

TEACHER-LIBRARIAN

LSL Replacement TERM 2 & 3, 2025

Fixed term, part-time (FTE 0.4), 2 days per week, Mon & Tues, 8:30am-4:00pm.

We are seeking an experienced, qualified teacher-librarian to fill a long service leave position for Terms 2 & 3, 2025. You would be working as part of a small team, committed to providing efficient and friendly service. The library caters for both primary and secondary students as well as providing professional support to teaching staff from early childhood to VCE, and services to our parent body and school community.

The successful applicant will enjoy working with children, adolescents and adults, and be willing to gain an understanding of, and support, the school's educational philosophy. Experience as a teacher librarian, with current VIT registration and eligible for ALIA membership, is essential. Knowledge of Steiner Education would be well regarded.

The library requires a flexible worker willing to perform a variety of tasks. These may include circulation duties, shelving, cataloguing, reader advisor services and curriculum support. Experience in all or some of these areas would be an advantage.

The teacher-librarian will support teachers with class visits and may be involved in working with reading groups and other literacy related activities, as well as teaching research skills to students. The teacher-librarian will occasionally be required to cover classes for absent teachers and will undertake regular yard duty.

Familiarity with Library Management Systems (SirsiDynix/Horizon or similar), internet searching and strong computer skills are essential.

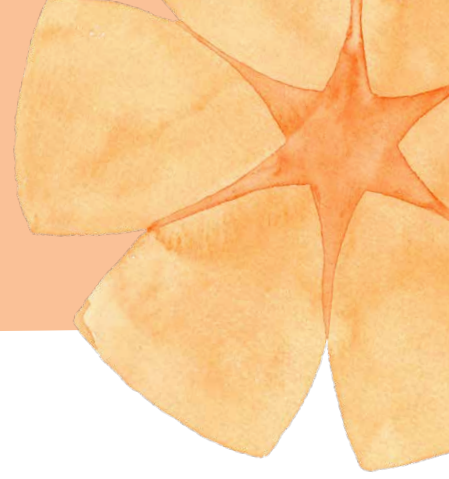
Applicants must have a sound understanding of, and commitment to, current Child Safety Standards.

Only people with the right to work in this country may apply for this position.

Applications should be sent with a current CV and cover letter, as well as the names and contact details of two referees by **Tuesday 11th March 2025**.

EMAIL: office@mrss.vic.edu.au

Melbourne Rudolf Steiner School (MRSS) is committed to the safety and well-being of all children and young people. This will be a primary focus of our care and decision-making. MRSS has zero tolerance for child abuse. MRSS is committed to providing a child-safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability. Every person involved in MRSS has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the well-being and safety of all children and young people is at the forefront of all they do and every decision they make.



POSITION DESCRIPTION

TEACHER-LIBRARIAN

The library requires a qualified librarian, eligible for professional membership of ALIA.

A current VIT registration must also be held

The teacher-librarian works as part of a small team of library professionals that includes qualified librarians and library technicians. Two staff are rostered per day

The successful applicant may be required to perform some of the following duties:

- Supervising students in the library
- Managing the collection, (including purchasing and donations) within the guidelines of the Collection Development Policy and budget restraints
- Circulation duties for library users (issues, returns, reserves)
- Shelving books and other library materials. Maintaining displays, tidying, perfect ordering.
- Cataloguing fiction and non-fiction books and materials
- Reference duties including book recommendations. Accessing and selecting book and internet resources for student or teacher research
- Administrative duties- photocopying and printing, updating electronic Year 11/12 attendance records), facilitating work for teacher absences (emails for extras), providing support for CRTs
- Updating bibliographic resource lists for curriculum support using Word/Excel.
- Managing library visits for primary classes including selecting appropriate books for display per age group, assisting students with requests and providing recommendations
- Working with reading groups or individual readers in the library or the classroom as requested by classroom teachers
- Literacy or reading-based activities such as promoting new books in the classroom
- Teaching library skills and research skills to students (book and/or internet) as requested by class teachers
- Supervising (teaching) classes where a CRT is not available. Supervising excursions or student activities as needed
- Yard duty, attending staff training and curriculum days