



MELBOURNE  
GRAMMAR SCHOOL  
AN ANGLICAN SCHOOL

# Job Description

**Position**  
Teacher Librarian

**Reporting to**

The Headmaster, through the Director of Library Services

## Context of the Role

Founded in 1858, Melbourne Grammar School educates some 1,800 students from Prep to Year 12. It fosters excellence through learning and leadership and offers an educational experience ranging across intellectual, social, cultural, spiritual and physical pursuits.

The School is organised into three campuses to meet the needs of different age groups. Our Junior School, Grimwade House (Prep to Year 6) is located in Caulfield, and is coeducational with 680 girls and boys. The Middle School, Wadhurst (Years 7 and 8), and Senior School (Years 9 to 12) are in South Yarra and cater for 1,120 boys - day students and boarders.

The Library Services for Melbourne Grammar School are centralised in the Nigel Peck Centre for Learning and Leadership, with overall responsibility across the three campuses of Grimwade House, Wadhurst and Senior School held by the Director of Library Services. Library Services provides for the needs of over 1800 students and 350 staff. Library Services sits at the forefront of new learning technologies within the School and thus provides leadership in the development, maintenance and retrieval of information and resources to support the curriculum.

## Purpose of the Role

To assist with the provision of library and information services to the MGS Community (Years 7-12 students, staff and parents).

This position will include a teaching load at either Wadhurst (Years 7 and 8) or Senior School (Years 9 to 12).

## Key Internal Contacts

Director of Library Services	Head of Wadhurst and Head of Senior School/Deputy Headmaster
Teacher Librarians and Library Technicians	AV/IT Staff
Teaching Staff	Students
Parents	

## Key Responsibilities

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.

- Provide library services to the MGS school community
- Supervise one late study session in the Library to 6.30pm each week
- Assist in developing policies and procedures for MGS library services with an emphasis on the promotion of co-operatively planned, resource/inquiry-based learning
- Liaise with Heads of Faculty, Directors of Curriculum and the Director of Library Services to develop and implement a comprehensive information literacy programme application to Years 7-12
- Develop the library collection (book, non-book, eBook, audio books, AV, IT) which anticipates staff and student needs, for both curriculum and recreational use
- Promote the collection to the school community
- Oversee purchases of appropriate literature and books, for Years 7 and 8 in particular
- Provide information services and guidance in their use to students and staff
- In conjunction with the faculty, assist in coordination of such activities as Book Week and other relevant library promotions
- Undertake school-related duties such as staff meetings including faculty meetings, parent-teacher meetings and excursions
- Contribute to the development, implementation and evaluation of the curriculum
- Teaching/tutoring, where appropriate and as required e.g. Years 7-8 Humanities and/or English
- Grow and facilitate a Book Club for students within Years 7 and 8
- Encourage and enroll all Years 7 and 8 students into the Premier's Reading Challenge each year



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- Become actively involved in school life beyond the classroom in sport, outdoor education and/or cultural activities
- Prepare for and teach library information skills and literature classes
- Co-operate with school procedures in relation to matters such as student attendance, punctuality, care of rooms and adherence to rules
- Participate in professional development

## MGS Policies: Risk Management, Health and Safety and Child Safety

- Adhere to and implement all working practices and procedures in accordance with Melbourne Grammar School's Risk Management and Occupational Health and Safety Policies
- Monitor and take full care of health and safety of self and others within area of responsibility
- Participate, where required, in the resolution of safety issues
- Ensure familiarity and compliance with the School's Child Safe Policy, Code of Conduct and Procedures.

## Knowledge, Skills and Qualifications

- An understanding of and competence in using information, communication and learning technologies (ICT) in both library and classroom settings
- An ability to teach English would be considered an advantage
- Enthusiasm for and commitment to teaching Years 7-12 students
- Excellent communication skills with students, staff and parents
- Willingness and ability to contribute to co-curricular activities
- Time-management and organisational skills
- Commitment to the School and its ethos
- Qualifications in teaching and teacher librarianship as recognised by Australian Library and Information Association (ALIA)
- VIT registration, or the ability to gain VIT registration, is essential.

The purpose of this job description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Melbourne Grammar School reserves the right to modify this job description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.