

Leader of Information Resources

R-12



LORETO
COLLEGE

www.loreto.sa.edu.au

Role	Leader of Information Resources R-12
Position	Teacher Librarian R – 12
Terms	Permanent full-time
Commencement Date	29 April 2019
Position of Responsibility	POR 2
Responsible to	Deputy Principal

About Loreto

Loreto Mission

The Mission Statement for Loreto Schools of Australia states:

A vigorous belief in the capacity and responsibility of women to contribute significantly to society and to the church underlies the emphasis in our tradition on the education of girls.

It builds on Mary Ward's conviction that 'women in time to come will do much' and is inspired by her independence of spirit, her strength of mind, her tenacity and her courage in breaking new ground. Yet, for all her passion to redress an imbalance, her fundamental belief was that men and women alike found their deepest truth and ultimate value in God. There is still an urgent need today to recreate the vision of what it is to be fully human, for men as well as women. It is therefore our task to educate beyond the stereotypes. It is our hope that those involved in our schools will act freely, courageously and in a spirit of collaboration to affirm the dignity of each individual and to further the cause of human rights.

This is our vision: that Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.

All Loreto schools in Australia share the same set of values: freedom, justice, sincerity, verity and felicity. These values are at the heart of our educational philosophy and shape our identity as a school.

Position Overview

The Leader of Information Resources R-12 is a key position in the academic and wellbeing program of Loreto College. The Leader of Information Resources R-12 directly influences students' love of reading and learning. They foster students' sense of inquiry, assisting them to become critical, creative and collaborative thinkers. The Leader of Information Resources R-12 helps to facilitate student skill and knowledge building as well as enhance digital and information literacy across the College.

The Leader of Information Resources R-12 will provide leadership for the York and Micklegate Libraries (Learning Centres/Hubs) and undertake line management responsibilities to the Library Assistants.

The Leader of Information Resources R-12 reports directly to the Deputy Principal and is responsible for leading and modelling best practice with regard to School Library services.

The Leader of Information Resources R-12 will undertake teaching as required duties across the College R-12.

Key Competencies

The Leader of Information Resources R-12 is required to demonstrate the following Key Competencies:

Leadership	A high capacity to lead self and others in the delivery of Information Resources, both physical and digital resources, together with other initiatives
Communication	Excellent skills in communicating to staff, students and parents through the gathering and delivery of information and resources
Developing Others	A high capacity in developing others in their professional growth and development
Planning and Organising	Excellent planning and organisational skills, demonstrating the ability to balance resources, timelines and priorities to achieve objectives.
Problem Solving and Decision Making	Excellent skills in problem solving and decision making, including the ability to analyse a situation, identify alternative solutions and make appropriate decisions
Collaboration	A high capacity to lead and work with others in achieving common goals, objectives and outcomes
Continuous Learning	An ongoing commitment to learning and self-development, particularly in relation to Information Resources, best library practice as well as girls' education

In addition to teaching duties, when required, the Leader of Information Resources R-12 is responsible for:

Area	Responsibilities and Expectations
Leadership of Information Resources	<ul style="list-style-type: none"> • leading and managing the York and Micklegate libraries with a priority to providing a high quality, welcoming, responsive and proactive library service; • leading innovation in the College libraries, promoting a lifelong love of learning, literacy and an appreciation and enjoyment of reading and literature; • leading the use of the information process as a framework for the development of information skills and as the basis for systematic monitoring of students' development as information users; • maintaining literacy as a high priority, engaging students in reading, viewing and listening for understanding and enjoyment; • leading staff awareness of the need for students to acquire information skills and of the importance of resource-based learning in developing these skills; • leading and encouraging suitable Information Resources enrichment opportunities both within and external to the College; • developing and leading strategies which effectively utilise current and emerging technologies to enhance learning; • exposing students to a range of genres and mediums including: print, film, digital and other media formats; • promoting best quality literature and authors including those recognised through literary awards; • promoting texts that reflect a variety of cultures and themes; • assisting and advising students and teaching staff in relation to digital citizenship including the social and ethical issues of academic integrity and plagiarism, copyright and digital rights management (DRM), online safety and security; • collaboratively planning and teaching units of work with Junior School teachers and secondary subject and class mentor teachers to develop information literacy; • assisting in delivering teaching programs that cater for students' individual skills and interests and provide additional assistance to students with special needs; • collaborating with teachers to develop literature based reading programs; • maintaining clear processes for the managing of the library collection, including collection development and review to ensure their relevancy to the curriculum, student and staff needs; • ensuring emerging technologies and resources are at the forefront of provisions for the College community; • ensuring the efficient operation of the library management system and continuous development of Loreto Connect; • providing support and assistance to students and staff in critically sourcing, researching, locating, selecting and using appropriate resources in curriculum planning and delivery and student independent study;

	<ul style="list-style-type: none"> • promoting library services, acquisitions and events across the College, organising Book Week activities, inviting authors, illustrators and story tellers to work with students;
Personal Leadership	<ul style="list-style-type: none"> • knowing and implementing the College Strategic Plan, school policies and other legislative requirements including those that ensure child safety; • using the Loreto Transformation Model in order to facilitate change management initiatives for the betterment of the College; • contributing ideas and experience to the development of the College's curriculum offerings through regular participation in Learning Leaders' meetings and other forums; • engaging in professional development opportunities or associations relevant to Information Resources, girls' education and girls' learning needs; • establishing links with other schools, universities and organisations to share resources, information and expertise that benefits teaching and learning in the College; • supervising of Library Assistants including the annual review of these staff; • creating a work environment for library staff that facilitates high levels of engagement, teamwork and development; • conducting library meetings with set agendas and minutes; • keeping library staff fully informed of College and broader educational developments; • maintaining and taking responsibility for allocated areas of Loreto Connect; • preparing and overseeing the annual budget in conjunction with the Deputy Principal; • communicating to the school community on matters of Information Resources interest via such means as Loreto Connect, the school website, newsletter; • encouraging staff professional development and membership of professional associations; • engaging in reflective review with the Deputy Principal;
Mission and Ethos	<ul style="list-style-type: none"> • know, accept, embody, and develop the Loreto mission and values; • have a commitment to, and a clear understanding of, the ethos of a Catholic School and the Loreto charism of Mary Ward; • fully support the Catholic ethos by taking part in staff and student prayer, retreats, social justice activities and voluntary service; • role model Christian values in all dealings with students, staff and parents; • attending relevant school functions and events; • maintain confidentiality at all times and demonstrating high professional standards within the College and community; • provide consistent public support both within and outside the College for school-wide policy initiatives and strategic plans; • support and uphold the College's policies and procedures and the Child Safety Code of Conduct;

Person Specification

Essential Requirements

Knowledge and Skills Required

- Demonstrate specialist knowledge of information, resources, technology and library management
- An extensive literature repertoire and knowledge of how to promote and foster reading
- Experience in developing quality online information services
- Exemplary teaching practices, with proven classroom management practices
- Comprehensive knowledge of current educational issues, curriculum frameworks and national standards as they apply to secondary schooling
- Demonstrated ability to address students' varying intellectual, emotional and physical abilities in teaching practice and pedagogy

Personal Qualities

- Excellent communication skills, both written and verbal, that can be used effectively with staff, students and parents
- Demonstrated planning, organisation and time management skills
- The ability to foster positive learning environments.
- Excellent interpersonal skills underpinned by the Loreto values
- Willingness to contribute to the co-curricula program

Qualifications

- Relevant tertiary qualifications and/or experience related to the teaching responsibility required by the position
- Teacher Librarianship qualifications allowing membership of the Australian School Library Association
- Be registered to teach in South Australia and hold a current South Australian Teacher's Registration Board Certificate

Applications

Applications for the position of Leader of Information Resources R-12 should be addressed to:

Dr Nicole Archard
PRINCIPAL
Loreto College
316 Portrush Road
MARRYATVILLE SA 5068

The position is a permanent full-time position. The position is to commence on 29 April 2019.

Terms and Conditions

- Relevant tertiary qualifications and/or experience related to the teaching and librarianship responsibilities required by the position.
- All applicants must be registered to teach in South Australia and hold a current South Australian Teacher's Registration Board certificate.
- All applicants will be required to undergo a federal police check and undertake mandatory notification training and Basic Casualty Care. Please attach any relevant certificates to your application.

Included with your application

Please provide copies of the following documents:

- Address each of the Selection Criteria outlined in the position description.
- Your Curriculum Vitae
- The names, addresses and full contact details of three referees who may be approached.
- All applicants will be required to complete an Applicant Declaration Form for School Employees which is available on our website. This Form must be submitted with your application.

Closing Date

Applications close at 9.00 am on Wednesday, 20 February 2019