



HEAD OF LIBRARY AND INFORMATION SERVICES

Position Description

The Head of Library and Information Services plays an integral role in directing the provision of Library Services at The Hamilton and Alexandra College. This role oversees the development and implementation of library programs and curriculum delivery, as well as manages the school's information and literature resources and services, to facilitate teaching and learning.

A permanent, full-time role is available for the commencement of Term 1, 2022.

Key Responsibilities

The key responsibilities of the Head of Library and Information Services are to:

- Co-ordinate the day-to-day library operations of the two campuses ensuring continuity and running effectively and efficiently across the whole school
- Develop, implement and manage library programs and policies across the whole school
- Advocate for library services, resources and staff to ensure students, staff and the wider community are supported in their information and reading needs
- Develop good working relationships with library staff across the two campuses and encourage a whole school approach to library services and resources
- Instigate initiatives and developments that improve library services and programs
- Develop and deliver innovative and effective reading programs
- Supervise private study groups
- Collaborate with teachers to develop dynamic, inquiry-based, ICT-enhanced learning and curriculum programs
- Develop and implement appropriate curriculum support programs such as unit guides, study skills, research and inquiry skills, literacy and literature programs, incorporating digital technologies
- Regularly disseminate information regarding new resources and innovative teaching practices to the whole school community
- Assist students and teachers to access print, and electronic services, materials and facilities, and recommend appropriate resources
- Actively pursue best practice in the areas of responsibilities, through professional development
- Participate in a range of duties beyond Teacher Librarian responsibilities as directed by the Principal, Deputy Principals and/or Head of Junior School

Service Delivery

- Maintain a warm, welcome and friendly environment in both campus libraries
- Review and evaluate services to improve delivery and to ensure the needs of the College are met
- Promote and obtain feedback on library resources and services
- Support orientation of new staff
- Liaise with booksellers and local bookstores
- Oversee maintenance of the library management system and catalogue, including but not limited to Softlink Oliver V5.0 Build 8.051 plus LearnPath (Wonde database); Clickview; Gale eBook Collection; The Age subscription; Wheelers eBook and Audio; World Book Online; Edrolo; to ensure timely dissemination and promotion of library resources and services

Resource Management

- Liaise with Head of Faculty to determine needs and receive requests for purchase, attending faculty and Teaching & Learning meetings when required
- Allocate library resources to various acquisition areas
- Initiate, oversee and authorise ordering, and monitor use of curriculum resources
- Be responsible for collection development and management, both print and online
- Select appropriate resources to meet the needs of the College
- Maintain and oversee weeding of collections to ensure coverage of needs
- Have a high working understanding of the library catalogue and help students use a range of resources and technologies such as cataloguing techniques; advanced search; reading lists; visual search; reviews; scheduling; overdues; and correspondence

Literature Promotion and Curriculum

- Oversee development and delivery of reading program in liaison with teacher librarians and teachers
- Maintain a knowledge of curriculum developments and future moves in education
- Develop collection to reflect reading interests
- Guide students in their reading choices and provide opportunities for them to share their reading experiences
- Actively promote student literacy across the curriculum; overseeing the promotion of literature and reading by use of activities and events; reading lists; reviews; etc
- Oversee the organisation of author visits and literature promotion events
- Demonstrate a knowledge and appreciation of literature, and keep abreast of new developments and releases
- Work with teachers to plan and support assignment research needs

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Postal Address PO Box 286 Hamilton Vic 3300
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Library and Information Services Management

- Co-ordinate the day-to-day operations of both libraries to ensure smooth operation of library services.
- Develop library policies and programs that ensure a whole school approach to library services.
- Manage library staff and encourage a whole school team mentality.

Other Responsibilities

- Exhibit personal behaviour reflective of the ethos of the College
- Adhere to Occupational Health and Safety policies and procedures

This role is expected to participate in a range of duties beyond classroom responsibilities. These duties may include, but are not limited to:

- The Head of Library is expected to teach at least one class per year up to a maximum of 12 ppc
- Fulfilling a role as a House Mentor i.e the primary carer for students' academic & personal development
- Participating in 'in house' professional development, staff in-services and training activities
- Attending Student/Parent/Teacher Interviews if required
- Contributing to the co-curricular program of the Senior School which includes activities that extend beyond the 'normal' school day

Personal Qualities

- Able to relate to students and understand their information, resource and recreational reading needs
- Able to develop relationships with staff and students that are encouraging, positive and responsive
- High-level interpersonal, leadership and communication skills
- Able to work effectively and efficiently under pressure to ensure a timely response to requests

Key Selection Criteria

- Teacher Librarian Qualification
- Relevant experience gained in a similar role
- Knowledge and understanding of library cataloguing systems and online digital resources and technologies
- VIT Registration
- Demonstrated experience and willingness to work collaboratively with both teachers and students
- Excellent ICT skills and demonstrated innovation with new technologies and the changing learning requirements of students
- Demonstrated experience with the management and dissemination of information resources
- Demonstrated experience in the delivery and development of effective reading programs

- Demonstrated understanding of the changing needs of library clients
- Experienced in delivering staff professional development
- Demonstrated commitment to best practice in teaching and learning
- Demonstrated capacity to recommend appropriate resources and reading materials to the school community

A staff mentor is provided to all newly appointed teachers at the College. Leadership and coaching opportunities exist for qualified applicants.

Application process:

Applications must include curriculum vitae and day and after-hours contact details of three professional referees.

Address applications to: Principal, Dr Andrew Hirst

Email: admin@hamiltoncollege.vic.edu.au

Due date: Friday 10 September

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