

## POSITION DESCRIPTION

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<b>Position:</b>	Head of Library & Learning Commons
<b>Primary Role Purpose:</b>	The Head of Library and Learning Commons leads the vision, development, and daily operations of the College's Library and Learning Commons. This role fosters a dynamic, student-centred environment that supports inquiry, research, literacy, and academic success across all year levels. Through strategic collaboration, resource curation, and innovative practices, the Head ensures the Learning Commons is a welcoming, inclusive, and vibrant space aligned with the College's educational philosophy and Lutheran identity.

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### KEY RESPONSIBILITIES

The role will focus on key responsibilities across five vocational practices as follows:

#### **Excellence in learning**

- Curate and manage print and digital collections that support curriculum and student interests across all year levels.
- Collaborate with teaching staff to embed research and information literacy skills into learning programs.
- Provide targeted support to students to develop information fluency, research competencies, and a love of reading.
- Promote the Library and Learning Commons as a space for academic inquiry, reading, reflection, and independent study.
- Design and implement information literacy and research skills programs across all year levels which allow students to learn and maintain the skills necessary to locate, evaluate, record, organise and present information from a variety of resources.
- Work collaboratively with teaching staff to develop units of study, implementing resource-based learning and research skills development, integrated with subject content.

#### **Ongoing improvement and innovation**

- Evaluate and enhance the library's systems, resources, and services in response to student and staff needs.
- Stay current with trends in education, library practice, and learning environments to drive continuous improvement.
- Foster a culture of creativity, curiosity, and lifelong learning within the Learning Commons.
- Be reflective upon one's own professional practice within the changing educational landscape and emerging pedagogical trends.
- Demonstrate a commitment to continued professional learning including having a professional learning plan and adhering to the college professional development program.

#### **Strengthening Lutheran Identity**

- Contribute to a Christ-centred learning environment that reflects the College's values and ethos.
- Ensure the library collections and displays reflect Christian perspectives, cultural diversity, and inclusive values.

- Support students and staff in accessing resources that promote spiritual growth, ethical thinking, and global citizenship.
- Actively support the mission, vision, values and strategic priorities of the college.
- Participate in theological formation and LEA Accreditation where necessary.
- Support the Lutheran ethos of the college.

### **Community Building**

- Promote the Library and Learning Commons as a welcoming, inclusive hub for the whole school community.
- Build positive relationships with students, staff, families, and external library networks.
- Organise programs and events that promote reading, research, and student voice.

### **Leading Effective Organisation and Management**

- Oversee the day-to-day operations of the Library and Learning Commons, including staffing, budgeting, and scheduling.
- Maintain effective systems for cataloguing, borrowing, and monitoring resource use.
- Lead and support library staff to deliver high-quality, student-focused service.
- Ensure safe, well-organised, and engaging physical and digital learning spaces.
- Maintain standards of student care and behaviour through support for and implementation of the college policies and procedures.
- Perform out-of-hours duties from time to time in order to fulfil the responsibilities of the position.

Other duties as required by the Principal, and/or the Director of Student Engagement & Metrics.

In addition to this Position Description teachers should be aware of the Victorian Institute of Teaching (VIT) Standards and the Australian Institute for Teaching and School Leadership (AITSL) Professional Standards for Teachers.

### **Key Internal Relationships and Accountabilities**

Reports to the Director of Student Engagement & Metrics. All positions ultimately report to the Principal.

### **Associated Relationships**

- Director of Teaching & Learning
- Head of ITC
- Heads of Learning Areas
- Teachers

### **Teaching Component:**

This position will have a teaching load as determined by the Principal.

### **Qualifications**

- The Head of Library will be an accomplished classroom teacher and be familiar with the duties and responsibilities of the role.
- Recognised teaching qualification (4 year minimum).
- Recognised degree in Library and Information Science, or equivalent, and eligibility for associate membership of the Australian Library & Information Association (ALIA).
- All teachers must be registered (or able to be registered) with the Victorian Institute of Teaching.

### **Personal Qualities**

The successful candidate will exhibit the following personal qualities:

- Exceptional interpersonal skills with demonstrated ability to work autonomously as well as be part of a team.
- Excellent time management, attention to detail and organisational skills.
- Proven ability to communicate effectively with teaching and operations staff.

- Excellent ICT skills, as well as an ability to adapt to multiple digital platforms with ease.
- A commitment to confidentiality executed with tact and discretion.
- Professional demeanor and ability to display ethical and respectful behaviour at all times.
- Be a role model and positive member of the college community including being fully supportive of the college.

### **Professional Expectations**

All staff are expected to:

- All employees will commit to upholding and supporting the college's Lutheran ethos and the mission of the Lutheran Church.
- Demonstrate commitment to Ministerial Order No. 1359 "Child Safe Standards – Managing the risk of child abuse in schools and school boarding premises", the Child Safe Program – Child Safety and Wellbeing Policy and Child Safe Program – Child Safety Adult Code of Conduct.
- Have a shared responsibility for risk identification of child abuse and be well-prepared in how to respond to child safety concerns.
- Be responsive and maintain respectful communications and collaborative relationships with the Luther College community.
- Adhere to and implement all safe work practices and procedures in accordance with the Luther College Occupational Health & Safety Policy.
- Work safely and report any hazards in accordance with school procedures.
- Model exemplary ethical behaviour and exercise informed judgments in all professional dealings.
- Attend staff meeting/s and professional learning as scheduled each term.
- Meet expectations as set out in the Luther College Staff Handbook.

### **Our Commitment to Child Safety**

All students who attend Luther College have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The college has a commitment to child safety and teaching staff will be responsible for understanding, applying and promoting the college's commitment to child safety, and its related policies and procedures.

Employment at Luther College is subject to school policies including the Child Safety and Wellbeing Policy and Child Safe Program – Child Safety Adult Code of Conduct and participating in all related mandatory training. To ensure the safety of all students, staff will take into account issues relating to Aboriginal students, students from cultural and linguistic diverse backgrounds, or students with a disability, in addressing child protection and disclosures.

### **Core Leadership Behaviours**

The following core leadership behaviours are expected of the person within the position.

**Educational Expertise:** Currency of professional knowledge within the local, national and global educational context as it influences pedagogy, policy and practice. Has a depth of disciplinary knowledge and disciplinary pedagogical understanding.

**Professional Composure:** Is a settling influence within a complex environment, is not easily irritated or quick to judge, can manage reasonable stress without it affecting professional performance.

**Ethics and Values:** Demonstrates Christ-like values, role models expected behaviours, demonstrates honesty and integrity in all situations irrespective of complexity.

**Decision Quality:** Makes good decisions, based on sound data, credible educational research, collective wisdom, experience and in alignment with the college's strategic aims and objectives.

**Interpersonal Expertise:** Relates well to all kinds of people, easily builds rapport and trust, is respectful and diplomatic in dealings with others, represents situations accurately without embellishment and displays a genuine empathy for others.

**Communication:** Can communicate with clarity and purpose within a variety of settings, is an active listener, is slow to judge and form opinions, is able to interpret and respond accordingly to the non-verbal responses of others. Provides consistent public support both within and outside of the college for school-wide policy initiatives and strategic priorities.

**Organisational Agility:** Knowledgeable about the relational and operational complexity of organisations, works effectively to achieve strategic priorities and learning goals of the college, and understands how best to motivate and align teams of people to achieve these.

**Priority and Solution Focused:** Can identify what is of strategic importance and prioritises focus of self and others accordingly, can limit distractions, overcomes blocks and barriers, is able to complete projects within required timeframes, consistently meets the goals of the organisation and exceeds the expectations of others, creates opportunities and support structures for others to be internally motivated.

**Self-Knowledge:** Knows personal strengths and weaknesses, reflects upon previous experiences to facilitate personal and professional growth, regularly seeks feedback from others, values transparency and accountability.

**Courage and Conviction:** Speaks the truth with love, corrects communicated inaccuracies, provides direct feedback to others, faces difficult situations from a clear process perspective, does not personalise professional situations unnecessarily.

## **Key Selection Criteria**

### **SC1 Expertise in Library and Information Services**

- Demonstrated experience in managing school library services, including collection development, cataloguing, research support, and resource curation.
- Strong knowledge of current practices in school libraries and information literacy.

### **SC2 Educational Vision and Support for Learning**

- Proven ability to collaborate with teachers to support curriculum delivery, student research, and literacy development.
- Commitment to student-centered learning and the role of libraries in fostering academic growth and independent inquiry.

### **SC3 Commitment to Innovation and Continuous Improvement**

- Capacity to evaluate and evolve library services and spaces in response to changing educational needs.
- Enthusiasm for creating vibrant, flexible learning environments that support reading, research, and creativity.

### **SC4 Alignment with Lutheran Ethos and Values**

- Understanding of or willingness to engage with the Christian ethos of the College, including respect for spiritual development, inclusion, and service.
- Ability to curate resources that reflect Lutheran values and support faith-based education.

### **SC5 Leadership and Organisational Skills**

- Demonstrated experience in leading staff, managing budgets, and overseeing the day-to-day operations of a library or learning space.
- Excellent interpersonal and communication skills, with the ability to build strong relationships across the school community.