



Head of Library Services

Position Description

Created by: Principal

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POSITION TITLE	Head of Library Services
DIRECT REPORT	Principal
AWARD	Lutheran Education (Victoria Schools) Multi Schools Enterprise Agreement 2023
CLASSIFICATION	Remuneration commensurate with experience and as classified in the MEA <i>School Officer – Grade C, Resources Stream</i>
LOAD/TENURE	Full-time 42 weeks/year + 4 weeks Annual Leave taken inclusive of annual close-down period. As per Annual Working Arrangements Roster and signed Employment Contract
REQUIREMENTS	<p>Bachelor's degree in information Services or equivalent. If not, then working towards this qualification.</p> <p>Possess relevant work history and experience in information services.</p> <p>Have or be able to work towards obtaining and/or maintaining First Aid Certification (HLTAID009 & HLTAID011).</p> <p>Support and comply with Victorian Child Safe Standards.</p> <p>Support the Christian Ethos of the college and meet all expectations outlined in the Staff Code of Conduct.</p>
POSITION OBJECTIVE/PURPOSE	<p>The Head of Library Services at Trinity Lutheran College plays a pivotal leadership role in supporting and directing the library's strategic direction and daily operations. Integral to the college mission is the support of the International Baccalaureate (IB) program, aimed at developing inquisitive, knowledgeable, and caring young people who are motivated to succeed.</p> <p>The purpose of this role extends to harnessing the library's resources and services to foster an environment that is conducive to the inquiry-based learning approach central to the IB philosophy. An IB Library is designed and focused on maximizing its effectiveness to combine people, places, collections and services that aid and extend learning and teaching. This involves curating a collection and developing programs that not only support the broad and balanced curriculum but also encourage learners to journey in their learning to explore, inquire, and reflect developing their IB Approaches To Learning (ATL), Learner Profiles and multiliteracies within a global context. The Head of Library Services will ensure that the library remains a dynamic space where learners can access diverse and relevant information resources, enhancing their understanding of the world and contributing to their development as independent, critical thinkers.</p>

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Moreover, the Head of Library Services is tasked with integrating technology and digital literacy across all aspects of the library's offerings, thereby equipping learners with the skills necessary to navigate the complex information landscape of the 21st century. This role emphasises the importance of ethical research practices (in line with the college Academic Integrity Policy), critical evaluation of information sources, and the creative application of knowledge, aligning with the IB's goal of fostering lifelong learners.

By promoting a culture of reading and inquiry, the Head of Library Services will play a crucial role in supporting the college's commitment to the IB program. This includes providing a foundation for learners to excel in their studies and in their personal growth, preparing them to make meaningful contributions to a global society. Through collaboration with college leaders and educators, coupled with engagement in the broader college community, the Head of Library Services will ensure that the library remains at the heart of learning, reflecting the values and aspirations of Trinity Lutheran College and the International Baccalaureate program.

WORKING ARRANGEMENTS

This position is full-time and during school terms with an additional two weeks of work at peak times during some school holidays throughout the academic year. Each year a revised and specific working arrangements letter will be issued outlining term dates, starting and finishing times, professional development days and any processes for mutually agreed additional variation to hours should needs be identified.

- Minimum weekly hours: 38 (rostered between 8:00 am – 4:45 pm)
- Minimum number of weeks (School Terms): 42

KEY RESPONSIBILITIES

Literacy Enhancement

- Seek out and support initiatives to maintain literacy as a central focus, coordinating with educators to facilitate class borrowing, reading sessions, and interactive literacy activities designed for comprehensive engagement in reading, viewing, and listening.
- Work collaboratively with PYP, MYP and DIL to resource and catalogue whole college curriculum enhancement programs.
- Champion the promotion of new and suitable reading materials, catering to the diverse interests and needs of the learning community.
- Organise and support reading-focused events such as Premier's reading Challenge, Book Fairs and visits from authors to foster a college-wide culture of reading.
- Encourage and incorporate feedback from learners on literature preferences, ensuring their voice plays a significant role in the selection of reading materials.
- Cultivate a profound love of reading, emphasising its importance for personal and academic growth.

Curriculum Support

- Work collaboratively with Head of Schools, IB Coordinators, Director of Innovation and Learning and teaching staff to integrate library resources and information literacy skills into the curriculum, developing a cohesive information literacy, research, referencing, and ATLs.
- Plan and deliver joint educational activities with library assistants and college leadership to enhance learning outcomes through the strategic use of library resources. This may involve collaborative planning with classroom teachers to ensure library sessions reinforce and expand on classroom

topics.

- Providing support and assistance for staff and learners with MYP personal and community projects as well as PYP Exhibitions.
- Guide both learners and educators in the application of information systems and digital technologies within the curriculum, promoting innovative learning methods.
- Support the integration of innovative ICT and resource-based learning strategies into teaching and learning processes, supporting the curriculum with relevant technological resources.
- Assist teaching staff in accessing a diverse array of resources to enrich their curriculum units, facilitating both physical and digital access to information.

IB Support

- Collaborate with IB coordinators to align library resources and services with the IB framework, ensuring that the library collection supports the diverse needs of IB learners across all subject areas.
- Facilitate interdisciplinary connections by identifying resources and developing curriculum materials that bridge multiple IB subject areas, fostering holistic approaches to learning and encouraging learners to make meaningful connections across disciplines.
- Seek feedback from IB coordinators, teachers and learners on the effectiveness of library resources and instructional support in meeting IB curriculum goals and use this feedback to inform ongoing resource development and enhancement initiatives.
- Liaise with IB coordinators and Director of Innovation and Learning to support the five major IB policies and guidelines.

Community and Wellbeing Support

- Lead and contribute to the organisation of annual library events such as Book Week, leveraging personal strengths as directed.
- Provide supervision and support to learners before, during, and after school hours, contributing to a safe and nurturing environment.
- Engage in reading mentorship, fostering a culture of reading and lifelong learning among the learner community.
- Demonstrate a commitment to learner care and wellbeing, prioritising child safety and a supportive educational atmosphere.
- Facilitate weekly co-curricular/clubs and break time activities, creating engaging and inclusive literary experiences.
- Develop and maintain the library's social media presence, promoting library resources and events to the college community.
- Support and curate with other staff a suitable parent resource collection.

Library Systems

- Coordinate circulation desk duties, including resource borrowing, returns, reservations, and shelving, ensuring a welcoming and efficient user experience.
- Manage the administration of Library Services systems, including library management platforms and digital resources.
- Organise training sessions for learners and staff on the use of library systems at the beginning of the academic year and provide ongoing support to ensure proficiency and effective use of library resources.

Resource/Collection Management

- Support and, where directed, oversee aspects of textbook hire, coordinating closely with educators, suppliers, and publishers.
- Creating and implementing strategies to foster an international flavour in the library collection that includes texts in first languages for learners.

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- Conduct evaluations of the library's resource collections to ensure alignment with curriculum needs and learner interests, involving the selection, acquisition, and management of resources.
- Oversee stocktaking and collection management processes to maintain an updated and relevant library collection.

Administrative Excellence

- Ensure the efficient and effective administration of the library, implementing processes and policies that support the smooth operation of library services

Learning Environment Cultivation

- Create and maintain an inviting and stimulating library environment that serves as a central hub for learning, showcasing learner achievements and providing general information for the college community.
- Actively promote the library's resources, information sources, and services within and beyond the school community, utilising budgeting, planning, and online platforms to enhance visibility and access
- Design and implement displays, flyers, and promotional materials for the Library, both physical and digital, to stimulate interest and participation in library programs.

Team Supervision and Management

- Oversee the work of library aides, ensuring efficient resource processing, job allocation, and time management, fostering a productive and cooperative team environment.

Upholding College Values and Professional Standards

- Act as a professional and inspiring role model for the community, embodying Trinity Lutheran College's Christian ethos and values.
- Foster a Christ-centered, supportive atmosphere within the library through active participation in and leadership of worship and devotions.
- Adhere to the college's dress code and comply with Lutheran Education Australia (LEA) staffing policies, embracing the principles for maintaining a respectful and values-driven environment.
- Maintain discretion, sensitivity, and confidentiality in all interactions and duties.

Additional Responsibilities

- Explore and guide the development of historical archives within the library, acknowledging the importance of preserving and accessing the school's history as part of its information resources.
- Report to the Principal, working under their guidance to fulfill the library's strategic objectives and support the college's educational mission.
- Undertake other duties as directed by the Principal, adapting to the evolving needs of the college and leveraging personal skills and experiences to benefit the library and its community.

SELECTION CRITERIA

Educational Support and Innovation

- Exhibit a comprehensive understanding and practical experience in modern library services, emphasising efficient and user-centric procedures and practices.
- Demonstrate proficiency with contemporary Library Management Systems and digital resources, ensuring a seamless and accessible library experience for all users.
- Experience in developing and managing library collections and educational programs that support the curriculum and learner engagement.

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- Literature Advocacy*
- Showcase a proven track record in supporting a diverse community of learners, including young people, staff, and parents, fostering an inclusive and welcoming environment.
 - Display a deep knowledge and enthusiasm for children's and young adult literature, contributing to the cultivation of a rich literary culture within the college community.
- Supervision and Team Engagement*
- Demonstrate a strong commitment to teamwork, actively contributing to a collaborative library environment that values innovation, support, and shared goals.
 - Proven skills with the ability to inspire and manage team members in a collaborative and dynamic environment.
- Learner and community Engagement*
- Illustrate an ability to engage with young individuals in a manner that is positive, respectful, and supportive, embodying and upholding the college's core Christian values and educational ethos.
 - Demonstrated ability to engage the school community in the library's services and programs, promoting a culture of reading and lifelong learning.
- Personal Commitment and Community Integration*
- Commitment to promoting literacy and continuous learning.
 - While not mandatory, a strong personal alignment with Christian values and active engagement in the Christian faith is highly valued, reflecting the mission and community spirit of Trinity Lutheran College.
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COLLEGE CONTEXT

COLLEGE MISSION

At Trinity Lutheran College, we are guided by the gospel of Jesus Christ to nurture and challenge each individual learner to grow into an inquiring and compassionate global citizen with a heart to serve, shape and enrich the world. We aim for quality in all that we do. This is reflected in our foundation text:

“I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit; apart from me you can do nothing.” (John 15:5)

COLLEGE VISION

To be united Christ-centered learning community, passionate about learner outcomes and committed to understanding and respecting each other.

ABOUT TRINITY

Trinity Lutheran College, located in Mildura, is a vibrant Prep to Year 10 co-educational institution embedded within the Lutheran tradition of education. The College is dedicated to fostering an environment where every learner is encouraged to achieve their utmost potential. In this community, learning is regarded as a lifelong journey, embraced by all members.

As an authorised world school for the International Baccalaureate (IB) Primary and Middle Years Programmes, Trinity Lutheran College is at the forefront of delivering an inquiry-based educational experience. This approach encourages learners to engage deeply with their learning process, promoting critical examination, investigation, and reflective thinking within a supportive framework. The college is committed to contemporary education, encouraging staff to continuously evolve as learners and researchers, thereby embodying exemplary pedagogical practices.

Central to the college's ethos is the nurturing of each individual's unique abilities, guiding them to recognise their innate talents and aspire to excellence. These efforts are grounded in the core values of FAITH, KNOWLEDGE, and HONOUR, which are integral to the community's way of life, influencing how members interact, learn, and coexist.

Building positive relationships within a safe, inclusive and compassionate environment is a key focus at Trinity. The college employs restorative practices to address conflicts, emphasising the importance of repairing, rebuilding, and restoring harmonious relationships. This approach fosters a cohesive community spirit and promotes mutual respect among learners and staff.

Preparing learners for the future is a significant goal of Trinity Lutheran College. The curriculum is designed to cultivate inquiring minds, creativity, resilience, and a commitment to personal and academic growth. The college values the strong partnerships formed with families, inviting parents and caregivers to actively participate in the educational journey.

Trinity Lutheran College offers a comprehensive program that ensures learners receive a solid academic foundation, are proficient in technology use, understand and appreciate their cultural heritage, and participate in sports and recreational activities. Leadership is fostered at all levels, providing learners and staff with opportunities to take responsibility, demonstrate initiative, and collaborate effectively.

Trinity Lutheran College is committed to being a Child Safe organisation. Trinity Lutheran College has a zero tolerance for child abuse and is committed to acting in children's best interests and in keeping them safe from harm. Trinity prioritises a child safe environment and actively seeks to ensure that we meet all legal obligations including the Child Safe Standards. The College policies in relation to child safety and being a safe community are available on the College website.

The College welcomes all educators who share a passion for learning and a dedication to making a meaningful difference in the lives of learners.

Trinity Lutheran College is an Equal Opportunity Employer.
