



Hunter Valley
Grammar School

Appointment of Teacher Librarians – Leave positions

Hunter Valley Grammar School seeks to appoint two dynamic, passionate and flexible Teacher Librarians. These positions include a full-time position equivalent to 1.0 FTE, to commence in Term 1 2021 as a maternity position for 2021 and a full-time position, equivalent to 1.0 FTE, to commence in Term 1 2021 as a Long Service leave position for Term 1 2021.

The School

Hunter Valley Grammar School is one of the leading independent and co-educational schools in NSW and Australia. We strive for academic excellence within a caring and values-laden learning environment. Hunter Valley Grammar School promotes the importance of community where all staff, students and parents feel a strong sense of purpose, belonging and commitment. Throughout its history, the School has emphasised pastoral care and the intrinsic worth of every learner as its priority. This remains unchanged today.

Hunter Valley Grammar School promotes the values for life education for each student which embraces their intellectual, physical, emotional, and spiritual development. The School encourages the pursuit of excellence in all areas and develops in students a passion for becoming lifelong learners with the desire to face the challenges of the future and to grasp life's opportunities. We do this within a learning community that lives its values and provides each student with a range of quality educational and developmental experiences.

The School is situated at 42 Norfolk Street, Ashtonfield, in the beautiful Hunter Valley, one of Australia's oldest and most well-known wine regions. The Hunter Valley is one of Australia's most vibrant and relaxing places to live, with a wide array of traditional and contemporary delights expected of a world-famous wine region, as well as a myriad of surprises and a rich diversity of pursuits and people. Only a 90-minute drive from Sydney, 30 minutes from the beaches of Newcastle, and 45 minutes from Newcastle Airport, the destination is easily accessible from anywhere around the world.

The overall Preschool to Year 12 nature of our School has resulted in a warm, family-style atmosphere, and provides a smooth transition between infants, primary and high school. We are an IB World School, delivering the International Baccalaureate Primary Years Program (PYP), the Middle Years Program (MYP) and are a candidate school for the Careers Program (CP). We aim to be an IB Continuum World School in all four programs, as we are applying for candidature for the Diploma Program in 2021.

This is an exciting opportunity for experienced, enthusiastic and innovative teachers to join an excellent team which is committed to the all-round development of primary and secondary-aged learners.

Professional benefits of working at Hunter Valley Grammar School

Hunter Valley Grammar School believes that the quality of a school cannot be greater than the quality of its teachers. We make significant investments in the professional development of our staff and are consistently building a team of ever-more expert teachers. The successful applicants can expect to grow as effective classroom practitioners. Our Senior School provides opportunities for leadership among peers aligned with expertise and interest. Our school is well-governed, well-resourced, and well-led.

Further information

Applicants are encouraged to visit the School Website at www.hvgs.nsw.edu.au and to consider thoughtfully the ethos and values of the School.

The Position

There is currently one fixed term contract for a maternity leave cover and one Term 1 Long Service Leave position available. The Library Information Services Team consists of four Teacher Librarians and 2.0 Library technicians, offering access to an extensive range of resources relevant to the information needs of learners. The team work collaboratively with teachers to develop units of work and resources meaningful to curriculum studies.

Students in P-2 Stage-groups make good use of the Library facility built in the Junior School in 2010, while students in Years 3-12 access the services offered by the Weeks Library; the resource centre of the School.

Reading and research programs, on-line facilities, up-to-date technologies, study spaces and casual reading areas provide opportunities for students to connect with their learning on many levels.

Both Libraries are well-resourced and are integral to teaching and learning at Hunter Valley Grammar School.

Duty statement

The successful applicant is responsible in the first instance to the Head of Library Information Services.

The successful applicant will be expected to work with enthusiasm and creativity across the following areas:

Students:

- Be responsible for developing a clear knowledge of the students in their class and be able to account to parents concerning students' progress;
- Work closely with the Heads of House and Heads of Year to provide pastoral care to students. While each teacher is responsible for discipline, they should liaise with the Head of House and Head of Year for situations in accordance with well-being and behaviour policies;
- Demonstrate HVGS values when interacting with students, and promote the development of the Learner Profile attributes in students;

Content:

- Have a comprehensive understanding of NESA syllabuses;
- Demonstrate an understanding of the IB philosophy and framework;
- Be familiar with Sentral (or a similar Learner Management System);
- Be familiar with Oliver (or a similar Library Management System) and SCIS;

Teaching and Learning:

- Collaboratively plan, teach and evaluate units of work across P-12;

- Focus on embedding Guided Inquiry Design and the explicit teaching of information research and media skills;
- Support development of curriculum, resources and integration of new syllabuses;
- Advocate and support the development of reading, literacy and digital literacy with students and teachers across P-12;
- Advocate and support STEAM across P-12;

Reporting:

- Keep accurate records and follow up where anomalies occur;
- Provide written reports on students' work and progress;
- Uphold the precepts and principles as detailed in the staff handbook and Library guidelines;

Professional learning:

- Have an active professional development plan, contribute and attend all required PD sessions and staff meetings (particularly with regard to IB engagement);
- Be accredited with NESAs (or be eligible for accreditation) and preferably hold tertiary qualifications in Teacher Librarianship;

Community:

- Attend staff meetings, all school assemblies, faculty and team meetings;
- Attend parent/teacher nights, presentation ceremonies and other school functions as determined by the Principal, some being outside normal hours;
- Liaise with colleagues and refer students to other professionals within the school, e.g., to the Academic support teacher or the school counsellor, as required;
- Cultivate professional relationships with parents as primary stakeholders in our community;
- Any other duties as requested by the Principal.

Salary and conditions

Salary is paid in keeping with the MEA for Hunter Valley Grammar School.

Application

Suitable applicants should apply by using **the School's application form**. This form must be completed **in full** and all information requested must be provided. Applicants who do not use the application form will disqualify themselves from the process.

You may include other information that you feel will assist the process; however, only include information that is highly pertinent to this application and keep that material **brief. Do not** just drop a CV or Resume into the application; we require applicants to be discerning.

Applications will be received in digital form only and per email where a short introduction is expected, and the application attached as a PDF. They are to be sent to the HR team, hr@hvgs.nsw.edu.au.

Inquiries regarding the position may be directed to the Head of Library and

Information Services, Rebecca Crawley by email to crawleyr@hvgs.nsw.edu.au or by contacting the School on 4934 2444.

Applications close Monday 5 October 2020 at 5pm - applications received after this date will not be considered.

Mr Paul Teys

Principal