

# Library and Information Services Leader



## Preamble

St Joseph's College is a Catholic boys' school in the Salesian tradition. The Library and Information Services Leader shares in the responsibility of fostering a sense of unity, growth and development within the College. The Library and Information Services Leader must demonstrate a sound understanding of the Catholic ethos of the College and the Salesian principles of leadership. Actions should reflect the values and teachings of Don Bosco and represent best practice in the delivery of teaching and learning programs. This role is outward-facing in that Library and Information Services must respond to the needs of 21<sup>st</sup> Century learning.

## General Responsibilities

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 direction of the Chieri Resource Centre (College Library). The Library and Information Services Leader works closely with the Teaching and Learning Team, Learning Area Leaders, Level Learning Leaders and subject teachers in providing high quality programs. The Library and Information Services Leader works to inspire enthusiastic, effective teaching within each subject, ensuring that resources, talents and facilities are fully and effectively utilised in achieving the Learning and Teaching Goals and Annual Action Plan in line with the Strategic direction of the College.

## Qualities

The Library and Information Services Leader is required:

1. 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.
2. To lead teachers to achieve desired the educational outcomes.
3. To be a highly effective teacher who is able to model best practice and assist teachers to develop their pedagogy.
4. To work collaboratively with members of the Chieri Resource Centre Team.

## Duties

The Library and Information Services Leader is responsible for ensuring the relevance of Library and Information Services programs to the College's Teaching and Learning policies and practices.

- Maintain a high level of professional knowledge.
- Chair regular meetings with the library staff to discuss learning initiatives and programs.
- Forward Agenda and Minutes of meetings to the Principal, Deputy Principals and Chieri Resource Centre staff.
- Help plan and implement activities and programs that require a whole school focus for the library, for example Literacy Week.
- 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.
- 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.
- Undertake rostered supervision of the library and reception desk duties.
- Collaborate with teachers and the Chieri Resource Centre staff to deliver inquiry-based learning opportunities.
- Maintain a focus on the information literacy of students within curriculum planning.
- Promote literacy development.
- Oversee use of the Library system ensuring relevance to the College community and the ability to access relevant information including online resources.
- Further develop and oversee programs that extend the students' use of Chieri.
- Participate in the development of an annual budget, and supervise its expenditure.
- Purchase resources according to the College's Purchasing procedure through the Finance Team.
- Attend professional learning activities to ensure professional development.
- Support and explain College policies in learning matters to Learning Area teachers.
- Lead professional development in the Library and Information Services Area by offering professional development activities at designated times during the year.
- Manage and lead Library and Information Services staff to maximise the effectiveness of the service.
- Ensure that all resources are returned to the Chieri Resource Centre as appropriate.
- Consult with the Principal and Deputy Principals, establish priorities and provide appropriate resources.
- Provide information to facilitate transition of students from one year level to the next.
- Ensure that all communications to teachers, students and parents are of the highest quality.
- Maintain stock control.
- Support the leadership of the ethical and effective use of technology across all areas of the school.
- 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.
- Support the provision of access to current research into ICT.
- Promote and encourage the use of the College's ICT resources.
- Conduct ongoing evaluation of ICT technologies in relation to their educational potential.
- Develop strategic partnerships both within the school and the wider community to enhance the provision of ICT across the curriculum.

- Work with relevant staff to ensure resources are accessible anywhere/anytime (students and teachers).
- Work with staff to develop and teach programs that enable students to develop 21<sup>st</sup> Century skills (focus on **Information Fluency** – ask, access and acquire, analyse, apply, assess – with inclusion of **Media Fluency** – creation of digital products, developing technical skills).
- 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.
- Assist with the development of models for the effective use of ICT, incorporating hardware and software and teaching approaches within each area, and a strategic plan for their widespread implementation.
- Raise staff awareness of the need for students to acquire information skills and the importance of resource-based learning in acquiring these skills.
- Develop and implement a consistent approach to information skills at all year levels.
- Ensure that students become effective users of information through the development and implementation of an Information Skills Program.
- Instruct, supervise and assist students in the use of information resources and technology.
- Promote the effective integration of electronic information into student learning.
- Fulfil an appropriate teaching load (determined by the Principal) within the classroom and specialised programs delivered within the Chieri Resource Centre/classrooms.
- Other duties as determined by the Principal or delegate.

#### **Key Performance Indicators**

1. Display a high degree of accountability and efficiency in the carrying out of the duties for this position.
2. Able to competently carry out multi-tasking duties both in immediate and longer-term situations.
3. Be approachable and responsive to all members of the College including the staff of the Chieri Resource Centre.
4. Demonstrate strong evidence of commitment and contribution to the effective running of the Teaching and Learning Team.
5. Show initiative and enthusiasm in all matters relating to curriculum development at the College.
6. Be able to establish and maintain a positive spirit and good order in the Library and Information Services Area.
7. Be continually striving to improve the academic results through the provision of high quality Library and Information Services.

#### **Criteria for Selection**

1. Proven record as a skilled educator.
2. Support and participation in the faith life of St Joseph's College including commitment to the Salesian ethos of the College.
3. Evidence of a commitment to acquiring 'Accreditation to Teach in a Catholic School', actual 'Accreditation to Teach in a Catholic School' or 'Accreditation to Teach Religious Education in a Catholic School'.
4. Ability to effectively lead a team of staff within the Chieri Resource Centre.
5. Ability to promote a healthy learning environment which promotes best practice and excellence in student learning outcomes.
6. Knowledge and understanding of contemporary practices and policies related to 'teaching and learning' and 'student wellbeing'.
7. Well-developed interpersonal skills including organisation and communication.
8. Ability to work effectively both independently and as part of a team.
9. Commitment to ongoing professional learning.

#### **Terms and Conditions**

Terms and conditions are as outlined in the '*NEW AGREEMENT*' for Registered Teachers. Salary is set out in the Award according to years of experience and qualifications. The position is POL 2 and minimum time release of 560min per week. The tenure is two years. The position reports to the Deputy Principals.

Qualifications: Current registration as a teacher with formal qualifications related to 'Library and Information Services' or equivalent e.g. Teacher Librarian.

The Library and Information Services Leader will participate in a formal Appraisal Process in the final semester of the first year or the first semester of the second year of appointment and this will include a review of the learning programs offered.

The Library and Information Services Leader is required to participate in a Middle Leaders Program usually in the first year of the appointment. This program is normally delivered in modules at the College.

The Library and Information Services Leader is required to participate in professional learning in order to be able to effectively lead and develop the teaching and learning program.

This Leadership position requires involvement in school community activities outside designated school hours and participation in planning times during some school holiday times and attendance at the College Open Days.

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