



# Assumption College Kilmore

## Director of Library and Information Services

*The exponential rate of change in our world, including our sense of what constitutes knowledge & learning affects us all, and demands that we respond by developing a flexible and responsive school that encourages and supports our students to be confident, collaborative and creative learners. As Marists, in responding to the emerging needs of our students we 'face the future with audacity and hope'.*

### POSITION DESCRIPTION

The Director of Library and Information Services directly influences the quality of learning and teaching throughout the College. The Director of Library works closely with the Deputy Principal Learning and Teaching and the Learning Leaders to optimise student learning by developing a knowledge of inquiry research process, technology skills, digital citizenship in addition to ensuring a love of literature and reading.

- Reports to:** Deputy Principal – Teaching and Learning
- Collaborates with:** Leadership Team, Learning Leaders, Study Supervisors, Library and ICT staff
- Contract:** This a Position of Leadership, Level 4. As an employee of Marist Schools Australia, this is a permanent position.

### Responsibility as a Member of the Learning and Teaching Team

- Actively articulates the school's vision and mission as a Catholic school, and uses this as a wellspring in all discussion and decision-making
- Is active as an individual, or as a team member, to work towards the success of the school's Strategic Plan, providing support, stimulus and action as necessary.
- Communicates and exemplifies to staff correct procedures and processes.
- Contributes to the development of College policies and procedures.
- Seeks professional development to further their understanding of the mission of Assumption College.
- Attend teaching and non-teaching staff meetings and faculty/team meetings as required

### Responsibility as Director -Library

- Promotes a love of reading and a culture of curiosity, independent learning and active research amongst students and staff

- Ensures that the library plays an active and stimulating role in the intellectual life of the School
- Manages and oversees the day to day operation of the Library
  - Lead and manage the library team with its range of support staff
  - Ensure that the day-to-day administration of the library is efficient and that systems, resources and equipment are well maintained
  - Ensure that the Resource Centre provides an attractive environment that is conducive to learning
  - Ensure that services and facilities meet the needs of students and staff
  - Ensure that Library staff are kept up to date with developments in their fields of interest and expertise
  - Ensure that Library staff have the opportunity to participate in appropriate training
  - Assist in the recruitment of new library staff as appropriate
  - Develop policies and procedures to ensure the smooth running of all aspects of Library Services
- Manage the overall school information services
- Develop plans aligned with the college's strategy and brief the School Leadership Team on new initiatives
- Collect and review data to effectively document evidence of the school library's use and impact, and identify areas in need of improvement
- Collaborate with teachers in planning, teaching and evaluating resource-based and inquiry-based learning activities
- Promote and monitor the ethical use of information and resources and awareness of copyright laws among students and staff
- Attend Teaching and Learning departmental meetings
- Develop an information literacy skills curriculum and advocate and promote independent learning across the school.

#### Literature Promotion

- Provide an environment and atmosphere that is attractive and welcoming to students and conducive to reading
- Publicise and promote new acquisitions via the College website and newsletter and through library displays
- Promote reading and enjoyment of literature through programs, displays and other initiatives
- Link literary texts with curriculum units where appropriate

#### Educational Leadership

- Work collegially with teachers, Heads of Department and other staff to support academic life across the School
- Participate in the determination of educational goals, policies and programs for the school
- Support the active and appropriate use of digital information services within and beyond the School
- Keep abreast of current teaching and learning strategies, curriculum developments and technologies
- Seek opportunities for professional development in the areas of education, children's literature and school librarianship

#### Collection Management

- Be familiar with curriculum across the school
- Consult with staff for advice on resources needed to support curriculum delivery

- Develop the collection of both print and non-print material to meet curriculum requirements
- Develop a collection development policy to ensure that the resources meet the needs of both students and staff
- Ensure that resources are well catalogued to provide maximum accessibility
- Develop efficient library systems to ensure optimum user access to information resources both onsite and remotely
- Build web services and online learning spaces to support teaching and learning activities

#### Library Management

- Manage the Library Management System and related technology.
- Network with other teacher-librarians to support learning and teaching
- Assist with the preparation and administer the annual budget for the Library
- Develop and implement resource evaluation strategies

#### Technology

- Keep abreast of developments in the use of technology in education
- Train students and staff in the use of online resources e.g. catalogue, databases, subscription services, internet searching
- Be responsible for the ongoing development of the web page in order to provide continuous access to our digital resources

#### Management of Library Spaces

- Ensure that the Learning Resource Centre complies with WH&S standards
- Coordinate booking of Library spaces during school hours
- Be responsible for the day-to-day management of the Library such as staffing rosters and opening and closing times
- Liaise with the Business Manager - Operations on general issues such as maintenance, cleaning, etc

### **Key Selection Criteria**

#### Experience and Expertise

- A successful and proven record as an innovative Teacher Librarian or Head of Library
- Demonstrated ability to develop, lead and implement contemporary library strategies, programs, policies, operational practices and organisational design to successfully support the strategic objectives of a College in a dynamic and competitive environment.
- Demonstrated ability to adapt to changing circumstances in order to lead a library team strategically in its foundation years and beyond.
- An appreciation of the changing role of the Teacher Librarian and the Library in the education sector, and the capacity to innovate and adapt accordingly.

#### Qualifications

- Minimum Graduate and preferred post graduate qualifications in Teacher Librarianship. Eligibility for membership of ALIA and ASLA Experience as a Teacher Librarian

#### Personal Attributes

- Infectious passion for reading, literature and technology in education
- Excellent communication skills both written and oral
- Engenders mutual respect with students, staff and parents

- Flexible and responsive to the needs of the school community and driven to achieve the best outcomes for the school
- A collaborative, team player balanced with the ability to be decisive and directional where situations demand
- Model and promote lifelong learning
- Highly motivated individual with a strong 'can do' attitude
- Dedicated to creating opportunities for the use of library resources and facilities

### **Child Protection Requirements, Duties and Responsibilities**

All staff are required to be familiar with the content of our Child Protection and Safety Policy and our Child Protection Program and their legal obligations with respect to the reporting of child abuse.

It is each individual's responsibility to:

- Know, understand and abide by the Child Protection Code of Conduct and the Staff and Student Professional Boundaries Policy
- Be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the College's Child Safety Officers.
- Support a child safe environment through identifying and removing risks and promoting the participation and empowerment of children in participating in the College's child safety program.
- Report any concerns that a child may be subject to abuse to the College's Child Safety Officer, noting that this does not release the staff person from other legal and regulatory reporting obligations that may apply, namely:
  - o Obligation to report a sexual offence (Crimes Act 1958 (Vic) (s 327))
  - o Obligation to Act to Protect (49C of the Crimes Act 1958 (Vic) (Crimes Act))
  - o Obligation to Make a Mandatory Report (The Children, Youth and Families Act 2005 (Vic) (CYFA))

It is our policy that all new staff and members of the Council undergo additional screening to meet Child Protection requirements including:

- Working with children check clearance
- Relevant qualifications and registrations
- Personal identity verification and background check
- Child-connected work
- Reference check will address the persons' suitability for the working with children

### **Occupational Health & Safety**

The Allied Staff Member will:

- Perform the above duties in line with any safe work practices and processes, and conduct oneself at work in a manner that is safe to self and others;
- Encourage colleagues and others on the worksite to adhere to safe work practices;

- Support and contribute to the improvement of safe systems of work and safe work practices;
- Participate in relevant OHS&W training programs;
- Report all work related incidents and near misses which result in injuries, ill health, or property damage in writing, in accordance with the school's OHS&W policies and procedures;
- Suggest changes to eliminate workplace hazards, or minimise the risks associated with them;
- Correctly use any equipment provided for health and safety purposes;
- Follow reasonable instructions given by the school in relation to health and safety at work;
- Support the consultative processes for managing OHS&W, when opportunities arise.



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