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Position Title:	Head of Library
Dated:	June 2023
Reports To:	Director of Academic Development
Prepared by:	Director of Human Resources

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## Position Purpose

To manage the day to day running of the College Libraries; Cornish Library and McMillian House Resource Centre. Maintain the systems administration of the Oliver library software for the College, the purchasing and cataloguing of library and department books, the staffing of the library spaces, the budget of the College Libraries and general library duties as required.

## Position Status

This is a permanent, full-time position, with four weeks' annual leave plus the College closure days, usually five per year. Annual Leave to be taken during school holidays.

## Working Relationships

While all staff are ultimately responsible to the Principal, in the first instance the incumbent will report to the Director of Academic Development. The Head of Library is a member of the Academic Directorate.

The position involves managing and working closely with all Library Staff.

## Duties & Essential Job Functions

### College Libraries

- Daily review of staff movement to ensure adequate cover at all times. Liaise with Daily Organiser and Deputy Head of Junior School as necessary. This includes library openings on the weekends and during term breaks.
- Ensure Oliver library software is upgraded and fully utilised by staff.
- Coordinate, run and staff library wide reading sessions for students from Prep to Year 9.
- Organise Referencing and Research sessions, as required by teachers, to support the curriculum.
- Liaising with Head of Senior School, Director of Cocurriculum and Out of Hours staff to ensure library open extended hours.
- Budgeting and casual staff allocations and salary approval sign off.
- Monitor overdue items. Liaise with students, teachers, parents and Accounts Department.

## Head of Library

- Liaise with staff and suppliers
- Strategic planning for future library functions and space
- Circulation desk duty, shelving and shelf reading on a rostered basis
- Oversee the production of a promotional newsletter to staff each term
- Regular Stocktakes
- Run Library Team Meetings
- Update the College Libraries Procedure Manual
- Collect and collate library usage statistics

Any other duties as directed, as deemed appropriate for the role.

## Other Functions & Responsibilities

Work in the College Libraries with library staff and will be called upon to perform other library related duties as required to assist with the provision of quality library services.

## Qualifications and Experience

Diploma level or equivalent qualification in Library and Information Studies. Conferring ALIA membership.

It is a condition of employment that all staff provide a current Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

For Teachers at the College, VIT registration and a tertiary qualification in Education is required as a minimum.

For General Staff at the College, appropriate qualifications or experience for the specific role is a requirement.

## Child Safe Responsibilities and Requirements

St Leonard's College has zero tolerance for child abuse.

St Leonard's College is committed to the safety and wellbeing of our students.

All employees are required to have a positive history of working with children, and be able to demonstrate their suitability, experience and attributes in relation to child safety.

Prior to commencing employment information will be collected in order to establish suitability for child-connected work as defined in Ministerial Order 1359.

Everyone working at St Leonard's College is responsible for the care and protection of the children and young people within our care and reporting of information about suspected child abuse. This includes not only a strong belief but also a legal requirement to comply with the child safety and protection obligations under Ministerial Order No. 1359, and a strong commitment to be actively engaged in the College's child safe culture.

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Be responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk, and will be required to read and formally acknowledge their acceptance of the school's Code of Conduct for staff

- Take all reasonable steps to protect children from abuse
- Report any reasonable belief that a child's safety is at risk to the Principal or delegate
- Teachers, nurses and psychologists fulfil their obligations as mandatory reporters
- Report any suspicion that a child's safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to the Principal or delegate)
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
- Promote the safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds
- Promote the safety, participation and empowerment of children with a disability
- Provide an environment that is supportive of all children's emotional and physical safety

### General Responsibilities

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

This position is covered by the conditions stipulated in the *St Leonard's College Agreement 2023*, and any subsequent Agreement.

- The College:
  - is an equal opportunity employer
  - complies with the requirements of the Privacy Act
  - has a strong commitment to Health, Safety and Wellbeing
  - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards:
  - Communication – effective, helpful and positive
  - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students)
  - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support
  - Accountability – we do our work with honesty, integrity and enthusiasm
  - Performance – we perform to the best of our ability
  - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.