The Head of Library, Information and Research Services provides the vision and leadership for the team of staff responsible for the planning, development, implementation, and evaluation of high quality, client focused library, information and research services to the Scotch community. Specifically the position will ensure the delivery of information services, information learning & literacy instruction, academic liaison, teaching and research support that meets the needs of the three sub-schools, and plays a strategic and transformational role in enhancing learning for boys in years 1 to 12.

Responsible to: Director of Information & Learning Technologies

KEY RESPONSIBILITIES

1. Teaching & Learning
Promote a culture of information literacy by creating opportunities for self directed, independent and collaborative learning where students and staff use a wide variety of physical and electronic information resources to inquire, analyse, evaluate, interpret and construct knowledge, ask informed questions and sharpen their critical thinking.

2. Learning Environments
Manage physical and virtual learning spaces that integrate traditional library materials with progressive e-learning and information services, creating exciting learning environments.

3. Information Services
Manage a wide range of physical and electronic resources and systems, including both current and future technologies. Developing the use of collaborative tools for 21st century learners.

4. Research Services
Maintain awareness of, and report developments in research practice in the Australian education context, including research data and information technologies, e-research and open access that may enhance opportunities to generate and share information, and inform educational practices.

5. Leadership
Provide visionary and energising leadership in Information Resources through collaboration with the whole community including library staff, teachers, students and parents.

SPECIFIC DUTIES

1. Teaching & Learning
   • Promote and develop with teachers a scope and sequence of information literacy instruction or skills development
   • Collaborate with teachers to develop programs and lessons which develop inquiry learning and a variety of 21st century literacy, including collaborative tools, searching skills, filtering, sorting, evaluating and contextualising of information
• Facilitate the development of innovative programs supported by sound research, to provide a wide variety of learning opportunities for students
• Promote professional development programs for staff, students and the wider community in conjunction with the Director of Information and Learning Technologies
• Work within the Scotch community to promote and develop a vibrant reading culture, including a wide range of media and texts: print and non-print, textual and visual, traditional and online, canonical/literary and contemporary/pop-culture.
• Work collaboratively with teachers and learning teams to research, access, develop and present curriculum resources
• Maintain a sound understanding of Inquiry Based Learning and collaborative teaching practices
• Develop and teach skills based programmes in collaboration with classroom teachers
• Foster an environment where learners are encouraged and empowered to read, view, listen and respond for understanding and enjoyment
• Promote engagement with literature and authors reflecting a variety of cultures and themes

2. Learning Environment
• Continually evaluate and assess physical and virtual learning spaces to ensure exciting, engaging and productive learning environments are created and maintained
• Instigate and implement appropriate technological innovation
• Lead the implementation of programs to attract staff, students and the wider College community to use the libraries
• Develop an information-rich learning environment that supports the needs of the school community
• Strive to ensure equity of access across the school community

3. Information Services
• Ensure effective use of the information resources through the provision of efficient systems and services for the organisation, storage and circulation of resources
• Provide students with learning contexts, processes and skills as well as opportunities for wide reading, personal growth and development of information literacy competencies.
• Develop and maintain print and non-print resources to meet curriculum requirements.
• Support the understanding, development and implementation of information and learning technologies for lifelong learning
• Plan, evaluate, develop and provide access to information resources through a range of media
• Provide advice and support to staff, students and the wider community to maximise their efficient use and knowledge of available information resources

4. Research Services
• Apply contemporary research principles and practices to support research projects.
• Provide targeted research assistance to staff to support and inform teaching and learning practice
• Oversee research into identified issues as directed and prepare information to be used in the development and drafting of reports, submissions, projects and briefing papers.

5. Leadership
• Lead and manage all aspects of the Library team (human resources, financial management, quality management, strategic planning, operational requirements etc)
• Develop, document and publish library resource centre strategies, goals, practices and policies.
• Develop and articulate the vision, strategy, ideas, work and planning process that structure the regular and ongoing evaluation of existing practices, technology, information systems, research methods, policies and staffing and which take account of the future directions of information management and technology.
• Develop a service oriented approach to the delivery of library services to all members of the Scotch community
• Energise stakeholders and sustain their commitment to changes in approaches, processes and strategies
• Motivate staff by communicating goals and performance expectations, ensuring appropriate training in work and organisational skills and give recognition for valued performance and celebrate achievements
• Maintain links, develop partnerships and work closely with key stakeholders in both the organisation's profession and the library profession
• Supervise and oversee the direction and day-to-day operations of the library
• Maintain a quality management system and associated documentation, ensuring compliance with relevant operations manuals

MAINTAIN SKILLS AND KNOWLEDGE
• Undertake relevant Professional Development
• Attend professional development courses, library conferences, computing conferences, IB conferences and other meetings required to ensure best library principles and practice are maintained
• Actively participate as a member of professional communities and maintain regular contact with local, national and international progressive librarians.

QUALIFICATIONS
Tertiary and professional qualifications in Information Science / Library Studies or equivalent capable of affording eligibility for professional membership of the Australian Library and Information Association (ALIA) A teaching qualification is not essential but will be viewed favourably.

SKILLS AND ATTRIBUTES REQUIRED
• An enthusiastic and motivated individual who has a passion for lifelong learning through inquiry learning, knowledge acquisition, critical thinking skills and literature.
• A commitment to innovation, continuous improvement and future planning to meet Scotch’s e-learning and information literacy requirements.
• Demonstrated understanding of technology and its application in teaching and learning and libraries with particular experience in managing a 21st century library.
• Proven leadership skills including the ability to promote a positive culture, mentor and coach staff and build a strong team.
• Demonstrated management and strategic planning skills.
• Ability to build strong relationships with staff, students and parents.
• Excellent communication and interpersonal skills.
• Experience in managing a library and information service including system administration of an automated library system.
• Experience in implementing change and innovation
• Demonstrated ability to provide client-focused service and excellent interpersonal skills, including networking and collaboration.