MOUNT ST. JOSEPH GIRLS' COLLEGE
Virtue Courage

Teacher/Librarian - Learning Resource Centre Leader
Role Description

Position Purpose

The Learning Resource Centre Leader provides strategic and faith-informed leadership to ensure the Learning Resource Centre (LRC) is a dynamic and inclusive hub that supports learning, creativity, and wellbeing across the College.

This role is responsible for leading and developing information services, digital learning, and innovative library programs that build students' research capability, digital literacy, and love of reading. The Learning Resource Centre Leader works collaboratively with staff to design and deliver broad, coherent, and engaging learning experiences that foster inquiry, critical thinking, and academic success.

Prerequisites

- Commitment to Child Safety
- A demonstrated understanding of child safety
- A demonstrated understanding of appropriate behaviours when engaging with children
- Familiarity with legal obligations relating to child safety (e.g. Mandatory reporting)
- Be a suitable person to engage in child-connected work
- Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check Commitment to Child Safety
- Demonstrated understanding of child safety and appropriate professional behaviours
- Familiarity with legal obligations including Mandatory Reporting and Ministerial Order 1359
- Commitment to promoting a child-safe culture in all aspects of College life

Qualifications and Experience

- Recognised postgraduate qualification in Teacher Librarianship
- Information Management or Digital Learning qualifications or experience would be advantageous
- Accreditation to teach in a Catholic school (or working towards such accreditation)
- Demonstrated leadership experience in managing teams and leading educational innovation

Remuneration

- Relevant teacher or Education Support level, plus an Area of Responsibility allowance equivalent to a POL 3 allowance

Leadership

- Uphold and promote the values and ethos of Mount St Joseph Girls' College within all aspects of Learning Resource Centre programs and interactions.
- Foster a welcoming, inclusive, and respectful environment that supports the dignity and wellbeing of all members of the College community
- Model integrity, compassion, and respect in all leadership and professional relationships
- Encourage a sense of purpose and service in the work of the Learning Resource Centre team, supporting the holistic education of students

Strategic and Educational Leadership

- Provide strategic direction for the development of the LRC in alignment with College improvement priorities
- Lead integration of information literacy, research skills, and digital citizenship across curriculum areas
- Champion innovation in reading engagement, maker space programs, and digital technologies
- Research and apply contemporary educational trends in information management and digital learning

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- Promote collaboration with the Learning Development Team, Domain Leaders and teachers to design inquiry-based learning programs
- Ensure that LRC programs reflect the College mission and foster lifelong learning

Leadership of LRC Staff

- Lead, mentor, and support LRC staff to achieve excellence in service delivery and student engagement
- Facilitate regular team meetings, planning sessions, and professional learning
- Provide constructive feedback and performance support that encourages growth and accountability
- Build a collaborative team culture that values initiative, creativity, and shared purpose

Program and Resource Management

- Oversee the selection, organisation, and accessibility of physical and digital resources that support curriculum and student interest
- Lead the operation and continuous development of the maker space and digital learning facilities
- Manage the integration of library, research, and digital learning resources to enhance student engagement
- Coordinate reading, writing, and literacy initiatives that build confidence and creativity
- Ensure all LRC environments are safe, inclusive, and conducive to learning

Operational and Administrative Leadership

- Manage the LRC budget, ensuring transparency, sustainability, and alignment with College priorities
- Maintain and review LRC policies and procedures to ensure effective, safe, and sustainable operations.
- Monitor and analyse usage, data, and feedback to inform improvement and innovation

AI Awareness and Integration

Demonstrate a thoughtful understanding of emerging AI technologies and their relevance to education and library services. Support the ethical use of AI tools in alignment with school values and contribute to responsible innovation in learning environments.

Key responsibilities include:

- Staying informed about developments in AI relevant to libraries, education, and student learning
- Supporting the ethical and values-aligned use of AI tools by students and staff
- Contributing to school policies on AI use, digital citizenship, and data privacy
- Evaluating AI-powered platforms that enhance research, discovery, and access to information
- Promoting AI and digital literacy through curated resources, displays, or learning activities

Undertake related duties as requested by the Principal or delegate.

Required Attributes and Skills

The successful candidate will be able to demonstrate the following:

1. Support the vision and mission statements of our learning and faith community at Mount St. Joseph Girls' College
2. A commitment to the Catholic ethos of the College
3. The ability to dialogue with staff in a collegial manner to achieve improved learning outcomes for students
4. A capacity to create and maintain an environment that supports continuous improvement in curriculum design and delivery leading to the achievement of high quality outcomes for all students
5. Well-developed interpersonal skills including a demonstrated ability to work and communicate within a team environment
6. Proven organisational skills and capacity to show initiative in working independently
7. The ability to liaise and communicate effectively and positively, ensuring productive interchange and professional conversation with regard to student outcomes