



Position Description

Position Title Teacher Librarian

Group: Teacher

Supervisor: Head of Teaching and Learning K-12

Date of Review: August 2025

About Macquarie

Established in 2001, Macquarie is a thriving Pre-Kindergarten to Year 12 Day and Boarding Co-Educational School with a current student population of 650. As one of 18 schools within the Sydney Anglican Schools Corporation, we create a Christian educational environment that integrates faith, learning, and service, guided by the principles and values of the Anglican Church.

Our mission is to develop resilient young people who make a difference through a high-quality, affordable, Christ-centred education. Our values encompass Faith, Community, Character, and Excellence, and we value our shared Christian faith, a culture of lifelong learning, an inclusive and respectful community, and our deep connection to the Central West.

Macquarie staff are our greatest asset, with high-quality teaching and stable staffing in our school. We prioritise investment in their professional development and well-being. Through regular reflection and evaluation, we build capacity in future leaders, supporting teachers in their career growth.

We have high expectations around our learning culture, behaviour, and attendance. A growth mindset, and openness to new experiences are the norm. We encourage students to strive to be their best selves, every day. We recognise and celebrate their achievements. Students proudly wear uniforms and expectations around behaviour are clear.

Macquarie boasts a rich co-curricular offering in the domains of Sports, Arts, Academics, Agriculture and Service. Our Outdoor Education program is outstanding, with students in Years 3 to 12 participating in annual experiences in the great outdoors that challenge them and allow them to experience God's world beyond Dubbo.

Teaching and Learning

At Macquarie Teaching and Learning is designed to cultivate students' independence as learners, fostering habits that enhance their engagement and equipping them with strategies to become more effective learners. Our goal is for teachers in every classroom to impart subject-specific content and nurture lifelong learners' habits and character traits. Through this approach, students at Macquarie will develop a 'Learning Mind.'

The framework is inspired by Guy Claxton's Building Learning Power Approach, rooted in science and research. It emphasises the development of four key learning dispositions, known as the four R's: Resilient, Resourceful, Relational, and Reflective. Each disposition is further divided into specific 'learning muscles' that can be strengthened through targeted teaching and learning activities.

Key Principles

Encourages Continuous Improvement: Both teachers and students are motivated to become better learners.

Embraces Challenges: Students learn to tackle challenges without the fear of failure.

Structured Learning: Learning is broken into manageable chunks to facilitate understanding.

Builds Confidence: Students gain confidence in their learning abilities.

Integrated Approach: The framework is embedded in all aspects of learning.

Develop Lifelong Skills: Students acquire skills that will benefit them throughout their lives.

Common Language of Learning: Provides a shared vocabulary for students to comprehend and discuss the learning process.



Role Summary

The Teacher Librarian is responsible for:

- Providing direction, supervision, and care for students
- Effective delivery of the NSW curriculum as required
- Maintaining professional standards
- Effective classroom management
- Emphasising the Christian ethos of the School

General Requirements

- Teaching classes as timetabled, using the NSW Education Standards Authority Syllabus documents
- Actively support the School's mission as a member of the Anglican Schools Corporation, through your professional and personal example both in and out of the School

- Be well-presented, well-spoken, and an ambassador for the School through your demeanour
- Comply with all Child Protection and Work Health and Safety legislation

Key Roles and Responsibilities

Key Responsibilities

- Promote inquiry, information skills, and resource-based learning within and across faculties.
- Contribute to and promote the delivery of literacy programs and the Macquarie Plus Reading Enrichment Program.
- Assist with research queries, and demonstrate expertise in online databases and referencing.
- Develop and curate physical and digital collections, including cataloguing, utilising the program Access-It
- Contribute to co-curricular programs and School library-related events.
- Collaborate with teachers to enhance teaching and learning through library resources.
- Provide access to information resources through efficient and well-guided systems for organising, retrieving, and circulating resources;
- Provide training and assistance to students and staff in the effective use of these systems.
- Provide specialist assistance to students using technology and information resources in and beyond the School and for independent research.
- Library administrative duties.
- Oversee the daily operation of the Library.
- Develop and implement Library policies and procedures.

Skills & Knowledge

Key Selection Criteria

Qualifications / Licences / Certifications

- Relevant tertiary qualifications and NESA accreditation to teach in NSW.
- Knowledge of the NSW curriculum and experience with library management systems.
- Completion of degree or postgraduate level Library & Information Studies is highly desirable.
- Eligible for professional memberships to Australian Library and Information Association (ALIA) or equivalent.
- Experience in library information systems applications, collections and services.
- High-level knowledge of library and information management principles.
- Demonstrated experience working in a library - School experience would be highly regarded.
- A deep understanding of literature.
- The ability to foster love and passion for reading in students.

- Capacity to develop procedures and guidelines, in consultation and collaboration with key stakeholders.
- Demonstrated sound knowledge of library and information service concepts, principles, and theory, and a sound understanding of library systems, practices, procedures, and current developments.
- Demonstrated understanding of the technologies relevant to libraries and the ability to support changing library technologies.
- Excellent interpersonal, written, and oral communication skills.
- Experience working with children.
- Ability to work independently and as part of a collaborative team.
- A commitment to child safety.
- A commitment to ongoing personal and professional development.

Essential

- Teaching qualification including NESA approval.
- Current NSW Working with Children Check.

Desirable

- Experience as a librarian in a school setting.
- Current First Aid Certificate.

Child Safety

Macquarie Anglican Grammar School is committed to Child Safety and complies with the requirements of the Child Protection (Working with Children) Act 2012. All employees are required to comply with applicable Child Protection legislation and are responsible for ensuring that The School's Child Safe policies, procedures, and programs are at the forefront of all that we do.

All staff have a responsibility to report risk of harm concerns about children and young people, within their roles, and to provide support to children and young people.

The successful applicant is required to satisfy child protection screening and adhere to the School's Child Safe Policy and Code of Conduct.

Work Health and Safety

Macquarie Anglican Grammar School is committed to Work, Health and Safety with the requirements of the Work, Health and Safety Act 2011. All employees have a Duty of Care, a responsibility to ensure that they and other people are safe in the workplace.

Employees must:

- take reasonable care for their own health and safety
- take reasonable care for the health and safety of others
- comply with any reasonable instructions, policies and procedures given by their employer and business

Application Process

- Complete the Application for Employment – Teaching form which can be found under the careers icon on The Schools website
- Provide a cover letter and supporting statement (2 pages maximum.) regarding your experience which demonstrates your ability to meet the listed criteria

Please forward your application with above documents via email as one PDF document, entitled Private and Confidential to:

Mrs Alison Mitchell | Principal, Macquarie Anglican Grammar School

Email: employment@mags.nsw.edu.au

Acknowledgement

I acknowledge that I have received this position description and understand that this is not a contract of employment. I am responsible for reading and understanding this position description and complying with all position duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Name: _____

Signature: _____

Date: _____