SENIOR SCHOOL TEACHER/LIBRARIAN
ROLE STATEMENT

The teacher-librarian will work with the Head of Library Services and the library staff to support teachers and students across all curricular areas and promoting a love and enthusiasm for reading as a foundation for lifelong reading and learning.

The role of Teacher/Librarian is multi-faceted and includes the following:

PROMOTING A LOVE OF BOOKS AND READING BY:

- keeping abreast of new young adult literature
- reading and contributing to the development of the *Boys and Books* program

CONTRIBUTING TO EFFECTIVE TEACHING AND LEARNING BY:

- providing support for teaching staff in catering for student learning needs.
  ensuring that classes in the Library receive adequate support, which includes sessions outlining research techniques and tools suitable for research, or introducing suitable material for a wide reading program.
- advising Heads of Departments on the selection and purchase of subject related resources
- initiating discussion about current theory and practice in teaching and learning, with individual teachers and faculties
- helping new teachers understand how the Library functions and how it can be of assistance to them.
- disseminating information about relevant resources to staff and learners
- conducting training and workshops for groups of students and staff as appropriate

PROMOTING THE USE OF ICT ACROSS THE COLLEGE BY:

- having a sound knowledge and understanding of the Library’s computerised systems
- assisting students and teachers in the use of ICT, including online databases, the intranet and multimedia production as part of 21st century learning
- being an active member of the IT Committee to ensure maximum development and use of ICT within the Library and throughout the College
- encouraging and modelling the incorporation of technology in student learning
PROMOTING THE PLACE OF THE LIBRARY IN THE TEACHING AND LEARNING PROGRAM OF THE COLLEGE BY:

- ensuring that teaching staff within the school are aware of how the Library can assist with teaching strategies / learning opportunities to engage, stimulate and challenge students
- ensuring that the Library is a place where all learners can be nurtured and experience success
- ensuring that the library is a safe and welcoming environment for all students
- assisting with the implementation and on-going review and evaluation of policy and practice within the Library
- assisting with the implementation and on-going review and evaluation of Library users’ skills and concepts in relation to information literacy and library usage
- liaising with parent/teacher bodies in the school community when appropriate
- contributing positively to the working environment within in the Library

CONTRIBUTING TO THE MAINTENANCE OF THE LIBRARY INTRANET BY:

- checking and updating information on web pages
- sourcing and uploading links to suitable research sites, defined by topic, for use in various research tasks, as the need arises
- maintaining and updating the photos on the web page
- designing and uploading additional pages as the need arises
- consulting with staff members about new and updated information

CONTRIBUTING TO THE LEARNING MANAGEMENT SYSTEM, ASCME BY:

- assisting teachers with developing courses
- sourcing relevant resources for various courses and units of work and adding them to ASCme for use by learners involved in research projects
- keeping staff informed of the resources available for their use on ASCme
CONTRIBUTING TO THE EFFECTIVENESS OF THE LIBRARY SERVICE BY:

- assisting with the development of short and long-term goals for the Library in relation to the improvement of teaching and learning.
- helping develop teamwork and open communication within the Library
- assisting with Library orientation for new students
- assisting with the development a well-balanced collection in the Library to serve the varied needs of both staff and learners, and recommending additional resources where required
- contributing to the classification and cataloguing of new resources to ensure that it is possible to retrieve relevant information from the available resources
- assisting with the regular assessment existing stock is assessed so that redundant and out-of-date material is removed
- assisting with ensuring that purchases are made in areas applicable to the College's curriculum requirements

MODELING LIFE-LONG LEARNING BY:

- commitment to ongoing professional development which increases expertise in all areas pertaining to Library theory and practice
- keeping abreast of current professional reading and use this to provide stimulus for staff and curriculum development.
- attending regular meetings of librarians from other schools in order to keep abreast of current trends
- participating in local and national Library associations and their activities

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