Marian College

Library and Information Services Leader

POSITION:	**LIBRARY AND INFORMATION SERVICES LEADER**
REMUNERATION SCALE:	**AS PER CEMEA 2022** **POSITION OF LEADERSHIP LEVEL 2**
TENURE:	**3 YEARS 2024 – 2026**
TIME RELEASE:	**TEACHING ALLOCATION NEGOTIATED** **WITH THE SUCCESSFUL APPLICANT**
REPORTS TO:	**PRINCIPAL** **ASSISTANT TO THE PRINCIPAL – LEARNING AND TEACHING**

OVERVIEW

All staff members of Marian College are expected to support Catholic education in the Brigidine tradition as expressed in the College's vision and mission statements. Leaders are expected to reflect the values of Kildare Ministries in the way that they perform their leadership role and in the relationships they form with all members of 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**.**

PRIMARY OBJECTIVE OF THE ROLE

The Library and Information Services Leader leads the operation and development of the Marian Resource Centre. They are responsible for the development and maintenance of a relevant, responsive and dynamic information service for the College community. Central to the role is an understanding of the need to support and resource staff and student learning. The Marian Resource Centre is to be a place of welcome where a love of learning and inclusion are engendered. The Library and Information Services Leader is responsible for ensuring a strong presence is maintained to support student access to information inside and outside of the physical location of the Centre. They will support the development of the learning and teaching program through teamwork, mentoring and role modelling for teachers, teaching teams and students.

MAJOR AREAS OF RESPONSIBILITY

The Library and Information Services Leader will:
  I. support learning and teaching
 II. ensure that the Marian Resource Centre is a vibrant learning environment
III. lead the provision of Information Services
 IV. support the development of research services
  V. provide leadership in all areas of the Marian Resource Centre

STATEMENT OF DUTIES

The following duties are aligned to the 5 major areas of responsibility of the Library and Information Services Leader:

Learning and Teaching	– promote and develop with teachers a scope and sequence of information literacy instruction and skills development – collaborate with teachers to develop programs and lessons which develop high impact teaching strategies and a variety of contemporary literacies, including collaborative tools, searching skills, filtering, sorting, evaluating and contextualising of information – facilitate the development of innovative programs supported by sound research, to provide a wide variety of learning opportunities for students – promote professional development programs for staff, students and the wider community in conjunction with the Digital Innovations Leader – work within the Marian community to promote and develop a vibrant reading culture, including a wide range of media and texts: print and non-print, textual and visual, traditional and online, canonical/literary and contemporary/pop-culture – work collaboratively with teachers and learning teams to research, access, develop and present curriculum resources – work collaboratively with College leaders to build appropriate reading texts accessible by students, staff, and the wider community – maintain a sound understanding of high impact and collaborative teaching practices – develop and teach skills-based programs in collaboration with classroom teachers – foster an environment where learners are encouraged and empowered to read, view, listen and respond for understanding and enjoyment – promote engagement with literature and authors reflecting a variety of cultures and themes
Learning Environment	– set goals with the Resource Centre Team aligned with the AAP and SIP to ensure that the learning opportunities for students are maximised – continually evaluate and assess physical and virtual learning spaces to ensure exciting, engaging and productive learning environments are created and maintained – instigate and implement appropriate technological innovation – lead the implementation of programs to attract staff, students and the wider College community to use the Resource Centre – develop an information-rich learning environment that supports the needs of the College community – strive to ensure equity of access across the College community
Information Services	– ensure effective use of the information resources through the provision of efficient systems and services for the organisation, storage and circulation of resources – provide students with learning contexts, processes and skills as well as opportunities for wide reading, personal growth and development of information literacy competencies – develop and maintain print and non-print resources to meet curriculum requirements – support the understanding, development and implementation of information and learning technologies for lifelong learning – plan, evaluate, develop and provide access to information resources through a range of media – provide advice and support to staff, students and the wider community to maximise their efficient use and knowledge of available information resources
Research Services	– apply contemporary research principles and practices to support research projects – provide targeted research assistance to staff to support and inform learning and teaching practice
Leadership	– ensure that the Resource Centre's policies and procedures reflect the College's Mission and Vision – lead and manage all aspects of the Resource Centre team (including human resources, financial management, quality management, strategic planning, operational requirements)

	– develop, document and publish library resource centre strategies, goals, practices and policies – develop and articulate the vision, strategy, ideas, work and planning process that structure the regular and ongoing evaluation of existing practices, technology, information systems, research methods, policies and staffing and which take account of the future directions of information management and technology – develop a service-oriented approach to the delivery of library services to all members of the Marian community – supervise and oversee the direction and day-to-day operations of the Resource Centre – energise stakeholders and sustain their commitment to changes in approaches, processes and strategies – motivate staff by communicating goals and performance expectations, ensuring appropriate training in work and organisational skills and give recognition for valued performance and celebrate achievements – identify and implement professional learning opportunities and programs for the Resource Centre team to ensure that practices are future-focused and support pedagogy and planning – organise procedures and systems for the efficient delivery of services, including staff rosters and timetables for the use of the Resource Centre – manage and support Resource Centre Team Members in effectively meeting the requirements of their role description – meet regularly with the Resource Centre Team in formal meetings – maintain links, develop partnerships and work closely with key stakeholders in both the College and library circles – maintain a quality management system and associated documentation, ensuring compliance with relevant operations manuals – assist in the planning, implementation and evaluation of policies related to learning and teaching, for example, policies related to academic integrity and plagiarism – organise and/or support the celebration of key events in the College, including Book Week – develop and support a Help Desk for the College community
Other	– the Library and Information Services Leader will, at times, be required to undertake other duties related to the role as directed by the Principal – 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

QUALITIES AND CAPABILITIES
The successful candidate will demonstrate a comprehensive range of the following:

Commitment to Child Safety
- an understanding and familiarity with legal obligations relating to child safety (e.g. mandatory reporting)
- an understanding of appropriate behaviours when engaging with children and adolescents
- a suitable person to engage in child-connected work

Commitment to Justice
- a respect for the mission, identity and values of Kildare Ministries in the Brigidine Tradition as lived at Marian College
- incorporate justice in all areas of College life and as such be an enabler for the Kildare Ministries Vision for Living Justice, Living Peace
- ensure that staff members and students look to implement sustainability best practices within the College community

Dispositions
- an openness to learning in all situations
- willingness to continue to develop as a professional in the area of learning and teaching and school leadership

- collaborative participation in professional relationships
- a strong commitment to teamwork
- an ability to monitor accountability

Attributes
- a leadership style that is enabling and nurtures the growth of others through sharing and skills
- the capacity to persevere in complex and stressful situations
- a proven capacity to work independently and calmly in the face of changing priorities, deadlines and pressures
- a sense of humour and appreciation of the appropriate use of humour
- confidence and enthusiasm for the College and its community
- sensitivity when working with people from diverse cultural backgrounds

Knowledge and Skills

- extensive knowledge about contemporary information literacy, learning technology and pedagogical practices
- understanding about different frameworks informing approaches to curriculum design and planning
- capacity as an exemplary and innovative teacher
- capacity to provide leadership characterised by a desire for continuous improvement, reflective thinking and innovation
- excellent organisational skills leading to effective, efficient and accountable work practices
- the ability to work collaboratively, flexibly, independently and creatively in a demanding environment
- highly developed interpersonal and communication skills demonstrating the ability to liaise and communicate effectively with people at all levels and from varying backgrounds
- the capacity to maintain professional relationships within the College community and with other organisations on behalf of the Principal where necessary
- excellent capabilities in the use of digital technologies
- the ability to integrate habits and practices of ongoing review and evaluation to ensure continuous improvement and development of the role and the learning and teaching program

RISK AND OCCUPATIONAL HEALTH AND SAFETY
The Library and Information Services Leader will:
- comply with legislated occupational health and safety practices and participate in consultative processes
- observe safe work practices in accordance with training and instruction given
- 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.)
- promote and implement occupational health and safety and risk mitigation processes within and across this area of responsibility

KEY COMMUNICATIONS

INTERNAL	**TEAMS**	**EXTERNAL**
SLT	Learning Programs Team	SLAV
Instructional Leaders	Instructional Leaders (as required)	
Learning Associates	Learning Technologies Team	
APLT		
Digital Innovations Leader		
Transition and Community Leader		

Background & Qualifications	Appropriate teacher librarian qualifications Extensive teaching experience

Other Requirements	VIT Teacher Registration (preferable) Flexibility to vary working hours to fulfil requirements of position Professional business attire
Contract & Conditions	Tenure: Teacher position: Ongoing. Position of Leadership: 3 Years 2024 - 2026 Conditions: Entitlements under the Victorian Catholic Education Multi-Employer Agreement 2022

AUTHORISED BY: PRINCIPAL
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