



WHITEFRIARS
CATHOLIC COLLEGE FOR BOYS

Librarian

Title	Librarian
Classification	Education Support Officer
Time fraction	0.55-0.60 Full Time Equivalent
Appointment duration	12 months
Date Reviewed	January 2021

Whitefriars College, a Catholic school in the Carmelite spirit and tradition, is a faith learning community wherein all members, *'gradually learn to open themselves to life as it is, and to create in themselves a definite attitude to life as it should be'* (*The Catholic School, n31*). The words of Jesus, *'I have come that you may have life and have it to the full'* (*John 10:10*) and *'As the Father has loved me, so I have loved you'* (*John 15:9*) provide the basis for all that we do.

The Whitefriars College Mission and Values Statement *'reflects the tradition of the Carmelites who actively seek to live in God's presence by walking in the way of Jesus Christ', 'aims to empower young men to live with integrity through experiences of community and prayer and a sensitivity to justice' and 'assists them to take their place in society as a valued individual, alive with the wisdom of the Gospel.'* This statement is integral to every position of leadership in the College.

Commitment to Ethos

All staff in Catholic schools have an indispensable role to play in furthering the mission of the Church. It is expected, all employed in a Catholic school:

- accept the Catholic educational philosophy of the school
- develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work
- by their teaching ministry, other work and by personal example strive to help students and families in their faith formation to understand, accept and appreciate Catholic teaching and values
- avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community, in whose name they act
- comply with the accreditation policy of the CECV to teach in a Catholic school.

Furthermore, it is expected of all employed at Whitefriars College that they accept and support the ethos of the Carmelite order, and activities directed at the broader aims of the College.

Whitefriars College is a Child Safe School in accordance with Ministerial Order 870

Whitefriars College provides employees, volunteers and clergy with regular and appropriate opportunities to develop their knowledge of, openness to and ability to address child safety matters. This includes induction, ongoing training and professional learning in accordance with Ministerial Order 870 to ensure that everyone understands and is compliant in their professional and legal obligations and responsibilities, and the procedures for reporting suspicion of child abuse and neglect.

Overview

Whitefriars is seeking a dynamic, innovative and experienced Library specialist. The Librarian will work collaboratively across the college to support the curriculum, develop student research capacity and enthuse a love of reading and literature. The Librarian will possess high level interpersonal skills and there should be a clear and evident collaborative style in order to support an effective team approach to learning. A passion for young adult literature would be an advantage, as would experience planning and delivering library workshops.

The Librarian will be outward looking and requires an understanding of contemporary pedagogy, including the effective use of learning technologies.

The Librarian is appointed by the Principal and is accountable to the Deputy Principal – Learning & Teaching through the Learning Leader – Library.

Attributes and Competencies

The Librarian is expected to exhibit the following attributes and competencies:

- A lively and practical support of the Catholic nature of the College
- An understanding of, appreciation for and sensitivity to the Carmelite spirit and tradition which has underpinned the history, development and culture of Whitefriars College
- Loyalty and public support for the Leadership of the College
- Demonstrate a broad understanding of the Victorian curriculum
- Exhibit ongoing professional growth on a personal level and for the benefit of the College community
- Develop with subject teachers, cooperative and collaborative working relationships that promote excellence in teaching, student learning and wellbeing
- Interact with students in a non-formal, friendly, caring manner and ensure that student's welfare is catered for.

Responsibilities

Learning in the Library

The Librarian is expected to:

- Work closely with the Library's Learning Leader to help coordinate the Library's learning and teaching program and ensure that curriculum and pedagogy is:
 - in accordance with College's Mission and Values Statement, Learning @ Whitefriars Framework, Global Citizenship Statement and the Learning and Teaching Policy
 - appropriate to the needs and interests of students and appropriately resourced
 - incorporating student voice into curriculum design, programs & services
 - regularly reviewed and updated to ensure that they are contemporary and evidence based
- Be familiar with the different subject areas in order to support teachers with resources, research & wider reading.

Reading Programs & Development

The Librarian is expected to:

- Plan & facilitate contemporary student-centred reading programs that align with learning at Whitefriars College
- Promote a range of genres, authors, new books, etc. during Wider Reading sessions and students' break times
- Guide students with recreational reading choices that span varying mediums, such as print fiction, non-fiction, graphic novels, quick reads, Manga, magazines, newspapers, eBooks, eAudio, etc
- Encourage student involvement with reading through Book Club, Reading Challenges, Pop-Up events, Book Week, etc
- Use a range of publishers, literature websites and journals to make informed choices about collection development for young adults
- Promote literature to staff, including support for the Whitefriars Community Book Club
- Seek opportunities to connect and collaborate with local schools, libraries & organisations.

Research & Information Literacy Skills

The Librarian is expected to:

- Create assignment specific research guides with embedded search strategies, note taking suggestions, bibliography, etc
- Liaise with teaching staff to plan and deliver student centred research workshops
- Contribute to parent information Literacy skills sessions
- Work collaboratively with staff to identify relevant and appropriate resources.

Team Responsibilities

The Librarian is expected to:

- Network with relevant external professional bodies
- Create a warm, welcoming learner-centred environment
- Foster a culture of collaborative service delivery to support learning and wellbeing in the Whitefriars community.

Library Communications & Promotions

The Librarian is expected to:

- Promote the College as a learning focussed school by participating in Open Day, Twilight Evening, and other College events and activities as required
- Contribute to informing students, and staff about library events and promotions
- Contribute to regular reports (i.e. In Fide articles) to the College community on matters relating to the Library.

Other duties shared with members of the Whitefriars College, Shortis Library team include:

- Liaise with the College IT department as required
- Handling general enquiries and offering research assistance to students and teaching staff
- Participation in special projects i.e. College Feast Day, Open Day, Book Week, etc
- Housekeeping and maintenance of the library environment
- Development and maintenance of learning resources both digital and physical
- Supervision of students from classes and during non-class time
- Duties that may evolve as a result of technological innovation and change
- Carry out any other associated activities that would ensure effective delivery of this role
- Provide equitable intellectual and physical access to learning materials that will enable all members of the school community to become critical thinkers and effective and responsible users of information
- Respond to the needs of teachers and learners in a supportive and proactive manner
- Assist students to achieve the necessary skills to function competently as responsible citizens, both off-line and on-line, within society now and in the future.

Employment Expectations

- Hours of work for a 0.55 FTE are expected to be:
 - 8:00am – 4:15pm Wednesdays
 - 8:00am – 4:15pm Thursdays
 - 8:00am – 2:30pm Fridays
- All employment conditions are in accordance with the CECV work place practices. Salary will be determined in accordance with the 2018 Victorian Catholic Education Multi-Enterprise Agreement.

Education and Experience

- Qualification, which provides eligibility for Associate Membership of ALIA (Australian Library and Information Association) or equivalent qualifications and experience
- It is essential that the incumbent has a Working with Children Suitability Card and current Police Check.



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Application

This is an initial 12 month position to January 2022

Applicants should submit:

- A covering letter of *no more than one page* outlining why the application is being made for the position
- A statement of *no more than one page* on your educational philosophy in terms of how you view the place of education within the life of a student
- A response of *no more than two pages* on your ability and experience that will enable you to undertake various aspects of the role
- An up to date Curriculum Vitae
- The names and contact details of at least three relevant referees.

Applications should be addressed to:

Mr Mark Murphy
Principal of Whitefriars College

and emailed to employment@whitefriars.vic.edu.au no later than 4pm on **Friday 5 February 2021**.

Any enquiries about the role should be directed, in the first instance, to Ms Linda Stewart, Personal Assistant to the Principal, on 9872 8200.