

# NAMBOUR CHRISTIAN COLLEGE

## POSITION DESCRIPTION

### HEAD of LIBRARY

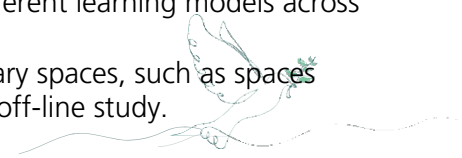
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<b>Position Purpose</b>	To strategically lead the Library program and learning resources in fulfilling the educational goals of NCC.
<b>Qualifications</b>	Current Queensland Teacher Registration Relevant qualifications and Memberships, as approved by the Australian Library and Information Association Current First Aid Certificate
<b>Accountability</b>	Heads of Schools, usually through the Director of Teaching and Learning and ultimately the Executive Principal.
<b>Key Relationships</b>	Students, parents, teachers, Director of Academic Studies, Head of Vocational Education & Training, Head of Business Operations, Heads of Schools and Executive Principal.
<b>Personal Requirements</b>	<p>These are generally personal in nature and reflect the desired attributes of staff.</p> <ul style="list-style-type: none"> <li>• Have a personal faith and commitment to Jesus Christ</li> <li>• Demonstrate an ability to translate faith into practice</li> <li>• Proactively contribute to the delivery of the Mission of NCC</li> <li>• Demonstrate, establish and maintain appropriate professional boundaries with students</li> <li>• Actively support and always act in a manner consistent with the College ethos and Staff Code of Conduct</li> <li>• Act with integrity, loyalty, honesty and accept authority</li> <li>• Act with tolerance and compassion</li> <li>• Demonstrate an ability to forgive and accept forgiveness</li> <li>• Demonstrate an acceptance of other people</li> <li>• Exhibit self-discipline</li> <li>• Demonstrate a willingness to learn and engage in professional development and maintain currency in field</li> <li>• Maintain confidentiality.</li> </ul>

### Responsibilities and Accountabilities

#### Library Leadership – Teaching and Learning

- Cultivate a passion for reading, literacy, research and learning across the College.
- Promote an understanding and demonstrate skills to model authentic Christian Education that encapsulates whole-of-life learning and good scholarship.
- Demonstrate an appreciation of the principles of Classical Education and understanding of different learning models across learning areas.
- Assist with the development of Library spaces, such as spaces conducive to reading, research and off-line study.



- Promote and support a reading program, such as 'Great Books', for reading across the Middle and Senior Schools, and in consultation with Junior School leaders.
- Support other reading programs, such as Staff Book Club, as appropriate.
- Maintain familiarity with governance and compliance standards and processes (e.g. QCAA) in relation to NCC curriculum and resources.
- Develop and promote Library resources for use within the Middle and Senior Schools and in consultation with Junior School leaders.
- Actively support the implementation of NCC's balanced use of technology as a tool for learning within the Teaching and Learning Framework, assisting the Technology Department and the continuing professional development of staff.
- Provide support, assistance and feedback to Curriculum Leaders and teachers for use of Library resources in their programs. This may include promoting Library functions in Department and other meetings.
- Support and participate in relevant parent information sessions (E.g. Subject Information Evenings)

#### **Library Leadership – Special Programs**

- Promote and lead the use of the Library resources and spaces, including before, during and after school hours.
- Manage the Library as a physical resource for some club activities, such as Chess Club, and assist with the programs held within the Library.
- Lead a Homework Club program in consultation with the Teaching and Learning Committee.
- Work with the timetabler for use of Library spaces during teaching weeks and exam periods.

#### **Library Leadership – Community and Team**

- Foster a welcoming and stimulating Library environment.
- Work alongside the Junior School Library staff in implementing College-wide goals.
- Lead the specialist Library staff, including overseeing role descriptions, appraisal and performance management.
- Be an active member for the Heads of Department Committee and regular contributor to the Teaching and Learning Committee.

#### **Teaching Duties**

- Maintain a teaching load set according to other responsibilities and in consultation with Director of Teaching and Learning and Heads of School.

### **Other Leadership and Management**

- Set annual goals within broader goals of the College and Teaching and Learning program.
- Contribute to and oversee the implementation of the College budget for textbooks, books and other Library resources.
- Organise staff for Library Opening Hours, including personal attendance from 8am -4.30pm (or equivalent) unless involved in other sanctioned activities.
- Oversee the preparation and collection of student textbooks, including readiness for Family Administration Day before the academic year begins.
- Assist the NCC Workplace Health and Safety committee with issues pertaining to the Library.

**Remuneration**

In accordance with levels set out in the NCC Enterprise Agreement

**Reference Documents**

NCC Child Protection Policy  
 NCC Staff Code of Conduct  
 NCC Enterprise Agreement  
 NCC Staff Dress Code Policy  
 NCC Workplace Health and Safety Policy

**Hours of Work**

As per Employment Contract