

Introduction

Kennedy Baptist College's mission is "to provide educational excellence in a Christian context, addressing the needs of individuals for lifelong learning". We are committed to fulfilling this mission as a College community as we serve God by serving our students, families and each other. Underpinning the mission and culture of the College are our values defined as **faith, integrity, boldness, growth and service**.

- **Faith:** The Christian faith undergirds all the College's activities
- **Integrity:** The College Community demonstrates respect and honesty towards all its members and delivers on its promises
- **Boldness:** Staff and Students are bold in accepting the challenges on offer at the College and strive to achieve the best outcomes.
- **Growth:** College Community members develop their unique gifts and talents and strengthen their areas of weakness.
- **Service:** College community members serve others within the college, and local, national and international communities.

Role Summary

Position: Teaching Staff – Teacher Librarian

Responsible to: Head of Learning Area – Research and Study Centre

Job Purpose: All Kennedy Baptist College staff members, whether their responsibilities lie in the academic or in the support areas, have special knowledge and skills to effectively carry out their roles. It is important that each person understands the parameters of his or her responsibilities, has a sense of independence and autonomy, acknowledges accountability to the senior person in their area and can experience both challenge and satisfaction in his or her work.

Teaching Staff Guidelines

The following guidelines, adapted from a list for teaching staff in independent schools, are intended to help us to ensure that the aims and goals of the College are reflected in our procedures.

A. Foundational Points

1. Consistently model the College's Vision, Mission and Values in all dealings with students, staff and external parties.
2. Maintain and uphold the Child Safe Organisation principles.
3. Be interested in students as people. Be willing to give individual help in your subject and in any other way you can.
4. Encourage an atmosphere of friendliness, co-operation and respect for other people.
 - Maintain a positive approach to life. The manner in which members of staff treat other people - teachers, students, parents, visitors, is very important in speech, attitude and behaviour.
 - Do not criticise or allow criticism of other staff or students.
 - Be careful in what you say and how you say it. Take care not to believe the worst in people and circumstances. Check for the truth.
 - Avoid giving any cause for people to feel they have been belittled, "looked down upon", disregarded, or brushed aside.

5. The College's culture depends largely on the example set by staff and their encouragement of certain behaviour. There needs to be a good balance between informality and formality.
6. Participation in College functions to assist in the development of positive and productive relationships between staff members.

B. General Professional Points

1. Work co-operatively with the Principal and other staff to ensure unity and smooth operation of the College.
2. Keep yourself informed of educational developments - by professional reading, membership of subject associations and attending courses and conferences.
3. Contribute to thinking and discussion of educational issues which affect not only your own learning area, but also those which are of wider importance to our students.
4. Attend and contribute to Staff Meetings.
5. Attend assemblies and other functions of the whole College; supporting the Christian ethos, sporting and social.
6. Attend Parent/Teacher meetings concerned with the students you teach.
7. Support student activities such as form group, year groups events and house group.
8. Maintain open and regular communications with Heads of Learning Areas, Heads of Year, Deputy Principals and parents to actively support positive schoolwork and conduct outcomes.
9. Being aware of some legal or custody considerations relevant to your students. Seek guidance and information from Administration if uncertain.
10. Under the direction of the Head of Research and Study the role includes, but is not limited to:
 - Collaborative teaching with other curriculum areas
 - Planning and coordinating a range of programmes, both curricular and extra-curricular
 - Effective use of the Library Management System
 - The promotion of and familiarity with adolescent fiction
 - Selection and evaluation of new resources

C. Academic Points

1. Teach effectively. Utilise the College's pedagogy and policies to present lessons which engages and motivates students on their learning journey.
2. Provide an environment for sound learning, for arousing interest, gaining attention, improving concentration, requiring active participation and stressing reinforcement. Ensure appropriate and adequate materials and careful sequencing of events. Recognise and provide for individual differences in students.
3. Utilise College and professional resources to evaluate the effectiveness of teaching practices.

D. Day to Day Routine

1. Attend to all requirements and duties. Access to this information is explained during the Staff Induction. Periodic updates are communicated through established channels.
2. Attend to any special arrangements for the day including form room duties. As a Form Teacher, it is expected that you are in your form room before 8:25am to be accessible to your students.
3. Teachers are expected to arrive at least 30 minutes prior to their first duty and remain for at least 30 minutes after their last duty. It is expected that you are at College premises during your work hours. It is your responsibility to provide reasonable notice to your line supervisor and Administration if you are away or departing the College.

E. Discipline

1. All staff are responsible for maintaining a high standard of discipline in the classroom, within all buildings, the grounds, on outings and at camps. Staff should encourage, expect and require good manners, courtesy and thoughtfulness at all times and in all situations.
2. Staff should remain aware that they provide behaviour models for the students.
3. Standards of discipline and classroom management should be in keeping with the overall policy and ethos of the College.

Selection Criteria

Essential

The successful applicant should be able to demonstrate:

- A qualification in teacher librarianship or working towards it
- Sound understanding of the Western Australian Curriculum
- Demonstrated high level of competence in classroom teaching
- An extensive knowledge of adolescent fiction
- An ability to enthuse students and to develop in them a love of reading
- Experience in assisting students to seek, critically evaluate, synthesise and present information
- Interpersonal skills appropriate to establishing and maintaining effective working relationships with students, staff and parents
- Ability to work collaboratively with teachers as a member of a team.
- Organisational and administrative skills appropriate to planning and coordinating a range of programs
- Computer literacy and experience using Library Management Systems
- Familiarity with Copyright law as it pertains to schools
- Willingness to embrace innovative practices in the field of teacher librarianship

How to apply

To apply for an advertised employment position at Kennedy Baptist College please fill in the online [Employment Application Form](#) on our website.

Please ensure you have ready your CV, Cover Letter, Selection Criteria (if applicable), references, a written reference from your church pastor/minister and digital copies of all academic records. You will be asked to upload these documents as part of your submission of this application.

Please Note: Should you be invited to an interview, given the position applied for involves working with and actively presenting the Christian Gospel to children, you will be asked your personal views on Faith issues. Given the Christian nature of the College and the expectations of all who enrol, agreement with the College's [Statement of Faith](#) and [Staff Code of conduct](#) is a pre-requisite.