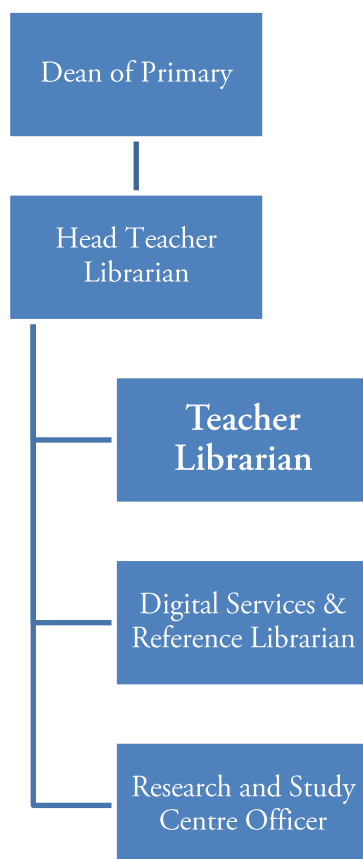


Schedule 1



POSITION DESCRIPTION TEACHER LIBRARIAN



Created:	June 2011	Authorised: Principal
Reviewed	May 2022	Authorised: Principal
Reviewed:	October 2024	Authorised: Principal
Reviewed:	October 2025	Authorised: Principal
Reviewed:	July 2026	Authorised: Principal



KINGSWAY
CHRISTIAN COLLEGE

POSITION DESCRIPTION TEACHER LIBRARIAN

Section 1. School Identification

Kingsway Christian College (governed by the Kingsway Christian Education Association (KCEA) Inc.)

Section 2. Mission, Vision and Values

Kingsway Christian College is a co-educational non-denominational Christian day school with approx. 1400 students enrolled in K-12. The College has a friendly professional team of staff, modern facilities and attractive employment conditions.

The College has in place organisational Mission, Vision and Values which reflect the strategic directions of the College governing body, the Kingsway Christian Education Association (KCEA) Inc.

At Kingsway, we support and nurture our students so they can excel in their education, strive for excellence and develop their individual character. The College campus technology and infrastructure is designed to support creativity and innovation.

The College is fully committed to the protection of children, and to this end has in place policies and procedures for the recruitment and screening of staff, suitable to work with children and young people, who meet the selection criteria. The College is free of alcohol, illegal drugs and tobacco.

Kingsway provides a supportive environment for staff and is committed to staff health and well-being through various initiatives including a Wellness Program, incorporating an Employee Assistance Program.

Kingsway Christian College thrives on bringing out the best in its people who go on to influence the world around, for the glory of God.

Section 3. The Position

Position Title:

Teacher Librarian (K-12)

Section/Department/Learning Area:

Library

Workload and Tenure:

Part-time (0.4FTE) – Temporary Appointment (with the possibility of ongoing) commencing January 2027. Appointment subject to the satisfactory completion of a six (6) month probationary period, to a standard acceptable to the College.

Section 4. Remuneration Terms and Conditions

KCEA Inc. Teachers Enterprise Bargaining Agreement 2014-2017.

Section 5. Reporting

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team (SLT) comprising the positions of Director of Corporate Services, Dean of Secondary, Dean of Primary, Director of Christian Formation, Director of Community Engagement and the Director of Information Technology.

The Teacher Librarian position reports to the Head Teacher Librarian.

Section 6. Responsibilities and Duties

Role

The Teacher Librarian fulfils the role of a curriculum support teacher and librarian. The Teacher Librarian will also be an active participant of the KCC Literacy Committee.

Christian Values

The position requires you to be committed to the Christian vision of the College by:

- Celebrating and enjoying being a Christian and being part of a Christian community.
- Modelling Christian behaviour, practices and beliefs.
- Building cooperative and supportive relationships with staff, students and parents.
- Striving for excellence in performance and participation.
- Acting in the best interests of the College, the Association and its ethos.

Specific Duties

Your specific duties include, but are not limited to the following:

Establishing a dynamic, innovative and welcoming Library environment by:

- Demonstrating a knowledge of how School libraries should evolve to serve its users in a contemporary 21st Century context.
- Drawing on an understanding of Primary and Secondary years curriculum and pedagogy, and a genuine passion for teaching younger students and adolescents.
- Being an adaptable, creative and innovative Teacher Librarian who is confident to facilitate change
- Ensuring the Library's collection is accessible as possible.
- Collaborating with the Head Teacher Librarian to oversee the day-to-day operations of the College Library.
- Displaying innovation and initiative with technology.
- Following efficient ordering, acquisitions and weeding procedures appropriate to the College's needs
- Classifying and cataloguing resources for easy retrieval.
- Demonstrating commitment to ongoing professional development.
- Working closely with the Library team and sharing library duties including attendance at meetings, supervision and attendance at the College's Open Night.

Promoting a strong reading culture and developing a love of reading for pleasure and learning in the Early Learning and/or Primary and/or Secondary years by:

- Demonstrating your own passion and love of reading
- Modelling a strong engagement with the College collection
- Facilitating reading programs, library sessions, book promotions, reading competitions, engaging activities and reading
- Planning and facilitating Library special events (Book Week, Premier's Reading Challenge, Author visits etc.)

- Developing dynamic and interactive Library displays to promote reading for pleasure, support the curriculum, celebrate special events (e.g. NAIDOC week, ANZAC Day etc), and promote student wellbeing and the College values.
- Maintaining a current, relevant and dynamic collection of fiction and non-fiction titles that engage young readers and supports literacy development.
- Maintaining a current and engaging Accelerated Reader collection to support students' literacy development.

Being an innovative user of technology by:

- Demonstrating high-end information literacy skills to support and model confident use of ICT
- Using initiative to experiment, trouble-shoot, research and explore evolving technologies for an educational context.
- Being a highly accomplished user of common Library/School software including TASS, Concord Infiniti, Overdrive, AR or similar.
- Assisting teachers to embed new technologies in their lessons.

Developing curriculum support and information literacy skills across the College by:

- Collaborating with staff and reviewing class programs to meet the needs for Library displays, book acquisition, library lessons, Lib Paths and resourcing.
- Facilitating critical and information literacy lessons/teacher support resources (e.g. basic computer use, research skills, AI, ethical computer use, understanding of plagiarism, critical literacy: evaluating sources, websites, posts etc.)
- Supporting Christian Education classes with resources to aid our commitment to personal transformation and becoming more Christ-like in all we do.
- Supporting the literacy development of students and demonstrating understanding of current, evidence-based literacy programs and resources for Primary students.

Supporting student/staff wellbeing by:

- Fostering positive relationships with students and staff by being approachable, warm and friendly.
- Devising displays to explore topical issues, targeted book selection, running library lessons responsive to student needs, providing appropriate resources to teachers and Heads of year to support the holistic development of staff and students.
- Maintaining a safe, friendly and inclusive environment where staff and students feel welcome and connected
- Managing Library clubs/special interest activities to maintain an inclusive space that supports creativity and innovation
- Being empathetic to the emotional, educational, spiritual and psychological needs of students and staff and offering help, strategies to work through problems and provide access to appropriate support mechanisms.
- Undertake and apply Occupational Health and Safety requirements in the workplace.

Section 7. Selection Criteria

Pre-requisites

1. Current registration with the Teacher Registration Board of Western Australia (TRBWA).
2. Working With Children Check clearance.
3. Satisfactory Department of Education Criminal History Clearance no more than 3 months old.
4. Written reference from Church Pastor/Minister.
5. Legally entitled to work in Australia with proof of Australian Birth, Citizenship or residency visa details.
6. Personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of Christian faith.
7. Supportive of the aims, principles and tenets of Kingsway Christian Education Association Inc. at Kingsway Christian College.

Essential

1. Fully committed and supportive of the expansion of Christ-centred education and the implementation of an integrated Christian curriculum within the College.
2. Hold academic Teaching and/or Library qualifications.
3. Demonstrate experience in working in a Library at an operational level.
4. Highly accomplished in the use of educational technology, possessing the strong ability and willingness to support colleagues in such means.
5. Demonstrate patience and flexibility when dealing with a range of situations and people, including the ability to respond to staff and student needs.
6. Able to encourage positive team commitment and contributions through his/her own commitment, enthusiasm and energy.
7. Able to demonstrate inter-personal and problem-solving skills, and effective communication and conflict resolution skills in dealing with students, parents and staff.
8. Demonstrate ability to function and work collaboratively with other staff members.
9. Have a range of professional strengths, abilities and interests, able to enhance the learning program.

Section 8. Application

Applications must include the following:

- Teacher Application Form
- Responses to the selection criteria
- A detailed CV
- Letter of reference from your current Pastor.

The link to the application form and full details of this position are available on the College [website](#) or by contacting HR on 9302 8777 or HR@kcc.wa.edu.au.

Applications Close: 12 noon, Wednesday 12 August 2026.

Peter Burton
Principal