



LEADER OF LIBRARY INFORMATION & DIGITAL INNOVATION

ROLE TENURE:	2027 – 2029 (3 -Years)
POSITION OF LEADERSHIP:	POL Level 3
TIME ALLOWANCE:	18ppc (74mins)
APPRAISALS:	Annual Growth Review Meeting Summative Leadership Growth Review (Year 2)
REPORTING RELATIONSHIPS:	Reports to: <ul style="list-style-type: none">❖ Assistant Principal: Learning & Teaching❖ Principal
TEAM:	Member of the Learning & Teaching Team

OVERVIEW

All staff members of Marian College are expected to actively support Catholic education in the Brigidine tradition, as articulated in the College's [vision and mission statements](#). Staff are required to embody the values of Kildare Ministries in their professional conduct and in the relationships they foster within the College community. 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.

ROLE DESCRIPTION

The Leader of Library, Information and Digital Innovation leads a vibrant, inclusive and future-focused learning hub that inspires curiosity, reading, research, creativity and innovation across the College.

This role strengthens the connection between library services, digital learning and emerging technologies, supporting students and staff to access, evaluate, create and use information ethically, critically and effectively. Working collaboratively with teachers and leaders, this Leader builds capability in reading culture, information literacy, digital literacy and AI literacy, while supporting purposeful innovation in teaching, learning and professional practice.

CHILD SAFETY

At Marian College, safeguarding students is a collective responsibility of all staff engaged in child-related work. Our dedication is reflected in the comprehensive policies and procedures on our Child Safety webpage. All staff must adhere to our [Child Safety Code of Conduct](#). Any violations of school policies or codes of conduct will result in appropriate actions by the College.

KEY RESPONSIBILITIES

Leading the Library as a Centre for Learning

- ❖ Lead the strategic direction, daily operations and ongoing development of the Library as a vibrant centre for reading, research, inquiry and innovation.
- ❖ Collaborate with leaders and staff to enact Strategic Plan and Annual Action Plan priorities through the development of innovative programs that foster reading, research, digital literacy and responsible use of emerging technologies.
- ❖ Lead the Resource Centre as a dynamic learning hub that supports literacy, inquiry, innovation and student success.
- ❖ Manage Library resources, spaces and services to maximise engagement, accessibility and learning outcomes.
- ❖ Curate engaging physical and digital collections that inspire literacy and lifelong learning.
- ❖ Ensure Library practices are contemporary, inclusive, accessible and future-focused.
- ❖ Ensure Library policies, procedures and collections reflect contemporary learning needs, child safety, inclusion, accessibility and responsible resource management.
- ❖ Partner with teachers to embed information literacy, research skills and academic integrity across the curriculum.
- ❖ Promote ethical and responsible use of information, digital technologies and emerging AI tools.
- ❖ Foster student engagement in reading, inquiry, creativity and innovation through targeted programs and experiences.
- ❖ Promote student voice and agency in Library initiatives and learning opportunities.
- ❖ Coordinate events and programs that celebrate literacy, learning, creativity and a culture of curiosity.
- ❖ Lead initiatives that strengthen reading culture and encourage a love of literature across the College.
- ❖ Use data, feedback and emerging trends to evaluate Library programs and inform continuous improvement.
- ❖ Develop partnerships with authors, libraries, educational organisations and community groups to enrich student learning opportunities.
- ❖ Champion innovation and emerging technologies that enhance learning, creativity and student engagement.


Leading Digital & AI Literacy

- ❖ Lead the development of digital and AI literacy across the College.
- ❖ Support teachers to understand and use artificial intelligence purposefully, ethically and appropriately in teaching, learning, assessment and professional practice.
- ❖ Develop resources, guidance and professional learning to support safe and effective AI use.
- ❖ Monitor emerging digital and AI tools, trends and risks, and provide informed advice to College leaders and staff.

Leading Staff Growth and Innovation

- ❖ Build staff capability in using Library resources, digital tools and AI to enhance learning.
- ❖ Provide coaching, professional learning and practical support for staff in the use of information, research and emerging technologies.
- ❖ Celebrate and share effective practice in digital innovation, AI use, inquiry learning and resource-rich teaching.
- ❖ Work collaboratively with Learning Area Leaders, Pedagogy Coaches and other key leaders to support innovation that improves student learning.

Leading Team, Systems and Operational Management

- ❖ Lead, support and develop Library staff to ensure effective service delivery and a strong team culture.
 - ❖ Oversee Library operations including, supervision, borrowing systems, cataloguing, resource management and learning space use.
 - ❖ Use data and feedback to drive continuous improvement.
 - ❖ Ensure clear communication with staff, students and families regarding Library services, digital resources and relevant learning initiatives.
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Other Duties

- ❖ Communicate key initiatives, achievements and priorities through College communication channels, including the Newsletter, Staff Connect and other publications.
- ❖ Develop and administer the budget in collaboration with the Principal and the Business Manager.
- ❖ Contribute to the preparation of compliance, accreditation and reporting requirements for relevant educational and government authorities.
- ❖ Commit to ongoing professional development in your area of work.
- ❖ Undertake other duties related to the role as directed by the Principal.

WORKPLACE HEALTH & SAFETY

- ❖ Comply with legislated occupational health and safety practices.
- ❖ Observe safe work practices in accordance with training and instruction given.
- ❖ Identify, report and address risks and hazards to promote a safe working environment.
- ❖ Implement and promote occupational health, safety and risk management practices

KEY SELECTION CRITERIA

1. Demonstrated commitment to Catholic education and the Mission, Vision, Values and charism of Marian College.
2. Demonstrated capacity to provide strategic leadership that drives meaningful improvement and positive outcomes for students, staff and/or the wider College community.
3. Demonstrated ability to lead innovation and change through planning, engagement and implementation.
4. Excellent interpersonal, organisational and communication skills
5. Demonstrated ability to use data, evidence and research to inform decision-making and drive improvement.
6. Demonstrated capacity to build relationships and lead high-performing teams.
7. Commitment to professional growth, reflective practice and continuous improvement.

QUALIFICATIONS & EXPERIENCE

- ❖ Victorian Institute of Teaching Registration.
- ❖ Relevant Library qualification (or working towards).
- ❖ Accreditation to Teach and to Teach Religious Education or Lead in Catholic School (or working towards)
- ❖ Educational Leadership Experience an advantage.

Marian College is committed to the creation and maintenance of a child safe school environment. The care, safety and welfare of students are embedded in policies and procedures which ensure a commitment to zero tolerance of child abuse.