

# Head of Library

## OVERVIEW

Staff at St Columba's College are called to be co-workers in the ecclesial mission of witnessing and proclaiming God's reign.

All staff members of St Columba's College are expected to support Catholic education in the spirit of Mary Aikenhead as expressed in the College's Vision and Mission statements. Leaders are expected to reflect the values of Mary Aikenhead Ministries in the way that they perform their leadership role and in the relationships they form with all members of the College community. In particular, Leaders are called to model and practice the Dimensions described in the document *By This Everyone Will Know*:

- The love of Christ Impels us
- Preferential option for the poor
- Going to the margins
- Trust in divine providence
- Called to be extensively useful
- Contemplatives in action

Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

### COMMITMENT TO CHILD SAFETY

St Columba's College is a child safe environment. Our College actively promotes the safety and wellbeing of all students, and all College staff are committed to protecting students from abuse or harm, in accordance with their legal obligations including Child Safe Standards. The College's Child Safety Code of Conduct is available on the College website. Applicants should have the following qualities and capabilities:

- experience working with children
- a demonstrated understanding of child safety
- a demonstrated understanding of appropriate behaviours when engaging with children
- familiarity with legal obligations relating to child safety (e.g. mandatory reporting)
- be a suitable person to engage in child-related work.

### PRIMARY OBJECTIVE OF THE ROLE

The Head of Library is appointed by the Principal and is directly accountable to the Head of Learning and Teaching. The Head of Library leads the operation and development of the College Library. Central to the role is an understanding of the need to support and resource staff and student learning, and to support teachers to implement a dynamic, innovative curriculum that responds to the needs of contemporary learners. The Head of Library will support the development of the learning and teaching program through team work, mentoring and role modelling for teachers and teaching teams. The Head of Library is responsible for ensuring a strong virtual presence is maintained to support student access to information outside of the physical location of the Centre.

## MAJOR AREAS OF RESPONSIBILITY

The Head of Library will:

- I support the learning program
- II support teachers in the development, planning and evaluation of curriculum units and tasks and activities related to student assessment
- III manage the operation of the Resource Centre.

## STATEMENT OF DUTIES

The following duties are aligned to the 3 major areas of responsibility of the Head of Library:

<p>Support the learning program</p>	<ul style="list-style-type: none"> <li>– Articulate the distinctive mission and strategic directions of the College in terms of developing a Library strategic plan that provides the basis for forecasting changes in facilities, staff and services.</li> <li>– Develop collaborative partnerships, within and beyond the school community, to strengthen the teaching and learning opportunities that align with the vision of the College.</li> <li>– Develop and manage appropriate resources for a learning organisation matching educational objectives with targeted resources, particularly digital resources.</li> <li>– Promote and guide teachers and students in the undertaking of resource-based inquiry learning, process learning and problem solving.</li> <li>– Provide opportunities for students to work with teachers and Library staff as individuals, in small and class groups at the point of learning need.</li> <li>– Develop an Information literacy and Digital Technology skills program.</li> <li>– Assist students to seek, critically evaluate, synthesise and present information</li> <li>– Support teachers and students to access and use a variety of resources and technologies.</li> <li>– Instruct students in the use of specialist tools and services.</li> <li>– Provide access to local knowledge networks.</li> <li>– Promote a love of reading amongst the students by enabling access to a wide variety of resources and providing opportunities for classes to discuss literature.</li> <li>– Select and process fiction and non-fiction resources that will support the teaching and learning program.</li> </ul>
<p>Support Teacher Pedagogy and Curriculum Planning</p>	<ul style="list-style-type: none"> <li>– Promote a love of reading amongst the teaching staff.</li> <li>– Support the development of Information Literacy across the College.</li> <li>– Assist in the preparation of lessons where the access, synthesis and presentation of information is required.</li> <li>– Suggest new ways of accessing and utilizing information.</li> <li>– Assist in the planning, implementation and evaluation of policies related to teaching and learning.</li> <li>– Provide staff with professional reading opportunities.</li> <li>– Provide team teaching support.</li> <li>– To work with Learning Area Leaders and teaching teams in designing curriculum to ensure that appropriate information sources and digital technologies are used and that digital technologies are integrated into the curriculum.</li> </ul>



	<ul style="list-style-type: none"> <li>- Collaborate with Head of Learning and Teaching, Instructional Leaders and Learning Technologies Leader to plan how the Library can best support and lead new curriculum initiatives and match educational objectives with targeted resources, particularly digital resources.</li> <li>- Promote the services provided by the Library to all Learning Areas.</li> <li>- Work with teachers and students in classrooms as required.</li> <li>- Provide teachers with materials to support their professional learning: curriculum statements, educational documents, professional and curriculum periodicals and other professional resources.</li> <li>- Provide assistance and guidance in using ICTs to locate and retrieve information and in developing skills needed to use the Library's systems, services and equipment to maximum advantage.</li> <li>- Induct all new teaching staff on the vision for the Library, its resources and procedures, and from time to time refresh current staff by providing the same information.</li> </ul>
<p>Management</p>	<ul style="list-style-type: none"> <li>- Provide a welcoming environment and promote the library as an engaging and vibrant centre by offering a range of activities.</li> <li>- Develop and document Library policies and practices.</li> <li>- Ensure that universally accepted library standards are consistently applied across the range of library functions, e.g., cataloguing.</li> <li>- Ensure that a collection development policy has been prepared and guides the ongoing process of analysis, selection and evaluation of budget planning.</li> <li>- Set goals and objectives with the Library team and with individual team members to ensure that the learning opportunities for staff and students are maximized.</li> <li>- Organise procedures and systems for the efficient delivery of services, including staff rosters and timetables for the use of the Library Centre.</li> <li>- Promote the use of the Library as a contemporary learning space by ensuring flexibility of interior design.</li> <li>- Devise and manage the Library budget.</li> <li>- Ensure that all equipment is regularly maintained, is available and accessible.</li> <li>- Assist Library staff to access professional development to enhance their skills to further support the key work of the College; teaching and learning.</li> <li>- Bring ideas relevant to continuous improvement to the staff.</li> <li>- Take responsibility for ensuring that staff members and students within their teams look to implement sustainability best practices within the College community.</li> </ul>
<p>Other</p>	<p>The Head of Library will, at times, be required to undertake other duties related to the role as directed by the Principal.</p> <p>In negotiation with the Principal it is possible for this role to evolve to capitalise on the individual strengths and initiative of the person in the position.</p>
<p><b>RISK AND OCCUPATIONAL HEALTH AND SAFETY</b></p> <p>The Head of Library will:</p>	

	<ul style="list-style-type: none"> <li>- comply with legislated occupational health and safety practices and participate in consultative processes</li> <li>- observe safe work practices in accordance with training and instruction given</li> <li>- identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring (Risks arising in the workplace may be financial, site, task or person specific or related to safety.)</li> <li>- promote and implement occupational health and safety and risk mitigation processes within and across this area of responsibility.</li> </ul>
<b>Team Membership</b>	Library Team Other teams or committees as required
<b>Background &amp; Qualifications</b>	Appropriate teacher librarian qualifications Post-graduate qualification in the area of learning and teaching would be an advantage (or working towards a qualification) Accreditation as a Highly Accomplished and Lead Teacher would be an advantage Be an exemplary teacher Proficiency in the use of technology Accreditation to teach in a Catholic school or teach Religious Education
<b>Other Requirements</b>	Flexibility to vary working hours to fulfil requirements of position
<b>Contract &amp; Conditions</b>	<b>Tenure:</b> 2023-2025 <b>Time Release:</b> To be negotiated with the successful applicant. A 0.3 FTE teaching allocation is included in the role. <b>POL Level:</b> POL 3 <b>Appraisal:</b> In the second year of the POL appointment <b>Direct Report:</b> Head of Learning and Teaching <b>Area of Responsibility:</b> Learning and Teaching <b>Conditions:</b> Entitlements under the Victorian Catholic Education Multi-Employer Agreement 2018 <b>Dress Code:</b> Professional Business Attire

**Authorised by:** Principal

**Date:** August 2022