



Early Childhood and Primary Education
Secondary Education
Technical and Further Education
Vocational Education and Training
Higher Education
Adult and Community Education

**REGIONAL DIRECTORS
SCHOOL EDUCATION DIRECTORS
PRINCIPALS**

**IRC 05/18
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TEACHER LIBRARIANS

As a result of discussions between the Department of Education and Training and the NSW Teachers Federation concerning teacher librarians, the parties have agreed to bring the following information to the attention of schools.

Teacher librarians are essential teaching partners collaborating to support planning and implementing the teaching and learning program of the school.

Teacher librarian vacancies

The Department is committed to filling vacancies in schools by the appointment of permanent teachers where reasonably practical.

On a teacher librarian vacancy occurring in a school, the principal must submit a request to the School Staffing Unit for the position to be filled. Where special circumstances exist, schools may seek approval from the School Staffing Unit to fill the position on a temporary basis (for example in a one teacher school).

Supervision of senior students in secondary and central schools

The school library is an important resource for individual learning for all students, including senior high school students during untimetabled periods.

Supervision of untimetabled senior high school students is a whole school responsibility and how this supervision is provided is a matter of school organisation, timetabling considerations and the principal's judgement regarding the supervision needs of the school, which are determined at the local level.

The determination of whether untimetabled classes or students will be supervised by the teacher librarian should be made having regard to the teaching load of the teacher librarian, teaching support and access requirements for other classes and the space allocation available in the library.

Allocation of school administrative and support (SAS) staff time to school libraries

The entitlement to SAS staff in schools is based on formulae. The distribution of staff within the school is made by the principal who takes into account all the duties which need to be performed and the level of resourcing that is possible within the allocation provided by the entitlement.

In distributing the allocation of SAS staff within the school, principals should ensure that from within the school's SAS staff allocation, school libraries are provided with adequate support to enable the teacher librarian to fulfil teaching and library management responsibilities. SAS staff in the library provide valuable assistance in supporting the delivery of the school's information literacy and other learning programs.

Class free time

Release from face-to-face teaching for teacher librarians in primary schools

In accordance with the Department's policy on the provision of release from face-to-face teaching (RFF) in primary schools, full-time teachers are entitled to two hours (0.084 FTE) RFF per week or pro rata for those in part time positions (0.0168 FTE per day).

For class teachers, one hour of this RFF is provided within the school's staffing entitlement and the other hour is allocated from the school's supplementary staffing entitlements, that is from the part-time teacher and teacher librarian entitlements.

RFF for teacher librarians is allocated through the provision of class free time. The teacher librarian receives the same entitlement to RFF as other teachers, however additional staff is not required to provide release for teacher librarians as the release entitlement can be allowed for within their duties.

Principals are responsible for determining the most effective way to organise the provision of RFF to teachers, including teacher librarians, in accordance with the Department's RFF policy.

Administration time

Teacher librarians are responsible for the management of the library including the administration of resources and must be provided with reasonable time to fulfill these responsibilities.

In determining the amount of administration time consideration should be given to such factors as the implementation of new systems and size of the library. The allocation and programming of administration time should be negotiated between the principal and the teacher librarian. As a general guide, 20% of the teacher librarian's time is considered a reasonable allocation of administration time. Administration time should also be allocated in reasonable blocks of time eg minimum 30 minutes, to ensure that the time can be used in a meaningful way.

For information and support related to the role of the teacher librarian supporting curriculum, including information literacy and integrating ICT, contact Colleen Foley, Manager, School Libraries and Information Literacy, on phone 02 9886 7488.

Carolyn Synnott, Senior Industrial Officer, Industrial Awards and Conditions Unit may also be contacted for advice on 02 9561 8637.

A handwritten signature in black ink, appearing to read 'Peter Riordan', with a long horizontal flourish extending to the right.

Peter Riordan
General Manager
Industrial Relations and Employment Services
29 July 2005