

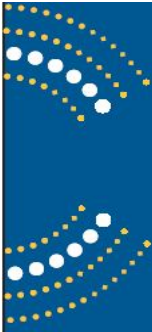
POSITION DESCRIPTION

RESEARCH LIBRARIAN

Position Title: Research Librarian

Reports To: Head of Library

Location: Kew Campus



Carey's Charter

What is Carey?
Carey is a leading Christian, co-educational independent school community committed to learning, wellbeing, service and spirituality.


What does Carey do?
Carey works in partnership with families to develop wise, independent and motivated young people who will engage with and lead in their local, national and global communities.

Carey values:

Integrity ...	care, honesty, morality, respect
Service ...	altruism, generosity, passion, sustainability
Spirituality ...	communal, contemporary, holistic, inclusive
Teamwork ...	collaboration, communication, initiative, leadership
Thinking ...	creativity, inquisitiveness, intellect, reflection
Wellbeing ...	courage, happiness, health, resilience

How does Carey distinguish itself?

Learning	At Carey, learning is dynamic, empowering and lifelong. All decisions are taken to improve student learning.
Excellence	At Carey, we strive for excellence across the three Carey pillars: curricular, co-curricular and wellbeing.
Staff	At Carey, our staff are expected to be expert in their fields, collegiate and passionate. They are supported to be the best they can be.
Co-education	At Carey, we nurture a balanced co-educational environment to prepare our students to lead, learn and serve with confidence, capacity and compassion.
Service	At Carey, we actively pursue social justice which is reflective of our Christian ethos.
Innovation	At Carey, we improve through courageous innovation, while respecting our traditions.
Partnerships	At Carey, we build strong relationships based on respect, trust and collaboration.



Purpose of Role

The Carey Research Librarian works with the Head of CLI Library and library staff to lead best practice information use within curriculum learning, and the development by students of individual repertoires of research and study strategies. The prime focus of the role is Senior School, but close liaison with Middle School is required so that students have a sound understanding of research and study strategies as they enter their senior years. Another key area is the development of wide reading strategies and habits to enable development of key literacies for lifelong learning and appreciation of narrative fiction.

Duties & Responsibilities

Key responsibilities:

- Develop and deliver research and study strategy programs and services to teachers and students
- Provide advanced research and study strategy services at library physical and digital service points
- Provide wide reading support and guidance to build Carey as a reading community
- Provide study supervision after hours and during school holidays

Accountabilities:

- Work with curriculum leaders and Leaders of Learning to develop a program for strong academic research performance by students
- Work with curriculum leaders, Leaders of Learning and Heads of House to develop a program for independent, motivated academic study behaviours by students
- Partner with teachers on curriculum design to embed information literacy for strong student research performance
- Design and tailor general learning area research guides as well as those for particular assessment tasks, and undertake research team teaching in classes
- Provide individual, tailored research consultations to students and teachers
- Partner with teachers to develop and deliver curriculum-based information literacy modules for classes and individual access (both face to face and online)
- Provide advice on referencing and bibliography style and management
- Partner with Senior School curriculum leaders, Leaders of Learning and Heads of House to design and deliver classes and online modules for independent study strategies education during term-time and holidays
- Build library collections in line with teaching and research priorities for Senior School learning areas, and take suggestions on new titles or collection areas
- Work with ICT, eLearning and Library teams to design and develop innovative online teaching and learning modules and materials
- Work with the Library team to design, develop and curate online information resource materials and platforms
- Work with the Library team to ensure seamless 24/7 integrated access to digital information resources
- Support front line Library staff to develop their skills in research support and student study strategies training and supervision
- Undertake student supervision in the Library during term and holidays

Qualifications, Skills & Knowledge

- Bachelor degree in Library and Information Science, or equivalent is required
- Eligibility for associate membership of the Australian Library and Information Association (ALIA) or progress towards this
- Knowledge, skills and experience in traditional and emerging areas of librarianship to support teaching, learning and research by students at tertiary undergraduate level and/ or Years 10 - 12
- Knowledge, skills and experience in the range and use of online and print resources suited to tertiary undergraduate level and/ or Years 10 - 12
- Strong demonstrated skills and experience in faculty or learning area liaison for the purpose of integrating information literacy into curriculum learning
- Strong demonstrated skills and experience in provision and teaching of programs for development of independent study strategies
- Knowledge, skills and experience in work with faculty or teachers to develop research guides for discipline areas as well as targeted information pathfinders for individual assessment tasks, and teaching about each
- Knowledge, skills and experience in work with faculty or teachers for collection development to support discipline area curriculum research
- Strong demonstrated skills and experience in face-to-face and online research support and guidance, including reference, citation, bibliography and copyright compliance
- Knowledge, skills and experience in developing Library team expertise for frontline research and reference support
- High level written, oral and digital communication skills
- High level knowledge, skills and experience in use of learning technologies and library software systems as well as in creative use of a range of social media and multimedia technologies
- Strong interest, and preferably experience, in development of wide reading cultures and strategies, with experience in Young Adult literature promotion is desirable. Alternatively, a demonstrated ability to readily develop such knowledge would be required
- Strong interest in secondary school education in the Victorian context, and its associated pedagogies or a demonstrated ability to readily develop such knowledge
- Experience in supervision of library study areas

Other Duties:

- Circulation
- OPAC and RFID self check loans assistance
- Functions support
- Promotion of Library & collection
- Other duties as directed by Head of Library

Functional relationships

- Under general direction and reporting to Head of Library
- Support teacher librarians and their programs as directed

A valid Employee Working With Children Check is a requirement of employment for this position.

Carey has zero tolerance for child abuse and is committed to acting in the best interests of children and to keeping them safe at all times.

Carey Baptist Grammar School reserves the right to modify position descriptions as required. Staff will be consulted when this occurs.

The School performs thorough assessments of potential and existing employees. The screening process includes, but is not limited to, Criminal Records Checks and Working with Children Checks.