



POSITION HOLDER:	Vacant
SECTION:	Senior School (9-12)
POSITION REPORTS TO:	Head of Senior School
REPORTS TO POSITION:	Nil
CLASSIFICATION:	Classification to be determined based on qualifications and experience as outlined in The Friends' School (Teachers) Enterprise Agreement 2024
STUDENT CARE:	Yes
PERIOD OF APPOINTMENT:	Fixed term
PERCENTAGE OF FULL-TIME:	100%

P U R P O S E

This role will work proactively, collaboratively and responsively to support student learning in the Senior School by planning, developing, implementing and evaluating high quality, student and teacher focussed information and research services. Through a flexible combination of timetabled classes, small group and co-teaching, the Senior School Teacher (Library) will work with teams and individuals. In addition to specific teaching duties, the role will also include the opportunity to help realise our vision for the Senior School Library as a connected and agile hub for learning.

P R I M A R Y D U T I E S A N D E X P E C T A T I O N S O F A L L T E A C H E R S

- To ensure that you report any child safeguarding issues with the appropriate mandatory reporting processes and promote a culture where children feel empowered to voice their concerns in creating a child safe environment.
- An understanding of Australian Curriculum trends and pathways from Kindergarten to Year 10, coupled with experience in current methodology and in teaching Australian and international students is highly desirable.
- Teaching practices which align with The Friends' School's Learning Principles, Learning Partnership Understanding and Purpose and Concerns, as well as the Quaker ethos.
- Knowledge, acceptance and implementation of School Policies and Guidelines.
- Demonstrate ethical standards of behaviour in dealing with colleagues, students, families and all School matters.
- Knowledge and implementation of relevant curriculum and engaging pedagogy that is current and comprehensive.

- Knowledge of the theory, practice of and the implementation of authentic student assessment which also adheres to the School's requirements in reporting student progress to students and their parents.
- Willingness to teach across a range of disciplines (Years 9-12) if qualified to do so.
- Commitment to the School's professional learning program and alignment with the School's Improvement Plan and strategic priorities.
- Ability to work positively and collaboratively as part of a team, including involvement in moderation, and provide support for colleagues.
- Ability to communicate effectively and maintain respectful relationships with students, staff, parents and groups from the wider community.
- Adherence to the School's expectations in regard to pastoral care and support for students, by demonstrating the required skills and disposition.
- Commitment to expectations regarding co-curricular activities, meetings, supervisory duties, Assemblies, Gatherings, 'Catch-Ups,' Opportunity Blocks and routine administrative duties.
- Willingness to participate in School decision-making and administrative processes in a way that is constructive and supportive of the School's Strategic Plan and Priorities.
- Complete all required professional learning and meet administrative / reporting deadlines.
- Behave and work in alignment with the most up-to-date version of the *Expectations of Teachers at The Friends' School* and all requirements of the Tasmanian Teachers Registration Board.

SPECIFIC DUTIES AND EXPECTATIONS OF THE SENIOR SCHOOL LIBRARY (TEACHER)

- Be an inspiring and engaging teacher in a Senior School (Years 9-12) setting.
- Actively participate in developing programs for information literacy which are in keeping with the Australian Curriculum, Tasmanian Certificate of Education, International Baccalaureate Diploma Programme and the syllabus guidelines at The Friends' School.
- Participate as required in the pastoral care system including as a Relief Tutor as required.
- Promote, model and teach the use of the inquiry process.
- Promote, model and teach the value of reading literature to students and staff.

- Contribute to the professional learning of both library and teaching staff across the School.
- Contribute to the oversight of physical learning spaces that integrate traditional library materials with progressive learning technology and information services that assist students in developing strong information literacy skills including copyright.
- Contribute to the development and management of a wide range of physical and electronic resources and systems, including both current and future technologies to meet the needs of Years 9-12 students and teachers.
- Contribute to the development and budgeting of the print and non-print collection in collaboration with curriculum leaders.
- Support the development and implementation of information and learning technologies for learning.
- Plan, evaluate, develop and provide access to information resources through a range of media.
- Provide advice and support to staff, students and the wider community to maximise their efficient use and knowledge of available information resources.
- Maintain awareness of and report developments in research practice in the Australian education context that may enhance opportunities to generate and share information and inform educational practices.
- Apply contemporary research principles and practices to support student research projects including the IB Diploma Extended Essay.
- Be informed and proactive about developments in learning and curriculum, particularly in the areas of the inquiry process and literacy skills.
- Promote academic honesty in the school through teaching correct referencing and citation skills, including co-teaching workshops in the IB Diploma Core program and Study Skills program.
- Promote, model and teach the use of the library databases for research purposes

KEY RELATIONSHIPS

- Learning Leaders
- Head of School

- Deputy Heads of School
- Colleagues
- Students and parents

DELEGATIONS

- Nil

SELECTION CRITERIA

1. Demonstrate an understanding of the [10 National Child Safe Standards](#) which strive to protect children and young people from abuse and neglect.

2. Demonstrated breadth of curriculum and pedagogical knowledge and the skills and capacity to innovate, develop and deliver Senior School curriculum, with a focus on Information Literacy, Referencing and Artificial Intelligence.
3. Demonstrated capacity to work proactively and responsively with teams and individuals to support pedagogical growth the Senior School's learning program.
4. Show a demonstrated commitment to the pastoral care of students in all relevant contexts.
5. Demonstrated commitment to ongoing professional and personal growth and a willingness to engage in both internal and external professional learning with colleagues.
6. Show a demonstrated commitment to co-curricular programs within a school environment.
7. Be a fully qualified teacher, registered to teach or eligible to be registered to teach, within the State of Tasmania.
8. The ability to work safely in a school environment and be fit to carry out the inherent requirements of the position.
9. Show Strong support for the Purpose and Concerns and ethos of The Friends' School as well as the Learning Principles and Learning Partnership Understanding.
10. Must hold a current Tasmanian Working with Vulnerable People registration (employment) and provide a current TRB registration certificate.

C O N F I D E N T I A L I T Y

A school environment is one where you will have access to highly confidential information, therefore it is critical for the school to explicitly state the following:

Definition

Confidential Information includes, with the exception of information in the public domain, any information:

- disclosed to you by or on behalf of The Friends' School;
- which comes into your possession, or is generated by you, in the course of your employment, whether or not the information was originally supplied by The Friends' School;
- relating to the dealings, financial arrangements, transactions, general affairs, details of suppliers, staff members, agreements entered into with The Friends' School and the financial position of The Friends' School and other matters that do or may affect the financial position or reputation of The Friends' School; and
- relating to internal management of The Friends' School, the structure of The Friends' School businesses, The Friends' School personnel, policies, strategies, plans, or aspects of its future activities.

Your obligations

You are expected to:

- use Confidential Information solely for the purpose of performing your duties;
- take all reasonable precautions as may be necessary to maintain the confidentiality of Confidential Information;
- not remove any Confidential Information from the school's premises without its prior consent;
- not (except in the normal course of carrying out your duties) copy or duplicate any Confidential Information without the consent of The Friends' School and
- immediately notify The Friends' School of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.

Signed acceptance of the above position description.

Name:

Date:

Signature: