



LIBRARY LEADER

POSITION DESCRIPTION

Sacred Heart Girls' College is a Catholic faith community enriched by the Our Lady of the Missions charism; a community where students are at the heart of all that we do.

We commit to honouring the uniqueness and gifts of each person by:

- Celebrating and strengthening our Catholic identity, history and heritage
- Creating an authentic, challenging, collaborative and safe learning environment
- Building a culture of excellence
- Adopting ethical and responsible practices that ensure sustainable use of resources
- Working in partnership with parents and the broader community

The Library Leader is appointed by the Principal and is responsible to the Deputy Principal Learning and Teaching for ensuring that the Library is a dynamic centre of learning. The role involves promoting and supporting the delivery of contemporary curriculum, teaching, and learning practices in alignment with educational best practices. The Library Leader fosters a culture of inquiry and critical thinking by enabling students to become effective and discerning users of information. Additionally, the role nurtures a lifelong love of literature and reading across all members of the College community. The Library Leader will provide **cultural, educational, human** and **technical** leadership to the relevant team.

The Library Leader holds a significant position of leadership within the College and as such is expected to support the mission, vision and values of the College as articulated in the College Mission and Vision Statements.

The Library Leader will provide students with a child-safe environment and be familiar with and comply with the school's child-safe policy and code of conduct and any other policies or procedures relating to child safety.

KEY RESPONSIBILITIES

CULTURAL LEADERSHIP

- Provide students with a child-safe environment
- Be a positive role model and actively and publicly promote and support the College, its mission, vision and values
- Where appropriate, share with the Principal and members of the College Leadership Team in being a presence in the school and the wider community
- Foster a positive learning culture within the team that is compatible with the College ethos and expectations
- Foster and promote an atmosphere in the Library which is welcoming and conducive to learning and which provides opportunities to engage, stimulate and challenge students
- Actively and publicly advocate for the Library as a learning centre.

Specific Duties

- Support members of the College Leadership Team in working with the College community in implementing the Strategic Plan and the School Improvement Plan
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Regularly report to the Deputy Principal Learning and Teaching on learning and teaching matters pertaining to the Library
- Promote and showcase student work and library programs and services through various College forums, publications and online platforms
- Work with the Deputy Principals in relation to the organisation of relevant activities and events that occur at the whole school and year levels within and outside school hours
- Participate in Library network meetings and relevant professional associations

EDUCATIONAL LEADERSHIP

- Develop a vision for exemplary practice and student engagement in relation to library programs and services informed by the College Strategic Plan
- Demonstrate passion, expertise and excellence in teaching as it pertains to the Library as a centre of learning
- Implement and/or oversee innovative learning and teaching programs that ensure improved learning outcomes for every student
- Plan and work collaboratively with Learning leaders and subject teachers to ensure effective provision of educational resources and integration of information literacies and technologies into student learning
- Lead the development and implementation of a consistent approach to information literacy and academic integrity across the College
- Promote and support the development and implementation of staff professional learning programs to enhance learning and teaching particularly in the areas of information literacy, academic integrity and literature
- Keep abreast of contemporary best practice approaches to learning and teaching as they pertain to innovations in pedagogy and technologies influencing library services
- Actively support initiatives and activities associated with library programs and services

Specific Duties

- In consultation with the English Learning Leader develop a Year 7 – 9 library skills and literary contexts learning program
- In collaboration with other Library and teaching staff, plan and support subject specific learning activities, research assignments and the delivery of information literacy skills to ensure student learning is maximised
- Work with colleagues to ensure College expectations within Library classes are met
- Ensure the seamless integration of relevant digital technologies in library services and programs
- Ensure the provision of adequate materials and resources for the Library
- Work with Learning Leaders to develop and deliver curriculum initiatives and to support the teaching and learning needs of the College
- Support the Deputy Principal Learning and Teaching in the compilation of book lists and hire book program
- Plan and implement library orientation programs for students

HUMAN LEADERSHIP

- Demonstrate the capacity to reflect on one's own leadership performance and style
- Demonstrate excellent interpersonal skills and facilitate processes that ensure collaborative consultation, effective communication, sensitivity and respectful responses to student learning needs in a variety of settings
- Encourage and build leadership capacity of members of the team
- Implement innovative, inclusive programs that are responsive to student, parents and community needs
- Provide a climate conducive to professional discourse and collaboration

Specific duties

- Meet regularly with the Library Team on matters relating to learning and teaching
- Develop and monitor an Annual Action Plan and goals
- Provide dynamic, innovative and effective leadership of the Library department
- Support subject teachers to fulfil their responsibilities and the College expectations with respect to learning and teaching
- Support subject teachers to ensure Library classes are safe learning environments
- Initiate and encourage professional learning for self and members of the Library

TECHNICAL LEADERSHIP

- Be responsible for the implementation and ongoing review of Library policy and procedures
- Lead, co-ordinate and manage the Library Team
- Maintain records in accordance with College policy and practices
- Demonstrate high levels of organisational and administrative skills
- Plan, develop, organise and co-ordinate programs and processes relating to the curriculum, learning and teaching as they pertain to the Library as a centre for learning
- Liaise closely with relevant people such as Learning Leaders, subject teachers, Learning Diversity staff and VCE Leader
- Oversee the selection, acquisition and maintenance of resources, including digital, appropriate to the needs of the college community

Specific duties

- Manage the day to day operations of the Library
- Ensure that all resource materials are catalogued, processed and made accessible to the College community
- In consultation with other Library staff, ensure the Library collection is regularly assessed and reviewed to ensure materials and resources are relevant and up to date and redundant materials are removed
- Oversee the management of the College Hire Book System
- Contribute to the planning, organisation and running of relevant co-curricular activities such as subject weeks, competitions and displays
- Maintain records in accordance with College policy and practices
- Keep agendas and minutes of Library meetings
- Prepare and manage the Library budget and expenditure

VARIATION TO THE ROLE

The Principal, or delegate may assign other duties from time to time, which are broadly consistent with the role or vary the Position Description, after consultation, in response to the changing needs of the College.

TERMS AND CONDITIONS

The successful candidate will be provided with a Staff Handbook that sets out the expectations and requirements of employment at the College. Child protection legislation requires preferred applicants to be subject to employment screening. Sacred Heart Girls' College supports the principles of equal opportunity employment and encourages diversity in the workplace.

Reports to	Deputy Principal Learning and Teaching
Internal Liaisons	VCE Leader, Learning Leaders, Learning Diversity Team, Literacy Leader, Numeracy Leader, Teachers, Students
Conditions	POL 2 with 12 periods per cycle time release. There is a teaching component connected to this role. Salary and conditions are in accordance with the Victorian Catholic Education Multi Enterprise Agreement 2022
Appointment Time	Initial appointment - 4 years 2026-2029