake AITSL professional development training to identify areas of growth and possible areas of professional expertise to mentor other staff

2. Information Services

- Have an excellent understanding of all database services and online resources and how they can be accessed and are used
- Have a high degree of ILT skill that will enable you to create digital signage, generate digital resources and manipulate video content
- Be proficient in various rich media applications
- Be able to adequately solve issues arising from ILT use in a time effective manner
- Understand the fundamentals of how the Internet and World Wide Web operate
- Actively seek out new technologies and services and remain cognizant of current technology developments

3. Learning Environments

- Continually evaluate and assess physical and virtual learning spaces to ensure exciting, engaging and productive learning environments are created and maintained
- Ensure spaces are maintained and are tidy on a regular basis
- Creatively rearrange spaces regularly to ensure that a vibrant approach to library design is maintained and furniture that is made mobile is used to create new spaces for students

4. Research Services

- Actively review statistics of library operations in order to create detailed reports to inform our teaching and learning programs
- Use data on a fortnightly basis to refine and evaluate resources that have been provided to the community
- Produce reports regularly on the status of various library projects that can be shared both internally and externally

5. Leadership and Personal Development

- Self-identify professional development opportunities and undertake PD independently, based on personal development goals
- Attend professional development courses, library conferences, computing conferences, IB conferences and other meetings required to ensure best library principles and practice are maintained
- Undertake specific professional development as set by HLIRS within the designated time frames
- Actively and regularly share content created with professional associations
- Actively devote time outside of school hours to read genres favoured by boys in order to advise boys of authors and titles they might like to read and share these actively

Skills and Abilities Required:

- Excellent Macintosh and Windows environment knowledge (Mac OSX, Page, Keynote)
- Experience with several library systems and willingness to learn more
- A general understanding of the International Baccalaureate framework to ensure that the way resources are catalogued support the PYP, MYP and DP programs
- Sound knowledge of Australian Curriculum and the various components associate to each of the learning areas
- Flexibility in all aspects of job
- Ability to adapt well to rapid change
- Ability to communicate and work with the College community, particularly parents, as they help with various tasks in and around the library.
- Ability to priorities different requests to ensure a sound workflow
- Efficiency in all tasks undertaken
- Ability to engage with students and staff
- Ability to manage behaviour and the conduct of boys in a library context

GENERAL CONDITIONS:

- As per the Scotch College Teachers Enterprise Agreement