



Marist-Sion College Position Description

Head of Learning Centre

1. Position Objective

To support innovative learning through the provision of services and resources to staff and students.

2. Key Responsibility Areas

- Manage the total operation of Learning Centre services and resources and their provision to Staff and students.
- Supervise the duties of other members of the Learning Centre Staff.
- Develop Learning Centre policies, strategies and facilities to support and enhance the College educational programs.
- Work with the Information Literacy Learning Mentor and teaching staff to plan, teach and evaluate the effective use of information literacy skills, digital resources and technologies for student learning.
- Promote Inquiry Based Learning as a framework for the development of students' information literacy skills and as the basis for systematic monitoring of students' critical and creative thinking skills.
- Be responsible for the acquisition of all Learning Centre Resources and Learning Area books, video and subscription resources.
- Manage the annual Learning Centre budget in a responsible manner.
- Investigate current and future trends to ensure optimal provision of Learning Centre services.
- Manage and further develop digital resources that will support and enhance student research in the Learning Centre Resources section of the College's learning management system.
- Implement strategies to support the Learning Centre Wide Reading program that will engage students in reading for understanding and enjoyment and further develop their literacy skills.
- Provide assistance to students and staff in the effective use of the Learning Centre and information resources.
- Assist with access to Learning Centre resources and provide supervision of student activities in the Learning Centre throughout school days, including before school, at recess, at lunchtime and after school.
- Work with the Teacher Librarians, to provide professional development of staff in the use of Learning Centre Resources.

- Work with the Teacher Librarian-Wide Reading and the Information Literacy Learning Mentor, to document Learning Centre Program activities that are integrated across the curriculum, showing their compliance with AusVels (Victorian Curriculum).
- Periodically, provide Learning Centre related information and photos to the College Publications and Events Officer for inclusion in Emmaus and the Learning Centre section of the College website.
- Engage in relevant ongoing professional development, including participation in Learning Centre networks.
- Actively participate in curriculum discussions and planning as a member of the Teaching and Learning Team (TALT).
- Oversee the management of the College digital photo collection so that it is easily accessible by Staff and students.
- Work with teaching staff, the Business Manager and the Deputy Principal: Learning, to co-ordinate and compile College Booklists.
- Negotiate with Learning Mentors, publishers and the Business Manager to provide and implement Digital Text site licenses as a replacement for hard copy texts on the Booklists.
- To co-ordinate with the Sustainable School Bookshop to provide a means for families to sell secondhand text and uniform items.
- In consultation with the Deputy Principals, to arrange for a suitable Student Planner each year.
- Co-ordinate provision of teaching staff planners each year.
- Act as House Tutor (Leader of a Vertical Home Group) within Loreto House.
- Any other duties as directed by the Principal, Deputy Principals or Business Manager.

3. Conditions of employment

The Conditions of the Victorian Catholic Schools and Catholic Education Offices Multi-Employer Agreement apply to this position.

The position will attract a POL2 allowance.

Revised: 17 August 2016