

TITLE: **LIBRARY MANAGER – MELTON CAMPUS**

Report to: Deputy Principal – Learning and Teaching Cross Campus

REMUNERATION & TIME ALLOWANCE

Position of Leadership Allowance: POL 2

Time Allowance: 18 periods per cycle

Tenure: Three years with a mid-term appraisal

The Library Manager is expected to commit to the vision and values of St Francis Catholic College (the College) and carry out the role in a manner that reflects the vision and values articulated in the College Mission Statement in accordance with the School Implementation Framework (SIF) and the College Annual Action Plan (AAP).

STATEMENT OF DUTIES	
Commitment to Catholic Education	• Demonstrate an understanding of the ethos of a Catholic school, in particular, the Franciscan and House Charisms. • Demonstrate an understanding of Church teachings and the staff members role in the mission of the Church. • Demonstrate a capacity to integrate Church teachings into all aspects of curriculum. • Demonstrate ability to help students understand and appreciate Catholic teachings through personal example. • Compliance with the Accreditation Policy of the Victorian Catholic Education Authority (VCEA). • Demonstrate a commitment to Franciscan education informed by the Franciscan Schools Australia Framework.
Commitment to Child Safety and Wellbeing	• Be familiar with and comply with the College Child Safety Policy and Code of Conduct, and any other policies or procedures relating to child safety. • Assist in the provision of a child safe environment for students. • Actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College. • Demonstrate ability to provide duty of care for students in relation to their physical and mental faith formation.

STATEMENT OF DUTIES

Teaching Duties and Responsibilities

- Maintain currency with legal obligations in relation to child safety - mandatory reporting and reportable conduct.
- Be aware of MACS schools Flourishing Learners position statement –*Vision for Instruction*.
- Implementation of explicit instructional practice.
- Conduct classes and learning experiences that promote literature appreciation, reading engagement, and research capabilities.
- Collaboratively teach information literacy and research skills, enabling students to effectively locate, evaluate, and use information.
- Develop a stimulating and inclusive learning environment that caters for diverse learning needs and learning styles.
- Employ a range of contemporary teaching strategies and learning technologies to enhance student learning outcomes.
- Provide timely, constructive feedback to students to support their progress and learning.
- Attend Parent/Teacher interviews and extracurricular activities as required.
- Engage in ongoing professional learning to strengthen teaching practice and improve student outcomes.
- Actively participate in Domain, Year Level, Specialist Team, House and other relevant professional meetings and activities.
- Respond effectively to student wellbeing and pastoral care needs.
- Work with others to maintain a culture of inclusiveness and mutual respect that values the unique nature of each member of the College community.
- Maintain an understanding of and respond appropriately to the diverse and additional learning needs of students.
- Understand, support, and utilise College policies regarding student management and harassment.
- Participate in the College appraisal and professional growth processes.
- Perform routine clerical tasks such as answering phones and organizing files.

TEACHER LIBRARIAN DUTIES AND RESPONSIBILITIES AND STRATEGIC DEVELOPMENT

- Lead and manage the Alexandria Resource Centre (ARC) in a proactive solutions-focussed manner.
- Collaborate across campus to ensure a One school Two Campus consistent approach to the delivery of library services.
- Develop and implement programs and initiatives that support the College Strategic Plan and Annual Action Plan.
- Establish and maintain best practise library services that support teaching, learning, literacy, and research.
- Effectively manage the staffing requirements of the ARC.

INFORMATION AND RESOURCE MANAGEMENT

STATEMENT OF DUTIES

- Collaborate with teachers to identify, acquire, and promote appropriate curriculum resources, in both print and digital formats.
- Develop, manage, and maintain library collections and learning resources, including databases, eBooks, audiobooks, Clickview, and the Infiniti Library Management System.
- Catalogue and organise library resources in accordance with recognised cataloguing services.
- Maintain library databases and information systems to ensure accurate and accessible resource management.
- Loan, process, and maintain library resources and oversee borrowing services.

TEACHING AND LEARNING SUPPORT

- Foster a culture of reading, inquiry, and lifelong learning among students.
- Promote the effective use of library resources and services across Campuses.
- Respond to reference and information enquiries from students, staff, and parents/carers.
- Support staff in integrating quality information resources into curriculum planning and delivery.
- Support students in developing research and digital literacy skills.
- Ensure all staff are informed of up-to-date copyright requirements.

LIBRARY PROGRAMS AND OPERATIONS

- Coordinate and pro more literacy, reading, and library engagement Initiatives.
- Organise and support lunchtime and recess activities within the library environment.
- Register library users and manage library access processes.
- Ensure the library environment is welcoming, inclusive, orderly, and conducive to learning.

PROFESSIONAL PRACTICE

- Maintain current knowledge of developments in school libraries, information management, children's literature, and emerging research tools.
- Engage with relevant professional associations and networks, such as the School Library Association of Victoria.
- Pursue ongoing professional learning in library services, information literacy, and emerging technologies.
- Continually develop ICT capabilities and promote the effective use of digital resources and technologies.

GENERAL RESPONSIBILITIES

- Demonstrate professional and collegiate relationships with colleagues.
- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.

STATEMENT OF DUTIES

- Attend relevant College meetings, after hour events, assemblies, liturgies, sporting events, community events, faith days, and professional learning activities.
- Undertake additional duties as directed by the Principal in accordance with College operational requirements.

SELECTION CRITERIA

Commitment to Catholic Education

- Demonstrated capacity to model the ethos of a Catholic school and its mission, in particular, the Franciscan Charism and House members role in the mission of the Church.
- Demonstrated capacity to integrate Church teachings into all aspects of the curriculum.
- Ability to help students understand and appreciate Catholic teachings through personal example.
- Compliance with Accreditation Policy of the Victorian Catholic Education Authority (VCEA).
- Demonstrated commitment to Franciscan education formed by the Franciscan Schools Australia Framework.

Commitment to Child Safety and Wellbeing

- Demonstrated understanding of child safety.
- Experience working with children, demonstrating understanding of appropriate behaviours when engaging with children.
- Ability to actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College.
- Familiarity with legal obligations relating to child safety including mandatory reporting and reportable conduct.
- Demonstrated capacity to provide a duty of care for students in relation to their physical and mental wellbeing.

Teaching Skills and Experience

- Demonstrated a depth of knowledge of the operation of libraries and the resources used to provide these services.
- Demonstrated extensive knowledge of children's literature.
- Demonstrated knowledge of current and innovative research tools.
- Demonstrated understanding of current theory in teaching and learning pedagogy and pastoral welfare.
- Demonstrated understanding of learning technologies and their application to enhance learning.
- Demonstrated high level organisational skills and attention to detail, ability to prioritise tasks, multi-task, and work efficiently.
- Demonstrated highly developed research skills.
- Demonstrated efficiency with library operations, including the ability to plan and manage events.
- Demonstrated ability to catalogue.
- Demonstrated ability to work as part of a team.
- Demonstrated ability to remain confidential where required.

	• Demonstrated ability to prioritise tasks, multi-task, and work efficiently. • Excellent oral and written communication skills, including ability to communicate with students, parents/carers, and the College community. • Proven capacity to work independently. • Sound organisational skills including strong attention to detail. • Proven time-management skills. • Ability and willingness to accept policy directives. • Demonstrated maturity and capability. Essential: • Current Victorian Institute of Teaching (VIT) registration. • Previous experience in a school-environment (desirable). • Proficiency in using Microsoft Office Suite including Word and Excel. • CPR qualifications (training provided).
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