

Position Description

Position Title	Head of Secondary Library Services
Department	Curriculum
Reports To	Head of Teaching and Learning Innovation
Overview	<p>The Head of Secondary Library Services is responsible for the strategic direction, management, and delivery of innovative and effective library services that foster information literacy, academic integrity, digital fluency, and a culture of reading across the secondary school (Years 7–12). The position plays a vital role in supporting the teaching and learning goals of the College through the provision of high-quality resources, curriculum collaboration, and leadership in contemporary information and digital practices.</p>
Key Accountabilities	<ol style="list-style-type: none"> 1. Leadership and Strategic Direction <ul style="list-style-type: none"> • Provide leadership in the planning, implementation, and evaluation of library services and initiatives. • Develop and manage the library’s strategic plan, policies, procedures, and budget in alignment with whole College goals. • Lead and mentor library staff, building capacity and fostering a collaborative, student-centred culture. • When required provide advice and support to our Sub-school and Springfield campus libraries. • Drive innovation in library services, spaces, and programs to meet the evolving learning needs of students and staff. • Promote the role of the library as a dynamic learning and information hub within the College community. 2. Curriculum Collaboration and Teaching <ul style="list-style-type: none"> • Collaboratively plan and co-teach with classroom teachers to integrate information literacy, research skills, and digital citizenship across curriculum areas, including QCAA and IB programs. • Collaboratively work with Curriculum Leaders to ensure effective provision of educational resources, including the integration of information literacy and technologies. • Develop and deliver programs that promote academic integrity and effective research practices. • Support reading programs and literature promotion tailored to adolescent learners, including targeted support for reluctant readers. • Lead professional learning for staff in resource integration, citation management tools, and digital literacy. 3. Collection Development and Resource Management <ul style="list-style-type: none"> • Lead the development and curation of a balanced, diverse, and inclusive collection that supports curriculum and recreational reading needs. • Manage acquisitions, cataloguing, stocktake, and weeding processes in accordance with collection development policy. • Implement and promote the use of digital platforms such as LibGuides, databases, eBooks, and citation tools. • Ensure effective access to physical and digital resources for staff and students, including managing resource bookings and system integrations.

	<p>4. Library Operations and Environment</p> <ul style="list-style-type: none"> Oversee the daily operations of the library including scheduling, supervision, and student engagement during and outside class times (e.g. study centre hours, before/after school). Maintain a welcoming, inclusive, and safe environment conducive to independent and collaborative learning. Coordinate displays, author visits, events (e.g. Book Week), and co-curricular programs to foster library engagement. Promote compliance with copyright legislation and provide guidance to staff and students. <p>5. Innovation, Systems and Technology</p> <ul style="list-style-type: none"> Promote and model best practice in the use of library management systems, digital learning tools, and research databases. Lead the integration of emerging technologies to enhance access to information and promote digital fluency. Support students and staff in using research management tools, online platforms, and scholarly resources responsibly. <p>6. Other</p> <ul style="list-style-type: none"> Active participation in College professional development, events, and committees as required. Commitment to ongoing learning in library trends, technologies, and educational practices. Any other duties as requested by the Head of College or the Head of Teaching and Learning Innovation.
Selection Criteria	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful applicant:</i></p> <p>SC1 – Qualifications & Registration</p> <ul style="list-style-type: none"> Recognised teacher librarian qualifications and current Queensland College of Teachers registration (or the ability to obtain). <p>SC2 – Library Expertise</p> <ul style="list-style-type: none"> Demonstrated experience in leading a secondary school library or equivalent setting. Deep knowledge of adolescent literature, resource curation, and digital tools supporting information access. <p>SC3 – Educational Leadership</p> <ul style="list-style-type: none"> Experience in curriculum planning and cross-disciplinary collaboration to deliver information literacy and research skill instruction. Proven ability to lead teams and manage change in a dynamic learning environment. <p>SC4 – Communication & Relationships</p> <ul style="list-style-type: none"> Strong interpersonal and communication skills to build positive relationships with students, staff, and families. Commitment to service, inclusion, and excellence. <p>SC5 – Innovation & Digital Literacy</p> <ul style="list-style-type: none"> Capacity to promote the ethical use of information and technology.

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	<ul style="list-style-type: none"> Proficient in managing digital platforms and tools to support learning and library operations. <p>SC6 – Christian Ethos & Professional Conduct</p> <ul style="list-style-type: none"> Support for the College’s Christian mission and values. High standards of professional conduct, confidentiality, and child safety.
Hours of Duty	Full time
Terms and Conditions	<p>Classification – Appropriate teacher proficiency + Curriculum Leader 1 allowance</p> <p>Tenure – Permanent</p> <p>Terms and Conditions – Please refer to the <i>Queensland Lutheran Schools Single Enterprise Agreement 2024</i> Queensland-Lutheran-Schools-Single-Enterprise-Agreement-2024-1.pdf</p>
Location	<p>St Peters Lutheran College – Indooroopilly</p> <p>66 Harts Road</p> <p>INDOOROOPIILLY QLD 4068</p>

Professional Behaviours	<p>Applicants are expected to respect and uphold the College’s Mission of “Excellence in Christian Co-Education”, support the Christian ethos of St Peters Lutheran College and demonstrate courtesy, co-operation and teamwork with fellow members of staff.</p> <p>Uphold Code of Conduct and Valuing Safe Communities standards.</p> <p>Actively and effectively participate in reasonable directions provided.</p>
Child Protection	<p>All employees of St Peters are required to familiarise themselves with and adhere to the College’s Child Protection Policy and Procedures, and complete annual Child Safety Training.</p>
Health & Safety	<p>All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions.</p> <p>Managers hold additional accountability for operational management of safe work practices in their area, including making appropriate resources, information, and training available to their team members.</p>
Policies & Procedures	<p>Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College’s intranet, relevant legislation and directions within the employment contract and/or <i>Queensland Lutheran Schools Single Enterprise Agreement</i> and take the responsibility to maintain currency with these.</p>
Compliance Requirements	<p>Queensland College of Teachers Registration.</p> <p>Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance.</p> <p>Timely completion of mandatory training requirements and training relevant to their role.</p>
Other relevant information	<p>The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance.</p>

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	<p>St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights.</p> <p>The College is committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities.</p> <p>The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i>.</p>
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Further information about St Peters can be found at www.stpeters.qld.edu.au

Dated 27/05/2025