



Learning Leader – Library

Title	Learning Leader
Classification	Librarian or Teacher Librarian
Appointment duration	1.00FTE, Ongoing
Date Reviewed	August 2026

Whitefriars College provides a quality education for young men grounded in the Catholic Carmelite tradition that emphasises critical thinking, the search for meaning and how to contribute to the common good of society.

The College supports every student to seek and achieve excellence in their learning, their relationships, and their participation in the community. Students are invited to appreciate the Christian worldview and see the goodness of God in themselves, all others and the natural world. Our aim is to enable our young men to look beyond themselves with a moral compass and social conscience and to approach life with intelligence, inner strength and gentleness. At Whitefriars College we value:

- **Faith** Shared faith expressed through contemplation, community and service.
- **Gentleness** The expression of gentleness as the intelligent way to express masculinity.
- **Excellence** Excellence and collaboration in learning, teaching and in all we do.
- **Respect** Positive, inclusive and respectful relationships across our community.
- **Justice** Action and advocacy for equity, justice and environmental stewardship through words and deeds.

Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church.

It is expected that all staff employed in a Catholic school:

- accept the Catholic educational philosophy of the school.
- develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work.
- by their teaching ministry, other work and by personal example strive to help students and families to understand, accept and appreciate Catholic teaching and values.
- avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community, in whose name they act.
- Continuously work towards their accreditation to teach in a Catholic School as per the Victorian Catholic Education Authority (VCEA) policy.

Furthermore, it is expected of all employed at Whitefriars College that they accept and support the ethos of the Carmelite order, along with activities directed at the broader aims of the College.

Whitefriars College is committed to strengthened practice for the protection of children in line with the Victorian Government child safety reforms and **Ministerial Order 1359**.

Catholic school communities place the highest priority on the care, wellbeing and protection of children and young people. Founded in Christ and sustained by faith, Catholic schools seek to fulfil their mission of enabling each student to come into the fullness of their own humanity. This includes paying attention to the inherent dignity of children and young people, and their fundamental right to be respected, nurtured and safeguarded by all. Whitefriars College staff and volunteers are instructed about the school's child safety policies and are expected to comply with the school's obligations and understanding of a child protection culture and minimisation of the risk of child abuse. Staff and volunteers are provided with appropriate training and development opportunities, as well as ongoing supervision and management, to ensure their conduct is consistent with the school's child safety and wellbeing policies and procedures.

Overview

The Learning Leader - Library provides strategic leadership in the development, delivery and promotion of library services that enhance learning, teaching and student wellbeing, while fostering a culture of reading, inquiry and lifelong learning. The role is responsible for leading a high-performing library team in the planning, implementation and continuous improvement of library services, programs and resources aligned with the College's educational vision and strategic priorities.

Working collaboratively with teachers, learning leaders and support staff, the Learning Leader - Library ensures the effective delivery of innovative reading, research and information literacy programs, the management and development of library collections, and the stewardship of library budgets and projects. The role also champions the integration of contemporary learning technologies and digital resources to support student engagement, achievement and success.

An agile and forward-thinking educational leader, the Learning Leader - Library actively promotes best practice in school librarianship, creating a dynamic and inclusive learning environment that inspires curiosity, critical thinking and a love of reading across the College community. This role is a member of the College Learning Team and reports directly to the Deputy Principal – Learning and Teaching.

Key Responsibilities

Strategic Planning & Leadership

- Develop and implement a strategic vision for the library that aligns with the College Strategic Plan, Mission and Values.
- Lead the development, implementation and review of the Library Strategic Plan and annual operational priorities.
- Identify emerging trends in education, literacy, information services and technology, including AI to inform future library direction.
- Use data and evidence to evaluate library services, programs and resources and inform continuous improvement.
- Contribute to College-wide planning, improvement initiatives and strategic projects.
- Provide strategic advice to the College Leadership Team on library services, learning resources and information access.
- Lead change management initiatives to ensure the library remains responsive to the evolving needs of students and staff.
- Develop partnerships and opportunities that strengthen the library's contribution to student learning, wellbeing and engagement.

Library Management & Operations

- Oversee the operations of the library to ensure effective service delivery
- Foster a warm, welcoming learning-centred environment
- Supervise students in the library during breaks and study sessions
- Create rosters for the library team for student supervision and other matters
- Oversee the updating of policies and procedures for the library
- Lead projects to enhance library service and program delivery
- Deliver activities to enhance reading and literacy engagement
- Prepare and manage the library budget, monitor expenditure and ensure the effective allocation of resources.
- Ensure compliance with copyright legislation and licensing requirements.
- Ensure compliance with privacy and information management requirements.
- Oversee the planning, development and continuous improvement of library learning spaces to support collaboration, wellbeing and student learning.
- Ensure library facilities are safe, welcoming and conducive to learning.

- Monitor and analyse library usage, collection and engagement data.
- Evaluate the impact of library programs on student learning and engagement.

Team Leadership

- Foster collaboration to support student learning and wellbeing
- Facilitate annual staff reviews with the library team
- Lead library team meetings
- Support library team members to undertake professional learning
- Align practice of the library team to College and Professional Association frameworks
- Foster a culture of continuous improvement and professional practice.

Reading & Research Skills

- Strategically lead and deliver the library's reading and research skills programs in collaboration with the Teacher Librarian to ensure programs are:
 - Aligned with the College Mission and Values, Instructional Model and the Learning & Teaching Policy
 - Student-centred
 - Evidence-based
- Collaborate with Learning Leaders and teaching staff to ensure library services and resources support curriculum delivery and College learning priorities.

Collections

- Manage the selection and maintenance of a well-balanced collection that is aligned to the curriculum and suits the interests of students
- Oversee the evaluation of physical and digital collections to ensure relevance, diversity, currency and alignment with curriculum needs
- Create and maintain the Collection Development Policy & procedures

Communication

- Promote library services, programs and resources through College communication channels
- Be the spokesperson for the library at College events
- Maintain correspondence with parents, other schools and outside agencies as required
- Provide library reports to the College Leadership Team

Innovative practice

- Keep up to date with innovations in school library practice
- Evaluate library digital platforms for relevance in the College context
- Oversee decision making regarding the Library Management System and other platforms
- Initiate and respond to new and emerging technologies

Key Relationships

- Collaborate with fellow library team members
- Liaise with Learning Leaders and other members of the Learning Team and attend the Learning Team meetings.
- Liaise with teaching and educational support staff
- Liaise with House Leaders
- Liaise with College IT Manager

- Liaise with external resource providers
- Network and consult with external professional bodies

Key Selection Criteria

- Commitment to the Ethos and Values of Whitefriars College
- Ensure a Child Safe environment and adherence to MO1359
- A Librarian or Teacher Librarian qualification, that entitles membership of ALIA (Australian Library & Information Association); for Teacher Librarians - current VIT registration
- Demonstrated experience leading a high performing library team in an educational context
- Demonstrated experience managing a library service both strategically and operationally
- Strong knowledge of how library reading and research programs support the curriculum
- Demonstrated proficiency in the use of library systems and other digital information systems
- A commitment to innovative practice and open to new technologies to support learning
- A commitment to professional growth in self and others

Undertake any other duties, responsibilities, or projects as reasonably directed by the Principal or their delegate, consistent with the nature and level of the position.

Terms and Conditions of employment are as per the Catholic Education Multi Enterprise Agreement 2022 (CEMEA 2022).