

Head of Library Services

Dynamic, student focused teacher/librarians with the ability to inspire a love of learning and a commitment to co-operative teaching are invited to apply for this position commencing Term One 2010.

The successful applicant will be responsible for the effective management of the library and its resources and for integration of appropriate information literacy skills across the curriculum. A knowledge of and commitment to the integration of learning technologies is essential.

Northholm Grammar is a well resourced co-educational day school for 500 students from Years 3 to 12. All members of the School's staff are required to support the Christian ethos of the School and actively participate in the co-curricular program.

For further information please see our web site.

www.northholm.nsw.edu.au

Applications should include a curriculum vitae and the names and contact details of two confidential referees. Applications should be sent to:

The Principal Northholm Grammar School

Locked Bag 505 Galston NSW 2159

Fax: 9656 1512 Phone: 9656 2000

Email: jobapplications@northholm.nsw.edu.au

Applications close on Wednesday 11th November 2009

Applicants must satisfy Child protection Legislation and will be subject to employment screening.



HEAD OF LIBRARY SERVICES

DUTY STATEMENT

The Head of Library Services is responsible to the Principal for the leadership and management of library services. This includes:

1. The implementation of practices that actively promote literature including:
 - exposing students to a range of genres in both print and digital form;
 - developing strategies to foster a love of reading and literature for leisure;
 - promoting best quality literature and authors reflecting a variety of cultures and themes;
 - guiding students in their reading choices;
 - using selection tools/reviewing journals to keep informed about current literature for children and young adults;
 - collaborating with teachers to develop literature-based reading programs.

2. The support of instructional leadership across all subject areas, particularly:
 - assisting teaching staff to integrate information literacy strategies, resource based units of work and literature programs within the curriculum;
 - advising on the structure and relevance of assessment items to support high standards of student achievement;
 - developing appropriate skills in information literacy for staff and students;
 - providing relevant and appropriate instructional materials and resources;
 - promoting the appropriate use of on-line and print resources;
 - working with School leaders to integrate information and communication technologies into the curriculum;
 - co-ordinating displays, special events and activities to support student learning;
 - supporting newly appointed staff, and staff on probation through orientation to library services;
 - maintaining high standards of effectiveness for library staff through regular professional development;
 - assisting library staff with organisation, administrative and welfare matters.

3. The development and implementation of library policies consistent with the School's practice in relation to:
 - the day-to-day operations of the library;
 - the acquisition, processing and cataloguing of resources;
 - the management of the automated library system and related technology;
 - stock control of library resources and oversight of department resources
 - the involvement of library staff in decision making, information sharing and advice;
 - budgets and management of resources;
 - informing library staff of policy decisions.

4. The provision of expert advice and information to the School executive and staff; on legal, cultural and curricular matters, including:
 - liaison with consultants and other external organisations to improve School practice as part of a regular review process;
 - resource needs;
 - staffing;
 - standards for the delivery of library services;
 - copyright issues;

- excursions, guest speakers;
- parent and student issues;
- conflict resolution – staff, parents, students.

5. The provision of departmental professional development, including:

- a development plan for the department and for individual staff members;
- encouragement of library staff to join appropriate professional associations;
- active involvement in staff appraisal at all times and within the formal appraisal structures.

6. The provision of a friendly learning environment in which students feel confident that their information needs will be supported.

7. The strong encouragement of appropriate integration of information technology in all aspects of library operations.

8. The evaluation of library services and implementation of current best practice.

9. The involvement with School public relations e.g. information evenings, parent teacher nights, special functions.

10. The annual reports for ILEX.

11. The promotion of library services e.g. School intranet and through static displays.

12. The provision of a written report twice a year (end of Terms 1 and 3) to the Principal. Reports may include:

- student successes;
- student concerns;
- staffing issues;
- resources and facilities;
- curriculum initiatives;
- curriculum matters.

13. Participation in the Pastoral Care system as a Tutor within assigned House

14. Support for the successful implementation of the School's Strategic Plan 2010-2014

15. Other duties as required by the Principal.