



EMPLOYMENT OPPORTUNITY

Currently available

HEAD OF LIBRARY SERVICES

Toongabbie Christian College is a Kindergarten to Year 12 co-educational College in the western suburbs of Sydney. The College is a ministry of Toongabbie Baptist Church. Our purpose is to function as a Christian community in supporting families by providing quality education to develop the whole person in a Christ-centred, caring environment for life and eternity.

Toongabbie Christian College seeks to appoint a **Head of Library Services** who will:

- Maintain a commitment to a faithful walk with the Lord Jesus Christ
- Demonstrate ongoing commitment to the College's Purpose and Purpose statements
- Commit to a growing understanding of the place of education, teaching and learning from a Biblical Worldview
- Set an example to students, staff and parents/carers in matters of faith and conduct

The Role

- The role of Head of Library Services K-12 is a permanent full time 1.0FTE site-based position
- Position of Responsibility Level 3
- May include a teaching allocation

Selection Criteria

- Suitable qualifications which include teacher training
- Eligibility for ALIA membership
- Evidence of capacity and commitment to the integration of ICT into the role
- Proven ability in written and oral communication
- Experience in teaching and a demonstrated willingness to take on additional commitments
- Evidence of Library Resource Management, proficient classroom practice, positive staff and student (K-12) relational skills
- Capacity to lead and support a small team of Library staff
- Commitment to a Biblical Worldview
- Capacity to keep thorough records and strong resource management skills
- Commitment to applicable Professional Development
- Demonstrated capacity to operate as both a leader and a team player
- Modelling of critical analysis and problem solving skills

Application documentation must include:

- Completed and signed Toongabbie Christian College Teaching Staff Employment Application Form, available at www.tcc.nsw.edu.au
- Full CV to demonstrate suitability for the position, including qualifications, relevant experience, current position responsibilities and employment history
- Certified copies of qualifications
- Current Working With Children Check or an ability to obtain such a check
- Evidence of a First Aid credential or a commitment to obtain such a credential by the commencement date

Application process

- **Only applicants eligible to work in Australia may apply for this position**
- Submit application via email only - employment@tcc.nsw.edu.au
- Indicate in subject line the following: **Application: Head of Library Services K-12**
- **ALL DOCUMENTATION SUBMITTED AS A SINGLE PDF DOCUMENT**

- Specific enquiries regarding this position may be addressed to Miss Clare Warren, Deputy Principal Teaching and Learning on (02) 8863 2952 or dptl@tcc.nsw.edu.au
- This position does not have a closing date and will close when a suitable candidate is found.
- Interviews may commence upon receipt of suitable applicants
- Commencement date ASAP (negotiated)

The College as a Safe School Organisation actively promotes the safety and wellbeing of all children. We are committed to protecting children from abuse or harm, in accordance with our legal and ethical obligations including Child Safe Standards. All applicants need to have a current Working with Children Check or be eligible to obtain a WWCC by the time employment commences.

ROLE DESCRIPTION

HEAD OF LIBRARY SERVICES K-12

1. PURPOSE OF THIS POSITION

The Head of Library Services K-12 will support and facilitate a quality teaching and learning experience for students and staff. This will require the Head of Library Services K-12 to lead and develop a contemporary strategy to ensure students and staff are able to build a knowledge of an inquiry research base, relevant technology skills, digital citizenship, programs and to foster a love of literature and reading.

2. REPORTING RELATIONSHIPS

- Reports to _____ Principal
- Direct Report _____ Deputy Principal Teaching and Learning*
- This position _____ Head of Library Services K-12
- Reports _____ Library Assistant
Library Technician
- Non-Reporting relationships _____ Deputy Principal Primary
Deputy Principal Secondary
Business Manager
ICT Operations Manager
Head of Development

*The Deputy Principal Teaching and Learning reports to the Principal

3. PERSON AND PROFESSIONAL ATTRIBUTES

- Excellent interpersonal skills demonstrating the ability to interact, liaise effectively and establish positive working relationships while being warm and friendly.
- Demonstrate passion for reading, literature and technology in an educational setting.
- Committed to understanding a K-12 Library service.
- Ability to lead and manage in a collaborative team environment displaying skills to be decisive and directional when required.
- Embrace and model being a lifelong learner.
- Demonstrate excellent time management and organisational skills.
- Communicate clearly and confidently, in both written and verbal communication.
- Display a positive attitude, resilience and regulation skills.
- Enthusiastic with personal drive.
- Conscientious and professional.
- Reliable and accountable.

4. RESPONSIBILITIES

Demonstrated commitment to:

- Maintain a commitment to a faithful walk with the Lord Jesus Christ.
- Demonstrate ongoing commitment to the College's Purpose and Purpose Statements.

- Set an example to students, staff and parents/carers in matters of faith and conduct.
- Demonstrate a growing understanding of the place of education, teaching and learning within a Biblical Worldview.

Staff Management and Development

- Provide effective and supportive leadership to the Library staff to ensure the Library provides exceptional service to staff, students, parents/carers and the College Community.
- Promote a positive team culture where Library Staff feel valued and are able to thrive.
- Assist the DPTL with staff development and professional development of Library Staff.
- Facilitate and document regular Library staff meetings.

Management of the Library

- Manage the College Library and its services.
- Create a vision for the Library that is dynamic, future focused and supports the Strategic Plan of the College, teaching and learning in the College and the engagement of students K-12.
- Regularly review the Library operations, Collection development and Library processes.
- Ensure efficient daily administration of Library Services.
- Ensure that Library resources and equipment are well maintained.
- Manage duty of care arrangements, meeting policy and procedural requirements.
- Oversee WHS matters relating to the Library by implementing and monitoring policy and procedure, including assessing and reporting any hazards.
- Provide an annual Library Report for the Principal.

Physical Environment and Technology

- Develop and maintain the Library environment including appearance and spaces, ensuring they are welcoming, modern, flexible and conducive to 21st Century Learning.
- Ensure that technology in the Library is functioning optimally and report relevant matters via the TCC Helpdesk.
- Liaise with Primary, Secondary and Corporate Staff in order to manage timetabling of Library spaces, equipment and resources efficiently.

Collection Management and Development

- Manage and develop the Library collection from a Biblical Worldview, consistent with College Values, Purpose and Purpose Statements.
- Manage print and digital collections through collection development, collection management, stocktakes and reporting in line with the applicable policies and procedures.
- Maintain a current, well balanced Library collection in consultation with library users including, Library staff, College staff, students and parents/carers.
- Ensure that the collection supports teaching and learning programs as required by NESAs.
- Support staff and students by providing relevant print, digital and online resources for all curriculum areas, enabled by a comprehensive knowledge of resource management, current curriculum and education trends.
- Manage the Library subscriptions including online resources, professional associations, journals and magazines in line with the Subscriptions Policy and Procedures of the College.
- Maintain the SmartSuite Library Management System in consultation with the ICT Operations Manager.

Research Hub

- Develop terms of reference to determine the strategic direction of a Research Hub to be implemented in the College.
- Champion the Research Hub.
- Develop and acquire resources that link K-12 learners to research skills.
- Facilitate student and staff learning to enable engagement with research.
- Lead the development of research skills across the College.

Teaching and Learning

- Support the Teaching and Learning program of the College by liaising with relevant staff.
- Work in consultation with teaching staff to plan, teach and evaluate effective use of information resources and technology.
- Assist teaching staff to develop units to enhance cross curriculum priorities.
- Stay abreast of developing education and technology trends.
- Provide support for teaching staff in the area of reading and literacy.
- Assist students and staff in the development of information literacy including research and referencing skills and critical thinking.
- Engage with students in research for units of work, assignments and assessment tasks.

Budget

- Prepare and manage the Library Budget, which includes capital, the collection, consumables and subscriptions.

Promote and Maintain Online Resources

- Research, promote and maintain online resources.
- Select online resources in consultation with Primary and Secondary staff.
- Ensure that online resources are compatible with the College network through extensive consultation with the IT Department.

Promoting Reading and Literacy

- Encourage all students K-12 to read for pleasure by personal recommendation and by providing a current, well balanced Library collection, stimulating reading activities and attractive displays to inspire students to be committed, enthusiastic and engaged readers.
- Coordinate and promote the Premier's Reading Challenge with the support of the Library Team.
- Coordinate and promote whole school literature promotion in consultation with the Library Team and TCC staff. This includes engaging authors and illustrators, Book Fair, Book Parade and Secondary Literacy Day.

General

- Actively promote the Library Services to staff, students, parents/carers and the College Community.
- Proactively engage with students through Library activities.
- Maintain a high level of communication with staff, students and parents/carers.
- Contribute to the duty roster in regards to the services provided by the Library.
- Actively engage with the College before and after school programs.
- Oversee the College archive.
- Attend K to 12 activities (Staff meetings, devotions and prayer) and extra-curricular activities, as directed by the Principal.
- Attend annual Compliance sessions as required.

5. AGREEMENT

This role description is intended to describe the general nature and responsibility of work in this role. These statements are not constructed as an exhaustive list of all duties, tasks and skills required for this role. This role description should be read in conjunction with the employee's current conditions of employment and the provisions of the NSW Christian Schools Teaching Staff Multi-Enterprise Agreement.

Employees will also be required to follow any other role-related instructions and College policies, and to perform other role-related duties requested by the Line Manager (Deputy Principal Teaching and Learning) to support the College's compliance with legislative obligations.

The Line Manager (Deputy Principal Teaching and Learning) may, in consultation with the employee vary the responsibilities of the position, but within the skills and responsibility levels appropriate to the position.

This position will undergo an annual performance review.