

Director of Library Services

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Loreto College Ballarat was the first of the Loreto Schools in Australia, established by Mother Gonzaga Barry in 1875. The goals of a contemporary Loreto education reflect Mary's Ward's vision to nurture the spiritual, intellectual, and social development of the individual. To develop each student's awareness of and response to others to prepare them to take their place as active global citizens and to invite students to a deeper awareness of God's love. The five pillars of a Loreto education are those of Freedom, Justice, Sincerity, Verity and Felicity.

Loreto College Ballarat's vision is to be an innovative and contemporary College that engages students and prioritise student agency. We are committed to following in the footsteps of Mary Ward by developing future ready students able to thrive in a changing world. Religious affiliation is not a condition of employment. Applicants must, however, be aware of and in sympathy with, the College's religious aims as a Catholic school.

Loreto College Ballarat is an organisation committed to Child Protection and to the implementation of Child Safe policies and practices. All staff at Loreto College must ensure they are cognizant of Child Safety Policies and Procedures and the requirements of the Staff Code of Conduct.

Position Summary

The Library has an integral role in the life of the College and the provision of the education envisaged by both Mary Ward and Gonzaga Barry. The Director of Library Services will be responsible for creating a welcoming, engaging, and vibrant environment for students and staff, ensuring that the College is at the forefront in the delivery of the range of information resources needed by a 21st century school.

The Director of Library Services will support delivery of curriculum, within the 21st century context, and support the development of students' research and information skills across the curriculum. The Director of Library Services will lead the staff of the Antoinette Hayden Library in the delivery of information resources to both students and staff; will support teaching staff in the development of a broad, rigorous and engaging curriculum; and assist with the creation of teaching and learning materials and resources as requested.

Position Overview

The Director of Library Services will:

- Support the Loreto Vision and Mission, developing a knowledge of the Loreto values and actively infusing these in all situations in interactions with students, staff, families and visitors.
- Ensure that the Antoinette Hayden Library remains current with best practice principles for the operation of a contemporary educational library.
- Encourage the ongoing development and use of Information Technology within the Library, in collaboration with the Director of ICT.

- Support the College in achieving strategic goals.
- Foster relationships with community organisations and institutions related to information services.
- Maintain and expand the Library's collection of fiction, non-fiction and digital resources in consultation with Faculty Leaders.
- Foster a love of literature and learning in students and staff.
- Teach classes within the library.
- Encourage imaginative and varied approaches to the development of the students' research and information skills.

Position Key Responsibilities

Library Management

- Promote adolescent fiction and advise staff and students of appropriate texts for both classroom study and wide reading.
- Manage and further develop the College's information services.
- Coordinate the acquisition, organisation and management of resources and information services.
- Assess students' use of learning resources and evaluate the effectiveness of the planned units and recommend modification for future programs.
- Train and supervise Library staff members and technicians.
- Evaluate and report on Library programs.
- Develop, implement and evaluate programs and publications which promote reading, Library and information services.
- Chair meetings of the Library staff to ensure the smooth running of the Antoinette Hayden Library.
- Ensure that the Library assets are maintained and upgraded as appropriate to meet the needs of students and staff.
- Administration management of the Library budget

Supporting Learning and Innovation

- Ensure that information skills are integrated into all areas of teaching and learning.
- Assist teachers and students in the development of information skills.
- Teach and/or support Library classes as required.
- Provide resources for individuals, groups, and classes, in consultation with the Faculty Leaders, Learning Diversity Coordinator, teaching teams and teachers.
- Attend Information Evenings, Year Level Parent Evenings, and other official College functions.
- A Teaching load as directed by the Principal, may be applicable.
- Develop LibGuides for teaching and learning program across all faculties.

Resource Collection and Management

Work collaboratively with Faculty Leaders and staff to:

- Use available resources and suggest ways to incorporate them into the curriculum.
- Suggest current online creation tools in the context of the curriculum to staff and students and assisting in their use.
- Construct resource lists.
- Evaluate resources – selection and de-selection.
- Undertake responsibility for the cataloguing of all new resources.
- Create year level booklists in consultation with book companies.
- Manage the processing and maintenance of resource material.

Key Selection Criteria

- Library and Information Management qualifications and experience in an educational setting.
- High level Information Technology skills.
- Qualifications and demonstrated experience applicable to the objectives and responsibilities of the role.
- Exceptional interpersonal, customer service and relationship development skills
- Demonstrated ability to work with a wide range of stakeholders.

Award & Conditions

Title	Director of Library Services
Classification	Full-time ongoing
Commencement	Semester 1 2022
Classification	Teaching Classification plus POL3 <u>OR</u> Education Support Officer Category C
Position Reports To	Assistant Principal Learning and Innovation
Conditions	Victorian Catholic Education Multi Enterprise Agreement 2018
Membership	Curriculum and ICT Committees
Date	July 2021

Other information

- The position is located at 1600 Sturt Street, Ballarat 3350.
- The successful applicant must hold or be willing to acquire a Working with Children Check card and a National Police Record Check before employment.
- Loreto College Ballarat is an organisation committed to Child Protection and to the implementation of Child Safe policies and practices.