



POSITION Description



Head Librarian

POSITION DESCRIPTION

Line Manager:	Assistant Principal – Academic Culture		
Direct Reports:	Librarians Library Officers		
Tenure:	2026 - 2029		
POL Allowance:	POL 2	POL Time Release:	0.4

POSITION SUMMARY

The Head Librarian will be responsible for leading all aspects of the library - Kelty Resource Centre (library), including staff, as well as ensuring the learning opportunities of boys are maximised within the library. The Head Librarian will develop innovative teaching programs that build digital literacy skills and a love of literature and reading. The ability to support staff professionally in optimally utilising the resources of the library to enhance students' learning outcomes is central to the role. The Head Librarian will also be responsible for coordinating and collating all aspects of student book listing, advising and collaborating with Heads of Faculty in resource selection and allocation.

The Head Librarian will have demonstrable skill and capacity as an exceptional subject teacher, and will be responsible for teaching assigned subjects, in accordance with the stated aims of the curriculum. All teaching within the College is conducted in line with the ethos of a Catholic school in the Edmund Rice tradition.

At St Patrick's College, we aim to create a joyful workplace that celebrates the uniqueness of every staff member. We believe our staff are our greatest asset, and we are committed to ensuring that, through collaboration, teamwork, continuous professional learning, and support, all staff have the opportunity to reach their full potential and make their best contribution to the College.

We understand that fostering a positive and supportive environment for our staff directly impacts the quality of education and care we provide for our students. By empowering our staff, we ensure that they are best equipped to inspire and guide our students to achieve their fullest potential. Together, we strive to create an environment where both staff and students flourish in a culture of excellence.

The Head Librarian will maintain a commitment equivalent to that demonstrated in their role as a Subject Teacher, ensuring adherence to all policies and procedures, compliance with legislative requirements, and alignment with the College's strategic objectives. They will uphold child safeguarding protocols, foster a secure environment for students, and collaborate with the Principal and Leadership Team to ensure continuous adherence to child safety obligations pursuant to Ministerial Order 1359. Additionally, they will contribute to the College's occupational health and safety responsibilities in accordance with relevant legislation and actively engage in risk identification and management in line with the College's established risk management framework.

DUTIES AND RESPONSIBILITIES

Leadership

- Lead with passion, commitment, responsibility and respect, fostering a culture of kindness and service
- Provide leadership and subject matter expertise within the role
- Contribute to innovative strategies that enhance the College's future-focused educational vision and improve student outcomes
- Support and encourage the teaching community to strive for excellence in a professional and collegial manner
- Collaborate as an accountable decision maker
- Build professional capacity and ongoing growth through reflective practice
- Participate in relevant working groups and committees, attending meetings as required in the leadership role

People Management

- Adhere to College, EREA-VSL and legislative HR Policies and Procedures
- Work cooperatively with the HR team in the recruitment and contract variation process of direct reports
- Lead, coach, develop and mentor direct reports assisting them to improve their individual performance and contribution to the team
- Monitor performance objectives against agreed quality and performance criteria through the College's ARM process
- Engage in professional learning opportunities provided by the College to further develop capacity to collaboratively lead and manage staff

Relationship Development

- Foster a culture that values and supports teamwork, collaboration, collegiality, innovation, trust, openness and participation
- Build positive, professional relationships across all areas of the College
- Work cooperatively with and support colleagues in leadership roles through collaboration and mentoring
- Facilitate a supportive and enriching learning culture of high expectation for all
- Contribute to maintaining high standards of behaviour and positive relationships
- Role model professional competency, ensuring behaviour and presentation meet College expectations

Position of Leadership

- Manage and oversee the day-to-day operation of the library.
- Support library staff in the management of student behaviour.
- Oversee and manage service provision during peak times, in particular, before school, recess and lunch breaks.
- Provide routine supervision to general direction of the library staff depending on tasks involved and experience of the library staff.
- Regularly review, evaluate and modify all library services and systems to ensure the library remains up to date with best practice principles for the operation of a modern educational library.
- Maintain and develop the library management system and various resources including but not limited to Edrolo, Champion My Connect and Education Perfect ensuring student data is current and secure.
- Ensure resources are catalogued and processed to best practice standards.
- Ensure that the assets of the library are maintained and upgraded as appropriate to meet the needs of students and staff.
- Manage, research, and implement classroom eResources in collaboration with eResource providers, IT, and relevant staff, including the Deputy Principal – Academic Culture and Head of Curriculum and Assessment.
- Support ongoing review, training, and effective use of eResources for staff and students.
- Work collaboratively with the Head of Curriculum and Assessment in the administration, delivery and analysis of digital testing platforms, such as DAL and PAT testing.
- Promote a love of reading and a culture of curiosity, independent learning and active research amongst staff and students at all levels.
- Work collaboratively with teachers to ensure effective integration of information literacy and digital literacy into student learning.
- Develop and maintain a well-balanced collection of print, digital, audio-visual and equipment resources which meet the needs of the College's teaching and learning initiatives (including those related to book-listed texts and on-line resources).
- Promote the range of services and resources both print and digital available through the library.
- Assist students with online research.
- Inform and in-service staff and students about new resources and facilities that will enhance learning outcomes.
- Liaise with teaching staff and students wishing to utilise the resources of the library
- Maintain a comprehensive knowledge and understanding of contemporary educational research, issues, trends, practices and policies.

- Develop plans and prepare briefings for management on new initiatives.
- Promote the ethical use of information and resources and an awareness of copyright laws among students and staff.
- Liaise with the Deputy Principal – Academic Culture to promote and support the development and implementation of staff professional learning programs that enhance learning and teaching, particularly in the areas of information literacy, digital literacies and copyright legislation and procedures.
- Promote and model the use of data to inform practice.
- Be an active member of the Education Committee.

EXPERIENCE AND QUALIFICATIONS

- Understanding of the role of leader, specific to the Catholic context and Edmund Rice charism
- Expertise in the education, relational and organisation aspects of school leadership
- Qualifications and/or demonstrated experience in managing, mentoring and developing staff
- Commitment to ongoing professional learning and academic studies
 - Expertise and knowledge necessary for the role, including:
 - Appropriate tertiary qualifications
 - Commitment to and understandings of the use of a range of assessment tools and techniques
 - Willingness to work collaboratively with a range of stakeholders, and support the College's continuous improvement framework
 - Experienced user of information technology
 - Commitment to innovative and impactful educational technology, to support and improve teaching and learning
 - Proven ability to demonstrate initiative, prioritise workload, set goals and achieve targets
 - Commitment to continuous improvement, both in and out of the classroom

KEY SELECTION CRITERIA

The following Key Selection Criteria will be used in the selection and appointment of this role. Candidates are to provide a written response as part of their application.

1. Understanding of and demonstrated commitment to the Catholic ethos and tradition of the College, and its Four Pillars – Faith, Tradition, Excellence and Joy.
2. Capacity to develop and articulate a vision and direction for this position of leadership/responsibility which aligns with the Strategic Plan of St Patrick's College, and to lead the implementation of that vision during the tenure of the role.
3. Demonstrated ability to develop, promote and integrate best practice in relation to teaching and learning and the pastoral care and wellbeing of students relevant to the role.
4. Demonstrated knowledge and capacity to promote best practice and awareness in relation to child safeguarding, and other legislative requirements under MO1359.
5. Demonstrated experience and capacity to work as part of a team of staff and lead them constructively in their work.
6. Demonstrated capacity to respond and lead in the areas noted in the Duties and Responsibilities set out in the position description above.