



**Full-time Middle School Teacher Librarian**  
**Parental leave replacement position commencing 29 April, until 13 December, 2019**  
**Keilor Campus**

**POSITION DESCRIPTION**

**ABOUT OVERNEWTON COLLEGE**

Overnewton Anglican Community College is a co-educational Preparatory to Year 12 College catering for over 2,000 students across two campuses located in Keilor and Taylors Lakes.

Overnewton Anglican Community College strives to be an inclusive learning community, providing a respectful environment where students aspire to excellence in a broad range of curricular and co-curricular opportunities. We value our Christian foundation, and the importance of parents as active members of our College family, as we work together, endeavoring to prepare each of our students to be mentally, physically and spiritually ready for life.

Information about Overnewton College is available on the College website:  
[www.overnewton.vic.edu.au](http://www.overnewton.vic.edu.au).

It is expected that all staff will support the Christian ethos of an Anglican school, be IT literate and be willing to participate in our co-curricular program.

**ABOUT THE POSITION**

Expressions of interest are invited from qualified teacher-librarians and experienced Years 5-6 teachers with outstanding literacy teaching skills and, preferably, experience working in a school library. The position will include taking library classes, running literature circles and general librarian responsibilities including borrowing desk duties.

**The teacher we are seeking will have the following qualities:**

- Enthusiasm for the ethos of the College, and a sense of excitement about learning for themselves as well as for their students
- Detailed knowledge of Australian Curriculum and VCE requirements as relevant to the position
- Demonstrated expertise in teaching at relevant levels
- Well-developed classroom management and communication skills, combined with an ability to engage students
- Excellent general teaching skills and student-centred conceptions of knowledge
- Strong understanding and appreciation of the social, relational, attitudinal, physical and cognitive development of students of the relevant age-groups
- Skills in negotiating the curriculum, managing group work and catering for a wide range of interests, learning styles and abilities

- An ability to incorporate information and communication technologies as an integral part of curriculum
- Collaborative and proactive approaches to handling day to day matters
- Willingness to contribute to Assemblies and Chapel Services

### **Conditions of employment at Overnewton College**

- All teachers will hold current registration with the Victorian Institute of Teaching (VIT).
- All Education Support Staff will hold a current Working with Children Card.
- It is expected that all staff will support the Christian ethos of an Anglican school, be IT literate and will be involved in the co-curricular program as required.
- Overnewton College is an equal opportunity employer and enforces non-discrimination and safe working policies. All staff must be aware of and able to work within Occupational Health and Safety and Equal Employment Opportunity Legislation. The College's campuses are smoke free.
- Overnewton College has a zero tolerance for child abuse and is committed to providing child safety, children's wellbeing and protecting children from abuse. Ministerial order 870 requires Overnewton College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment. All staff must comply with Overnewton College's Child Safe policies and related policies and procedures and taking all reasonable steps to promote the safety of children.

### **THE SELECTION PROCESS**

A preliminary short list of applicants will be prepared and first-round interviews conducted by a panel which will include the Head of Library and the Head of Middle School. Final appointments are made by the Principal or his delegate.

**All applicants are required to complete the appropriate application form, including additional information as specified [on the form](#).**

Applications which do not include evidence of registration with the Victorian Institute of Teachers (VIT) will not be considered.

In the first instance, enquiries and applications should be directed to:

Mrs Andrea Turner, Human Resources Assistant  
Email: [humanresources@overnewton.vic.edu.au](mailto:humanresources@overnewton.vic.edu.au)  
Telephone: 03 9334 0035

### **EMAILED APPLICATIONS PREFERRED**

*Applications will close on Monday 18 March, 2019.*

**Applications will be acknowledged by email. If acknowledgement of your application has not been received after two working days, please contact the Human Resources Assistant, Andrea Turner (Ph: 9334 0035).**



## **Information about the College**

**Our Vision:** *A community of Learners Embracing the Future*

**Our Mission:** *Overnewton Anglican Community College strives to be an inclusive learning environment with a strong Christian foundation. We value a respectful environment where students, staff and families, working together, aspire to excellence. Broad educational opportunities prepare students to serve as empowered, thoughtful, community-minded citizens.*

### **Our Values:**

Overnewton's Christian foundation binds and informs our values. All members of the community are encouraged to grow spiritually and explore their faith.

**COMMUNITY:** We are proud to belong to the Overnewton community, doing our best to contribute positively, within and beyond it. The Overnewton community includes students, staff and families, both past and present. The educational and ethical standards that are promoted have a profound effect in the wider community.

**LEARNING:** We are all lifelong learners, helping each other in our journey towards greater knowledge, understanding and wisdom.

**RESPECT:** We respect ourselves, our environment and the people who are part of our past and our present. We acknowledge the right of everyone to equality of opportunity and forgiveness for mistakes.

**EXCELLENCE:** We strive to excel in our learning, our work, our relationships and our play, making the most of every opportunity we are given.

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