Role Title	Reports to
Librarian/Tech Integration Teacher	Primary Deputy Principals

Purpose of the role
Manage and promote the use of the Primary Library, encouraging a love of reading in the school. Champion the teaching and learning of our Research Skills scope and sequence across year levels. Co-ordinate with the Secondary Librarian to ensure consistency across the phases. Take a leading role in supporting the integration of technology in the Primary classroom. This will include advising, supporting, teaching and providing appropriate PD. Collaborate with the Director of IT and the whole-school integration team to this end.

The specific duties of this position are listed below:
Library Responsibilities ● Facilitate use of the Primary Library by students on both a formal and informal basis. ● Collaborate with teachers and staff to implement the research skills scope and sequence into the curriculum. ● Provide group instruction and individual user guidance for location of resources and development of research techniques. ● Train students and teachers to develop search and retrieval skills to obtain information. ● Create a learning environment that is conducive to learning and appropriate to the maturity level and interests of students. ● Select, develop and maintain the resources within the Primary Library. ● Manage school subscriptions such as web based resources, including e-books. ● Notify teachers and students of new materials, services and equipment available in the Primary Library. ● Plan and operate computer systems for research, and circulation of the primary library collection, including staff requests and an annual inventory. ● Manage a team of library assistants, including the assistant for the primary resource room. ● Coordinate visiting authors, book fairs and other library events that promote a love of reading. **Tech Integration Responsibilities** ● Help integrate new technologies into current classroom practices to strengthen teaching and learning.

- Be aware of current trends and educational standards for technology, digital citizenship and others as appropriate, both from the Computing National Curriculum and current best practice.
- Collaborate on the successful integration of hardware, software and internet resources, in support of student learning.
- Attend Year Level planning meetings where appropriate to suggest authentic ways of integration of technology into units of work.
- Support students and teachers with the use of BISP's electronic resources, media and information, ensuring that they are used in an ethical manner.
- Coach and collaborate with teachers, moving them towards independence in curriculum integration of technology.
- Support teachers and students with the authentic use of student e-portfolios (Tapestry, Seesaw).
- Have an extensive knowledge of web 2.0 tools and be able to effectively recommend appropriate use of these.
- Provide solutions for staff to help them use technology efficiently in their jobs.
- Evaluate the appropriateness of the technology resources and activities for each year / subject area.
- Support the development of the iLearn (schools tech integration) website.
- Conduct a minimum of one after school activity per term that develops 21 Century Skills.
- Other tasks as requested.

November 2019	**KP**	