

Library Team Leader

POSITION DESCRIPTION



Title	Library Team Leader
Position of Leadership	POL2
Time Fraction	Full time
Commencement	27 January 2023
Length of Tenure	Three years

"Young people need good teachers, like visible angels"
(MTR 5.1, Med 206.1)

The Library Team Leader is responsible to Director of Learning and Development – Digital Learning for the management of the College's libraries and library services, in accordance with College policies and procedures. The position works within the spirit of the Lasallian ethos, as outlined in the De La Salle College Mission Statement, Vision and Values statements.

ROLE PURPOSE

The Library Team Leader supports the mission, vision and values of the College community and the College's Lasallian tradition wherein respect is the foundation for all relationships. She/he leads, manages and works collaboratively with Library staff to deliver innovative, effective and efficient library services for staff and students across the three College campuses.

The Library Team Leader is both a teacher and an information manager. They should have a knowledge of pedagogy, information literacy, literature for students, the Victorian Curriculum, VCE and differentiated learning. The Library Team Leader must have an extensive knowledge of resource management in all its myriad forms: information services, learning environments, and current information and communications technologies (ICTs). Necessarily, the Library Team Leader is an excellent teacher who models the principles of lifelong learning and who undertakes an active role in curriculum design, implementation and support. The Library Team Leader supports and promotes a whole school focus on the implementation of information and ICT literacy.

KEY AREAS OF RESPONSIBILITY

1. Information Services

- Design and deliver programs and services to assist students and staff with their information and research needs;
- Promote the role of the library and disseminate information about its resources, facilities and services;
- Contribute to students' understanding of the role of information skills and resources for lifelong learning;
- In consultation with the Director of Learning and Development - Digital Learning, develop and manage digital resources and resource systems in relation to library services.

2. Curriculum Liaison

- Collaborate with classroom teachers to develop meaningful activities that integrate information literacy;
- Consult with teachers to identify and evaluate information resources appropriate to their learning and teaching programs;
- Remain up to date with the core curriculum components of each Year Level/Learning Area;
- Work with staff and students to develop a culture of reading and to enhance literacy skills
- Attend relevant College meetings in order to monitor current and future curriculum priorities and the adequacy of library resources;
- Regularly evaluate and build the library collection in light of input from staff and students;
- Promote an understanding of the essential relationship between reading ability and academic success.

3. Staff Management

- Provide active leadership for all those involved in the delivery of Library services. This will include mentoring, collaborating and the sharing of information so that staff motivation is at an optimum level to encourage continuous improvement in the quality of service delivery;
- Build and foster a collaborative team within the library staff;
- Monitor the workloads and performance of staff, recommend ongoing staffing requirements and respond to issues of concern;
- Encourage and support the professional knowledge, training and learning of library staff;
- Facilitate information sharing on matters pertaining to curriculum, College events, student and staff resource needs, and innovative library services, practices and products;
- Manage the rostering and fulfilment of staff circulation and reference desk duties;
- Participate in the appraisal process for library staff.

4. General Library Services

- Supervise students and maintain discipline in the library;
- Schedule, supervise and assist with shelving, shelf checking and collection weeding;
- Schedule, supervise and assist with the production and dissemination of library publications;
- Maintain the atmosphere of the library as a place of learning, study and reading;
- Provide an environment that encourages a habit and love of reading and of sharing literature;
- Provide a stimulating, positive and helpful environment that is a focal point and showcase for students' learning achievements;
- Collaborating with the Library team to ensure that there are clear processes for the managing of the collection, including, weeding, stock-take, preservation and repairs, the operation of the library management system and the development of the library page through Schoolbox.

5. Professional Practice

- Attend training and professional learning programs;
- Keep abreast of latest trends in library management and services, with a view to implementation where appropriate;
- Attend School Officer and whole staff meetings, as required;
- Participate in annual performance reviews.

Occupational Health and Safety

There is responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to. As a leader in the College, this position has particular responsibility to ensure the health and safety performance of the team.

This responsibility extends to:

- Maintaining the workplace in a safe condition and reporting any identified hazards;
- Actively promoting and implementing agreed Occupational Health and Safety procedures;
- Identifying Occupational Health and Safety training needs of both individual staff and the department as a whole;
- Ensuring that staff working in the department are aware of their own responsibilities under Occupational Health and Safety requirements.

Staff in the department are to be advised that they are to:

- Take reasonable care of their own safety and health and safety of others affected by their acts or omissions;
- Report hazards, accidents or incidents (near misses) in accordance with agreed College procedures;
- Follow established safe working procedures, instructions and rules;
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act;
- Not wilfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others;
- Not wilfully place at risk the health and safety of any other person in the workforce.

The complete Occupation Health and Safety College Policy may be viewed through accessing the College Policies on OLLIE.

Child Safety

The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

Staff must adhere to the following:

- A thorough understanding of the College's Child Protection - Child Safety and Wellbeing Policies and the Child Safety Code of Conduct, and any other policies or procedures relating to child safety and wellbeing;
- Assist in the provision of a child-safe environment for students;
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the VCMEA 2018 Clause 13 – Managing Employment Concerns.

The Position

The position is for a three year period 2019 - 2021. Some variation in the specified responsibilities may take place from year to year. A successful external applicant will become a tenured member of the teaching staff.

Other

This Position Description may be subject to change during the term of your appointment as part of a normal process of ongoing evaluation of the College's operations.

All employees at De La Salle College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004, the Equal Opportunity Act and CECV Commitment Statement to Child Safety.

Criteria

The successful applicant will be able to demonstrate:

1. a commitment to Catholic, Lasallian education;
2. a commitment to the College's Child Protection Policy upholding the school's statement of commitment to child safety at all times;
3. proven success as a teacher;
4. a deep understanding of current educational thought and practice;
5. a high level of competence in the use of ICT in an educational setting;
6. excellent communication, administrative and organisational skills;
7. a vision for library at the College;
8. an ability to work productively with fellow teachers and support staff in a collaborative decision making structure.

Appropriate postgraduate qualifications, including qualifications as a Teacher/Librarian and educational experience are an advantage.

De La Salle College is an equal opportunity employer that promotes the safety, wellbeing and inclusion of all children.