



Marist-Sion College – Warragul

Position Description

Library and Information Services Leader

Marist-Sion College, Warragul, is a Catholic co-educational secondary school, inspired by the traditions of the Marist Brothers and the Sisters of Our Lady of Sion.

Our mission is to provide an **innovative education** which **integrates faith, learning and life** in a **welcoming community**.

STATEMENT OF DUTIES

Position Objective

The Library and Information Services Leader is responsible to the Principal, through the Deputy Principal – Student Learning Culture and Growth and Directors of Learning. The Library and Information Services Leader is responsible for the overall direction and management of the information resources throughout the College. The role includes the management and the direction of the Louise Humann Library (College Library).

The Library and Information Services Leader works closely with the Curriculum Implementation Team (CIT) as a Learning Area Leader, to provide high quality programs and resource services. The Library and Information Services Leader works to inspire enthusiastic learning resources offered to both our students and teachers. This includes supporting both students and staff to utilise the most suitable learning resources including e-learning resources and library resources.

The Library and Information Service Leader engenders a high level of alignment with the College's vision, mission and policies among staff, while promoting a spirit of mutual support and responsibility. Along with all school leaders, the Library and Information Service Leader actively supports the College's work in faith and mission and undertakes professional learning related to these areas.

Employment Category: Teacher

Classification: Position of Leadership

Classification level: Level 2

Release: 1440 minutes per cycle

Campus Location: Warragul

Agreement: Diocese of Sale Catholic Education Limited Schools and Secretariat Agreement 2022

Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.

STATEMENT OF DUTIES

Organisational Relationships	<p>Reports to: Deputy Principal – Student Learning Culture and Growth</p> <p>Teams: Curriculum Implementation Team</p> <p>Supervises: Library Technician and Library Assistant</p> <p>Internal Liaisons: Principal, Deputy Principals, Directors of Learning, Administration staff, Teaching and Non-Teaching staff of the College and students. Committee member of the College Literacy Collective.</p> <p>External Liaisons: Members of the College community, employers and the general public.</p> <p>Agreement: Diocese of Sale Catholic Education Limited Schools and Secretariat Agreement 2022</p>
Responsibilities	<p>Catholic Identity and Religious Education</p> <ul style="list-style-type: none"> • Model the College’s Mission, Values and Vision through leadership both within the Library, to all staff and students and the broader community. • Ensure Literacy based programs are promoted within the library to ensure opportunity exists for faith to be integrated into learning. • Create a welcoming and inclusive environment for all students, families, staff and community partners. <p>Expert Teacher Practice</p> <ul style="list-style-type: none"> • To have a comprehensive knowledge of matters relating to the management of a library, information services and of current developments in learning and teaching pedagogy. • To lead teachers to achieve desired the educational outcomes. • To be a highly effective teacher who is able to model best practice and assist learning strategies through the use of information services. • Demonstrate expert teacher practices including an appropriate teaching load (determined by the Principal) within the classroom and/or specialised programs. <p>Improved Student Outcomes</p> <ul style="list-style-type: none"> • Set learning and teaching goals with the Library staff to develop a culture that strives to achieve goals. • Monitor formative, summative and anecdotal qualitative and quantitative data to measure student learning growth, seeking ways to support students to improve learning outcomes. • Foster collegial responsibility for continual improvement in teaching strategies and learning outcomes in a team environment. • Collaborate in the design and delivery of engaging and targeted activities that promote the curriculum and broaden students thinking. • Foster opportunities for enrichment, talent development and excellence. • Liaise with the Directors of Learning to highlight “at risk” students. • Encourage the inclusion of eLearning for both students and staff. • Liaise with external Resource providers to ensure all subject area Textbooks and E-learning resources are available for Learning Areas to support student learning and outcomes.

STATEMENT OF DUTIES

	<ul style="list-style-type: none"> Oversee library programs to ensure that all students are taught the necessary skills to use the facilities to achieve effective learning outcomes across Learning Areas.
Child Safety	<ul style="list-style-type: none"> Create and nurture a safe and supportive learning environment for students, families, staff and community partners. Report Child Safety Concerns to the Deputy Principal Wellbeing, Safety and Partnerships and the Principal. Assist teachers in the Learning Area to fulfil their responsibilities for occupational health and safety. Placing the physical and psychological safety of the students a high priority through fulfilling the responsibilities in the Child Safety Code of Conduct and College policies related to the safety and wellbeing of students, including the reporting of child safety concerns and suspected abuse to the Deputy Principal - Wellbeing Partnerships and Safety or the Principal.
Professional Development	<ul style="list-style-type: none"> Be actively engaged in professional development in your area of work. Be actively engaged in researching areas of interest relevant to directions provided in the school's strategic plan. Continue to develop ICT skills on platforms to support work.
General Duties	<p>Leadership for Learning</p> <ul style="list-style-type: none"> The Library and Information Services Leader is responsible for ensuring the relevance of Library and Information Services programs within the context of identified school priorities. Provide access to information resources through efficient and well-guided systems for organising, retrieving and circulating resources, including increased access to technology (hardware, software and data). Provide specialist assistance to students using the school library resource facility for independent reading, viewing and listening and researching. Maintain a high level of professional knowledge. Manage and lead Library and Information Services staff to maximise the effectiveness of the service. Chair regular meetings with the library staff to discuss learning initiatives and programs. Help plan and implement activities and programs that require a whole school focus for the library, including monthly themes, Literacy Week, NAIDOC Week and other areas that promote Literacy and Community Awareness. Liaise with the teaching staff to ensure that the available resources are appropriate for the teaching and learning in all areas. Promote the effective integration of electronic information resources and learning technologies into the curriculum. Ensure students are exposed to a range of genres in both print and digital formats.

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	<ul style="list-style-type: none"> • Undertake rostered supervision of the library and reception desk duties. • Collaborate with teachers and the Louise Humann Library staff to deliver inquiry-based learning opportunities. • Maintain a focus on the information literacy of students within curriculum planning. • Promote literacy development through a range of programs and activities for all students. • Oversee use of the Library system ensuring relevance to the College community and the ability to access relevant information including online resources. • Participate in the development of an annual budget and supervise its expenditure. • Lead professional development in the Library and Information Services Area by offering professional development activities at designated times during the year. • Consult with the Deputy Principal Student Learning Culture and Growth and Directors of Learning, establish priorities and provide appropriate resources. • Lead and support team members to maintain stock control. • Demonstrate and support exemplary teaching practice that makes effective and innovative use of ICT in curriculum design and implementation. • Research into current and emerging pedagogies and technologies. • Collaborate with teachers to develop ways to integrate the use of digital resources, new technologies and applications into the curriculum. • Work with relevant staff to contribute to the implementation of the Strategic Plan for the development and resourcing of ICT. • Promote models of learning and classroom organisation that make effective use of eLearning and ICT in learning and teaching. • Formulate and implement policies appropriate to a library within a school community. • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. • Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal. • Demonstrate professional and collegiate relationships with colleagues. • Other duties as directed by the Principal and the Deputy Principals.
Skills/Attributes	<ul style="list-style-type: none"> • Display a high degree of accountability and efficiency in the carrying out of the duties for this position. • Able to competently carry out multi-tasking duties both in immediate and longer-term situations. • Be approachable and responsive to teachers. • Demonstrate professionalism and confidentiality appropriately. • Use of email, online systems and IT communication tools. • Excellent interpersonal and collaborative skills, and an ability to be able to effectively communicate with students, parents, teachers, external agencies and support structures.

STATEMENT OF DUTIES

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| | <ul style="list-style-type: none">• Demonstrated ability as an effective, reflective classroom teacher and user of contemporary pedagogy, practice and resources.• Demonstrates comprehensive knowledge of contemporary educational research, theory and practice in curriculum and assessment.• Ability to contribute critically and constructively to the development of College policies and procedures. |
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Selection Criteria

SELECTION CRITERIA	
1. Commitment to Catholic Education	<ul style="list-style-type: none">• Understanding of and commitment to Catholic Education.• Ability and willingness to support the College's Catholic ethos.
2. Commitment to Child Safety	<ul style="list-style-type: none">• Experience working with children.• Commitment to and understanding of child protection and child safety issues in schools.• Demonstrated understanding of appropriate behaviours when engaging with children.• Be a suitable person to engage in child-connected work.• Demonstrated understanding of Mandatory Reporting.
3. Qualifications	<ul style="list-style-type: none">• Relevant training qualification or a record of quality teaching practice in the Learning Area.
4. Teaching Expertise	<ul style="list-style-type: none">• Broad understanding of curriculum and of modern and effective active learning and teaching approaches.• Ability to promote innovative teaching practice which meets the needs of student across a broad range of abilities.• Ability to utilise formative and informal data to improve the effectiveness of teaching and learning practices.• Ability to encourage, support, lead and coach staff within the Learning Area in pursuit of the College's pursuit of excellence in learning.• Ability to help others to make productive use of learning technologies.• High level interpersonal and communication skills, including the ability to work as an effective team member.• Well-developed organisational skills and a record of reliability in the completion of tasks.• Ability to arrange for the effective provision of adequate and appropriate resources and to attend to the managerial aspects of the role, e.g. booklists, budgets, organising benchmark competitions, etc.