

Head of Library & Digital Resourcing – Full-time 12 months Fixed term – Parental leave replacement

Huntingtower has a long tradition of educational excellence and consistently performs academically among the top schools in Victoria.

We are seeking a suitably qualified, enthusiastic and knowledgeable Head of Library & Digital Resourcing for a full-time **fixed term** teaching position (Parental leave replacement) **commencing in late April 2024 for a handover.**

As the Head of Library & Digital Resourcing, you have an integral role leading the library team in the support and delivery of high-quality library services that supports the learning and teaching activities at Huntingtower. At all times, the library aims to deliver a continuously improving program, focussed on reading and information literacy, across the curriculum and all year levels. This is achieved through the provision of carefully curated print and digital resources promoted within a welcoming and positive library environment that fully supports learning.

The successful candidate will have:

- Proven excellence as a classroom specialist, employing strategies that engage all students, deploying group and individual learning opportunities to sustain a literacy-rich curriculum with technology as a tool to enhance learning outcomes
- Proven leadership skills in leading a team, fostering collaboration, and providing support to colleagues, ensuring a positive working environment conducive to professional growth and well-being.
- Demonstrated a deep and broad subject knowledge base, supported by academic excellence and continuing commitment to lifelong learning
- Experience in teaching other subject areas desirable
- Demonstrated ability to apply the planning, learning and assessing principles of effective teaching and learning

The Head of Library & Digital Resourcing must be a qualified teacher with proven leadership experience. An additional qualification in Teacher Librarianship and/or Information Services is desirable.

Applicants must have an awareness of the expectations of an Independent School, appropriate VIT Registration, and a commitment to working in an environment where Christian spiritual values underpin true education. An awareness of 'Teaching for Understanding' and other educational approaches would be an advantage.

Please find position description below.

Our staff are the backbone of our enviable community and culture, and together produce high quality teaching and learning experiences for our students. We offer a range of general and role specific benefits in recognition of the ongoing valuable contributions our staff make.

If you are a vibrant, warm, supportive, and professional person who would like to become involved in a caring environment, please submit your application to employment@huntingtower.vic.edu.au by **Friday 15 March 2024** together with the names, addresses and telephone numbers of three referees.

We will shortlist and interview high quality applications as they are received, and we strongly encourage interested candidates to submit their application as soon as possible. The School reserves the right to make an appointment at any stage of the recruitment process, including prior to the closing date for applications. We thank you for your understanding.

A current employment Working with Children Check (E) and a Criminal Record Check is a requirement of employment at Huntingtower.

Huntingtower is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people. This includes children from other cultures, Aboriginal/Torres Strait Islander descent and those with a disability. Huntingtower is committed to upholding Victoria's Child Safe standards through our policies and procedures. All potential employees and volunteers will be required to comply with the School's Child Safety Policies and Code of Conduct. Candidates must demonstrate an understanding of appropriate behaviours when engaging with children. The school undertakes several screening processes to protect children and young people appropriately in its care. This includes reference checks, identity checks, qualification checks and professional registration checks.

Huntingtower embraces non-discriminatory recruitment by providing equal employment opportunity to all and maintains strict privacy and confidentiality regarding your application.

Position Description

Head of Library & Digital Resourcing

Nature of Role

The Head of Library & Digital Resourcing has an integral role leading the library team in the support and delivery of high-quality library services that supports the learning and teaching activities at Huntingtower. At all times, the library aims to deliver a continuously improving program, focussed on reading and information literacy, across the curriculum and all year levels. This is achieved through the provision of carefully curated print and digital resources promoted within a welcoming and positive library environment that fully supports learning.

Main Responsibilities and Duties

The Head of Library & Digital Resourcing is responsible for:

Teaching and Learning

- Equipping learners to achieve 21st century research proficiencies and digital information fluency as they gather, evaluate and use information retrieved online effectively, efficiently and ethically
- Collaborating with teachers to develop and deliver research methods, information literacy and information fluency initiatives that support the curriculum and student learning, as required
- Facilitating the curation and creation of 21st century digital tools and resources for learning
- Understanding the diverse needs of learners
- Promoting a visual learning environment, especially in the Senior Years, by working with teachers to promote welcoming and stimulating learning displays
- Actively participate in professional learning
- Organising the School booklists for Secondary School students

Literature Promotion

- Exposing students to a range of genres in both print and digital formats
- Developing strategies to foster a life-long love of books and reading for pleasure
- Being informed about current literature for children and young adults
- Collaborating with teachers to develop literature-based reading programs
- Organising and delivering special events and cocurricular activities (eg. Book Club, Book Week) that promote and support a reading culture at Huntingtower

Management and Leadership

- Efficiently managing resource budgets
- Organising efficient procedures and systems for delivery of services ELC to Year 12 students
- Managing the automated library system, Oliver and related technology including the video Library ClickView and the Library webpage
- Maintaining a high level of professional knowledge
- Demonstrating practices that reflect current and future educational and digital resourcing needs
- Managing and supporting Library staff

Services

- Providing a friendly learning environment where students can address their information needs
- Assisting all stakeholders in the use of information and library services
- Selecting and maintaining print and digital resources and technologies to support the information needs of the School

Service Excellence and Customer Relationship Management

- Deliver accurate and effective communications to students, staff and parents
- Work well under pressure and prioritise tasks within deadlines
- Ability to build positive relationships, negotiate and problem solve
- Demonstrate a professional, helpful and friendly attitude
- Build and maintain a respectful and professional relationship with all stakeholders
- Ability to handle confidential information with integrity
- Work well in a team and be prepared to assist others when required
- Excellent interpersonal skills and customer-service skills
- A firm belief in, and commitment to the mission, vision and core values of the School with an ability to articulate and promote these values

Position Requirements

- Tertiary qualified teacher with proven leadership experience. An additional qualification in Teacher Librarianship and/or Information Services is desirable
- Sound experience and knowledge of Library procedures, preferably in a school Library
- A proven record of implementing education programs
- Strong IT skills including experience in ClickView Library, Library Management System Oliver and Microsoft Office Suite
- Demonstrate effective strategies for leading and managing staff
- Well-developed time management, administrative and organisational skills
- Commitment to ongoing professional development and participation in Professional Learning activities provided by the School
- A commitment to contributing to the co-curricular life of the school
- Demonstrated skill in identifying and implementing significant improvement and change
- Highly developed interpersonal skills
- Experience at working within a School environment
- Hold a First Aid (HLTAID003) and Anaphylaxis qualification or be prepared to complete both qualifications
- A current Victorian Institute of Teaching registration (which incorporates Working With Children Check and National Police Checks) is an essential requirement for this role
- A strong belief in child safety and protection, and a willingness to be actively engaged in the School's child safe culture
- A positive history of working with children and experience in child-related work

Flexibility

- This position description is intended to provide a broad outline of the main responsibilities only. You will be required to perform these duties, and any other duties the employer may assign to you, having regard to your skills, training and experience
- The post holder is required to be flexible in developing their role in agreement with the Deputy Principal

Key Relationships

Reporting to:

- Vice Principal – Teaching & Learning (P-12)
- Principal

Key Relationships:

- Senior Executive Team
- Students
- Staff
- HT Community
- Service Providers

Health and Safety

- Demonstrating full awareness of work health and safety issues and procedures, complying with these and taking responsibility for one's own health and safety
- Promote and support student, staff and visitor safety and well-being, anticipating and responding accordingly to potential threats
- Being familiar with emergency procedures and being ready to implement them if necessary

Commitment to Child Safety

Huntingtower is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people. Huntingtower's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out identity, qualification, professional registration and reference checks to ensure that we are recruiting the right people.

All staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations, including child safe standards. The School's Child Protection Program, including the *Child Safety and Wellbeing Policy*, *Child Safety Code of Conduct* and the *Staff Code of Conduct* is available via the Staff Portal. The following responsibilities are expected of all roles within the School.

All staff are expected to:

- Be familiar with the content of the School's Child Protection Program, including the *Child Safety and Wellbeing Policy*, the *Child Safety Code of Conduct*, the *Staff Code of Conduct* and with their legal obligations with respect to the reporting of child abuse
- Be responsible for understanding and applying the School's child safety policies and procedures, including identifying and addressing risks, identifying child abuse indicators, management of disclosures, reporting including mandatory reporting, and complying with the *Child Safety Code of Conduct* and *Staff Code of Conduct* and related policies governing staff-student relationships
- Take all practicable measures to protect students where a risk to their safety has been identified, where students are under their care
- Be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the School's Child Protection Officers and/or with external agencies where required
- Be aware of students with whom you will have direct contact, in addressing child protection disclosures and needs of Aboriginal/Torres Strait Islander, those from a culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as LGBTIQ+ and other students experiencing risk or vulnerability

- Promote respectful relationships between students and adults, and between students and their peers. These relationships are based on respect, honesty, kindness, trust and empathy
- Commit to providing an environment where students are safe and feel safe, where their participation is valued, their views respected and their voices are heard about decisions that affect their lives
- Comply with the *Child Safety and Wellbeing Policy*, and act in accordance with the *Child Safety Code of Conduct and Staff Code of Conduct*