

Head of Resource Centre

POSITION:	Head of Resource Centre
REPORTS TO:	Principal
ROLE TENURE:	2025 – 2027
FTE:	1.00
CONDITIONS:	Catholic Education Multi-Employer Agreement 2022

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 Head of Library 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 Head of Library 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.

CHILD SAFETY

All staff members must be familiar with and comply with the Marian College child-safe policy, code of conduct, and any other related policies or procedures. Demonstrating a duty of care to students in relation to their spiritual, physical, and mental wellbeing is paramount. Staff are expected to implement strategies that promote a healthy and positive learning environment, understand child safety standards and obligations, including mandatory reporting, and exhibit appropriate behaviors when engaging with children. Any concerns relating to child safety must be reported immediately. Any violations of school policies or codes of conduct will result in appropriate actions by the College.

RESPONSIBILITIES:

LEARNING & 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 Marian College community is committed to promoting the safety, wellbeing and inclusion of all students



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.

ACCOUNTABILITIES FOR ALL STAFF @ MARIAN COLLEGE

GENERAL:

- Demonstrate alignment and support for the Catholic, Kildare Ministries and Brigidine ethos of the College.
- Develop and maintain positive relationships with staff, students, parents and the wider College community.
- Actively engage in and support the College's continuous improvement initiatives by collaborating with colleagues and participating in school improvement planning.
- Understand and adhere to all relevant KM/KEM and College policies and procedures.
- Participate in relevant staff meetings, assemblies, College masses, community days, and professional learning sessions.
- Uphold a duty of care for students' physical and mental wellbeing.
- Follow the College's professional dress code.
- Participate in College community evenings and events as appropriate.

RISK AND OCCUPATIONAL HEALTH AND SAFETY:

- Comply with legislated occupational health and safety practices.
- 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.

OTHERS

- Commit to ongoing professional development in your area of work.
- Be open to researching areas of interest guided by the College School Improvement Plan.
- Other duties as directed by the Principal.

KEY SELECTION CRITERIA

1. Experience in Catholic schools is desirable Leadership.
2. Understanding of the theory and practice of leading a contemporary secondary school library.
3. Proficient in relevant information and communication technologies.
4. Strong leadership skills: communication, team building, problem-solving, conflict resolution, and formative feedback.
5. Excellent organisational and time management abilities.
6. Positive approach to leadership, including qualities such as initiative, enthusiasm and flexibility.
7. Understanding of contemporary evidence-based pedagogies, including literacy and information skill development.
8. Expertise in building positive relations with students and student management

QUALIFICATIONS

- Post graduate qualification in education
- Current, full registration with Victorian Institute of Teaching (VIT)
- Accreditation to Teach/Lead in a Catholic School
- Accreditation to Teach Religious Education (an advantage)

Additional Note: This role description is flexible and may change based on the applicant's skills and the College's needs in consultation with the Principal. It aims to highlight key responsibilities without limiting the position's scope.