



MT ST MICHAEL'S COLLEGE

UNDER THE STEWARDSHIP OF MARY AIKENHEAD MINISTRIES

ROLE DESCRIPTION

CURRICULUM LEADER – LIBRARY AND INFORMATION SERVICES

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The position of Curriculum Leader – Library and Information Services is a Middle Leadership position with responsibilities for the whole of school in the areas of information literacy, digital literacy and critical literacy. The role holder will lead a team; providing inspiration, encouragement and assistance to the members of that team and support the College Leadership Team. The role holder is responsible to the Principal in all matters pertaining to the position and will report regularly to the Deputy Principal – Curriculum. The Curriculum Leader – Library and Information Services is expected to show leadership in:

1. SPIRITUAL LIFE OF THE COLLEGE

- Nurturing a teaching and learning climate which is faith centred and reflects the ethos, values and mission of Mt St Michael's College.
- Demonstrating a personal commitment to Hope, Justice, Love and Compassion.

2. EDUCATIONAL LEADERSHIP

- Articulate a vision of the Library and the delivery of Information Services developing an operational plan linked to an annual reporting process
- Provide the leadership and expertise necessary to ensure all Library and Information Services are aligned with the College mission, vision and values and education objectives.
- Be cognisant of the evolving educational landscape relevant to the role with a readiness to respond professionally.
- Promote a love of reading and literature.

3. STUDENT WELL BEING

- Model practices that foster the learning environment in the College commensurate with our practice, MSM Philosophy and Practice : Pedagogical Statement.

4. REFLECTIVE LEADERSHIP

- Reflects on personal and professional actions in their leadership role in light of the College mission, vision and values.
- Critiques leadership and administrative practices through critical reflection and discussion with Deputy Principal – Curriculum.

- Undertakes performance appraisal processes in accordance with the current EB Agreement.

5. ADMINISTRATION

- Supporting the implementation of all School policies and procedures.
 - Establish and implement procedures for the efficient functioning of the role and duties.
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RESPONSIBILITIES

The responsibilities of the Curriculum Leader – Library and Information Services include those of a classroom teacher and the following:

CURRICULUM

- Working collaboratively with the Curriculum Leaders and teachers to ensure the excellent provision of learning resources, particularly for topic and assignment requirements.
- Engaging in curriculum planning with Curriculum Leaders and teachers to identify and integrate digital information literacy and a blend of digital and other learning resource needs.
- Teaching Information Literacy Skills, including research skills, across all year levels as needed in conjunction with Curriculum Leaders and teachers.
- Maintain currency with the latest curriculum developments, as they apply to the Mt St Michael's context, and currency with emerging technologies to provide stimulating and engaging learning experiences for students.
- Promoting a culture of information literacy by creating opportunities for self-directed, independent and collaborative learning where students and staff use a wide variety of physical and electronic information resources to inquire, analyse, evaluate, interpret and construct knowledge.
- Encouraging a love of literature through positive shared reading experiences.
- Providing specialist assistance to students and teachers accessing Library resources.
- Implement a blended and mobile learning environment using contemporary teaching and learning technologies and practices.

RESOURCE MANAGEMENT

- Develop, monitor and implement the budget for the College Library.
- Maintaining an up-to-date and relevant collection of teaching and learning resources and manage the access of this collection through the use of the College Library Management System – Oliver and Overdrive our digital library.
- Manage physical and virtual learning spaces that integrate traditional library material with progressive e-learning and information services; creating exciting learning environments.
- Develop and communicate policies to manage and update the Library Collection.
- Arrange and promote Library resource material to be displayed in a stimulating and engaging manner.
- Using data and observation to monitor and improve library usage.

LITERATURE PROMOTION

- Expose students to a range of genres in both print and digital formats.
- Develop strategies to foster a love of reading and literature for leisure.

- Guide students in their reading choices.
- Use selection tools and reviewing journals to keep informed about current literature for children and your adults.
- Collaborate with English teachers to develop literature-based reading programs.
- Celebrate key literary events throughout the year, e.g Book Week, Library and Information Week.

LIBRARY STAFF MANAGEMENT

- Supervising the day to day running of the library.
- Encourage and support a team approach to the management of the Library.
- Lead and support the Library staff in their roles and the delivery of outstanding service, including on- going professional development.
- Consulting with Library staff annually as part of the College’s Recognition and Development program for School Officers.

ADMINISTRATION

- Implement a vision, strategy and scope of works that enables the existing traditional library service to evolve into a contemporary information and learning hub that delivers on the needs of all key stakeholders.
- Provide regular communication to Stakeholders in Library and Information Service.
- Attending Information Technology Steering Committee meetings.
- Maintain awareness of and report developments in research practice in the Australian education context, including research data and information technologies, e-research and open access that may enhance opportunities to generate and share information and inform educational practices.
- Establish links with other schools and organisations in order to effectively share resources, information and expertise that benefits teaching and learning in the School.

GENERAL

- Assisting the College Leadership Team with staff matters.
- Demonstrating interest and active involvement in the total life of the college, in curricular and co-curricular activities.
- Other duties as required by the Principal.

CONDITIONS

This is a position of Middle Leadership (ML) as outlined in the Catholic Employing Authorities Single Enterprise Collective Agreement – Religious Institute Schools of Queensland 2019-2023, with a ML Tier Level 3 + Complexity salary allowance. This role has release time.

WRITTEN IN CONSULTATION:	APPROVED BY:	DATE:
Sandra Mannion, Curriculum Leader – Library and Information Services Ros Collier, Deputy Principal -	Sharon Volp, Principal	3 December, 2018

Curriculum