



# STAR OF THE SEA COLLEGE, BRIGHTON

## Library Learning Leader Role Description

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### OVERVIEW

The Presentation Sisters established Star of the Sea College in 1883. The College has a rich tradition of educating women to take on the world, work for justice and make a difference. Since 2014 Star of the Sea has been a member school of Kildare Ministries.

The College's Educational Charter, developed in collaboration with teachers, students and parents, provides the framework for this role description.

The *Sr Josepha Dunlop Library* is an environment in which Star's vision for learning and teaching comes to life through access to resources that support information gathering reflection, critique and challenge.

The Library Services Leader sets the tone and direction for the Library's services, staff and users. The role is integral to student learning and successful curriculum delivery.

All staff members are expected to support the College's mission to empower young women to engage in critical reflection leading to positive action for our world. The College community's success is shaped by their energy, skills, talents and shared sense of mission.

In addition, the expectation is that all staff support the Catholic Ethos of the College, work with the Leadership Team in ways respectful of the Catholic and Presentation spirit of the College, support the College's Mission statement and assist in the implementation of the Strategic Plan and College Improvement Plan.

Star of the Sea College promotes the safety, wellbeing and inclusion of all students.

### MAJOR AREAS OF RESPONSIBILITY

The Library Services Leader has the following four major areas of responsibility:

- information management and Library administration
- supporting the College's learning and teaching priorities and the *Education Charter*
- promotion of information literacy across the College
- fostering collaboration and partnerships between the Library Services team, teachers and students to support student learning and wellbeing



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### DUTY STATEMENT

Duties are aligned to the Library Services Leader's four major areas of responsibility

<p><b>Library Management &amp; Administration</b></p>	<p>In accord with the ALIA/ASLA Standards of Professional Excellence for Teacher Librarians, the Library Services Leader has the responsibility to</p> <ul style="list-style-type: none"> <li>• develop and promote the provision of library services across the College</li> <li>• create a warm, welcoming learner-centred environment</li> <li>• foster a culture of collaborative service delivery</li> <li>• oversee the administration of the Library ensuring efficient, effective and timely service delivery</li> <li>• lead and coordinate the Library Services team to provide a high standard of service to staff and students</li> <li>• meet regularly with the Faculty Leaders and staff to discuss curriculum initiatives, and the Library Services team to plan Library programming</li> <li>• prepare and administer the Library budget</li> <li>• set short and long term priorities for the Library</li> <li>• oversee the maintenance of the Library environment including equipment and furniture</li> </ul>
<p><b>Enhancing Learning &amp; Teaching</b></p>	<p>Supporting the College's learning and teaching priorities and the <i>Education Charter</i> requires the Library Services Leader to:</p> <ul style="list-style-type: none"> <li>• be informed and proactive about current curriculum priorities and College themes by             <ul style="list-style-type: none"> <li>– being familiar with the different subject areas in order to support teachers with resources</li> <li>– working collaboratively with staff to identify relevant and appropriate resources</li> <li>– working with the eLearning Leader to ensure the effective</li> <li>– integration of resources and technologies into student learning</li> <li>– ensuring the Library Services team is involved in the provision of resources to support the learning program</li> <li>– actively maintaining currency with new resources, emerging technologies, information literacy skills and applications</li> </ul> </li> <li>• provide a range of good literature suitable for adolescents</li> <li>• expose students to a range of genres in both print and digital formats</li> </ul>



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<p><b>Promoting Information Literacy</b></p>	<p>The Library Services Leader takes the lead role in developing and implementing a consistent approach to information literacy and skill development across all year levels at Star of the Sea. This involves:</p> <ul style="list-style-type: none"> <li>• raising staff awareness of the need for students to acquire information skills and the importance of resource-based learning in acquiring these skills</li> <li>• assisting students to effectively and critically access information through the development and implementation of an information skills program</li> <li>• being aware of literacy skills and strategies promoted within the curriculum and apply these within the Library</li> </ul>
<p><b>Team Leadership</b></p>	<p>Fostering collaboration and partnerships between the Library Services team to support student learning and wellbeing requires the Library Services Leader to:</p> <ul style="list-style-type: none"> <li>• stay abreast of changes and directions relevant to education and library services</li> <li>• facilitate access to appropriate professional development for members of the Library Services team</li> <li>• be a member of relevant professional associations and forums</li> </ul>

### CRITERIA FOR EFFECTIVE LEADERSHIP

The effective performance of the Library Services Leader will be due to their capabilities across a comprehensive range of the following:

#### Attributes

- respect for the mission, identity and guiding principles of education in the Presentation tradition at Star of the Sea College
- a tenacious and resourceful capacity for hard work
- a deep love of literature
- exceptional trustworthiness and reliability
- perseverance, sensitivity, courage and patience in the face of complex and difficult situations
- optimism, confidence and enthusiasm when motivating others



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### **Dispositions**

- collaborative and flexible participation in professional settings
- openness to change and to learning in all situations
- a high level of discretion when handling confidential and sensitive information
- empathy and commitment to the learning needs of Star of the Sea's students

### **Knowledge & Understandings**

- a thorough understanding of information management systems for libraries
- an up-to-date knowledge of the state and national curriculum
- knowledge of the appropriate avenues and resources for seeking information, support and clarification for the Library's services and business
- understanding of the need for accountability
- understanding the appropriateness of communication with the Leadership Team when managing difficult staff and student or parent issues

### **Skills & Capabilities**

- a proven record in Library services
- the ability to form teams and sustain teamwork throughout the term of the appointment
- demonstrated ability to communicate clearly, personably and effectively
- excellent capabilities in the integration of ICT in contemporary educational settings
- the ability to work collaboratively, flexibly, independently and creatively in a demanding environment
- the ability to implement effective and efficient work practices across the Library
- the ability to locate information quickly and accurately
- the capacity to negotiate
- the capacity to multi-task and pay close attention to detail
- the capacity to reflect on one's leadership performance and style
- the capacity to maintain professional relationships within the College community and with other organisations on behalf of the College where necessary



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### NOTES

- The Library Services Leader will, at times, be required to undertake other duties related to the role as directed by the Principal or the Deputy Principal (Learning & Teaching).
- It is expected that the Library Services Leader undertakes regular professional development in order to maintain a high level of awareness of current trends in the major areas of responsibility associated with the role.
- 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.
- The Library Services Leader is expected to comply with legislated occupational health and safety practices and participate in consultative processes to ensure workplace safety for staff and students.
- provide students with a child-safe environment
- be familiar with and comply with the College's child-safe policy and code of conduct, and any other policies or procedures relating to child safety

### CONDITIONS OF EMPLOYMENT

<b>Direct Report</b>	Deputy Principal (Learning & Teaching)
<b>Tenure</b>	Ongoing
<b>Date</b>	2021
<b>Qualifications</b>	Appropriate Degree: Librarian or Teacher Librarian Accreditation to teach in a Catholic School preferred Criminal Record Check Valid Working with Children card
<b>Salary</b>	Entitlements under the Victorian Catholic Schools Multi Employer Agreement (2018)
<b>POL</b>	3
<b>Approved By</b>	Principal