



CATHOLIC COLLEGE SALE

Teacher Librarian

Position Description

Employment Type	Fulltime (1.0 FTE)
Reporting Supervisor	Deputy Principal Learning and Teaching
Key Working Groups	Learning Development Team Administration ICT
Last Updated	September 2026
Location	Catholic College Sale

About Catholic College Sale

Catholic College Sale is a co-educational Secondary College for Years 7 to 12. The College has an enrolment of approximately 910 students in 2026. Built on the Marist and Sion traditions, the College provides a comprehensive curriculum which challenges students at all educational levels and desired pathways. A strong pastoral system supports students, families and staff, ensuring each member of the Community has an opportunity to reach their full potential, in a faith-filled environment. Sale is located two hours east of Melbourne in rich farmland with ocean, lakes and mountains in close proximity.

Overview of the Role

The Teacher Librarian plays a pivotal role in advancing learning, literacy, and student achievement across the College. Working in partnership with teachers and support staff, the role supports students in developing information literacy, critical thinking, research skills, and a lifelong love of learning. Through the provision of high-quality resources, innovative learning opportunities, and collaborative teaching practices, the Teacher Librarian fosters an inclusive and engaging environment that respects the individuality and diversity of all learners.

The Teacher Librarian is responsible for the strategic development and management of the College's Library, ensuring it remains dynamic, learner-centred space that supports teaching, wellbeing, and innovation. The role promotes contemporary learning practices, digital citizenship, and effective resource management while leading a culture of continuous improvement and professional growth. In alignment with the mission and values of Catholic Education, the Teacher Librarian demonstrates a strong commitment to the Catholic identity of the College, child safety, and the wellbeing of all students and staff.

Commitment to Child Safety

Child Safety	• Ensure students are provided with a child safe environment. • Be familiar with and comply with the Catholic College Sale child safe policy and code of conduct, and any other policies or procedures relating to child safety. • Demonstrate a duty of care to students in relation to their spiritual, physical and mental wellbeing. • Implement strategies that promote a healthy and positive learning environment. • Demonstrate an understanding of child safety standards and obligations (e.g. mandatory reporting). • Demonstrate an understanding of appropriate behaviours when engaging with children. • Report any concerns relating to child safety immediately.
Pastoral Care and Student Wellbeing	• Support student wellbeing and contribute to a positive school culture. • Exercise pastoral care consistent with the values and mission of the College. • Promote respectful behaviours and positive relationships. • Implement strategies that support student engagement and wellbeing. • Attend year-level meetings, assemblies and relevant student wellbeing activities. • Actively contribute to maintaining a child-safe environment for all students

Statement of Duties

Library	• Lead the effective operation and development of the College Library and Learning Centre as a welcoming, inclusive, and supportive environment for all students and staff.
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	• Advocate for inquiry-based learning and promote the role of the Library in supporting student achievement and lifelong learning. • Manage the day-to-day administration of the Library, ensuring resources, systems, technologies, and facilities are maintained and operated efficiently. • Supervise Learning staff and support the delivery of high-quality library services. • Develop and maintain physical and digital collections that support curriculum delivery, differentiated learning, information literacy, and recreational reading. • Coordinate the selection, acquisition, cataloguing, and evaluation of Library resources, including print, digital, subscription, and multimedia materials. • Manage the Learning Centre budget and ensure the responsible allocation of resources. • Oversee the operation and maintenance of library technologies and information systems, including, databases, eBooks, and digital resource platforms. • Maintain and develop the Library's online presence through websites, digital collections, resource guides, and digital displays. • Provide assistance to students and staff in accessing, retrieving, and effectively using information and Library resources. • Promote and foster a culture of reading and literacy across the College community. • Coordinate annual booklists and collaborate with Learning Area Leaders and College leadership regarding resource requirements and digital textbook licensing. • Investigate emerging trends in libraries, information services, educational technologies, and resource management to enhance Library services.
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	• Ensure appropriate supervision of students and learning activities within the Library before school, during breaks, and throughout the school day. • Support students with printing, photocopying, circulation services, and access to learning resources as required.
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Teaching and Learning	• Collaborate with classroom teachers and Learning Area Leaders to integrate information literacy, research skills, digital citizenship, and inquiry learning across the curriculum. • Design and deliver learning experiences that develop students' information literacy, critical thinking, research, evaluation, and communication skills. • Teach information literacy and research skills lessons to classes and individual students as required. • Support students to effectively locate, evaluate, synthesise, and present information using a range of print and digital resources. • Provide professional learning and support for staff in the effective use of Library resources, digital technologies, information systems, and contemporary research practices. • Demonstrate current knowledge of curriculum, pedagogy, and evidence-based teaching practices. • Develop engaging learning experiences and resources that support student learning and align with curriculum requirements. • Establish clear learning intentions and success criteria that promote student engagement and achievement. • Use a range of assessment strategies to monitor and evaluate student learning and inform teaching practice.
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	• Support differentiated learning by identifying and responding to the diverse learning needs, interests, and abilities of students. • Use student data and evidence of learning to adjust teaching practices and improve outcomes. • Work collaboratively with teachers to support literacy development and the effective integration of digital technologies into teaching and learning programs. • Foster learning environments that encourage creativity, collaboration, communication, and critical thinking. • Maintain accurate student records and communicate effectively with students, families, and staff regarding student learning and progress. • Engage in ongoing professional learning and contribute to professional networks that support innovation and excellence in teaching and learning.
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Professional Development	• Support for and involvement in the co-curricular program • Keep accurate records of student attendance and participation within the co-curricular activity maintain current accreditation to provide First Aid, CPR, and complete asthma and anaphylaxis training • Support a performance and development culture • Complete annual Child Protection and Mandatory Reporting training • Participate in the appraisal process for teachers and classroom observational assessment to receive constructive feedback • Commit to ongoing professional development • Maintain required ICT skills for learning and teaching • Contribute and participate in the annual review meeting process
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Other Duties	It is not the intention of this role description to limit the scope or accountability of the position but to highlight the most important
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	aspects. All employees are required to undertake reasonable duties commensurate with their skills and training from time to time in accordance with the needs of the College or as directed by the Principal.
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Qualifications, Education, Experience

Essential	• Relevant qualifications/experience aligned to the library. • Current Victorian Institute of Teaching (VIT) registration • Demonstrated understanding and experience of the learning and teaching pedagogy associated with the Victorian Curriculum, VCE and/or VCE/VM • A commitment to teaching in a Catholic school environment
Desirable	• Accreditation to teach Religious Education • Relevant post-graduate studies (or working towards such qualifications) • Demonstrated experience in contemporary learning technologies within the subject area experience in inquiry-based learning and use of student data to maximise learning outcome