



Resource Centre Leader - FTE

Role Description:

St Bede's College is an Incorporated Body of the Trustees of the De La Salle Brothers of Australia, New Zealand, PNG and Pakistan. Your employer will be St Bede's College, a company limited by guarantee and beneficially owned by the De La Salle Brothers, a Catholic Religious Order.

St Bede's College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young men and their fundamental right to be respected and nurtured in a safe school environment.

The Resource Centre Leader is a qualified Teacher Librarian with overall responsibility for the continuing development and maintenance of a relevant, responsive and dynamic information service for the College community. She / he is an active member of the teaching team.

The position of Resource Centre Leader is an important leadership position within the College. The Resource Centre Leader is supportive of the Catholic Lasallian character of the College and actively supports the College Principal in his/her duties as required.

Personal and Professional Qualities

- *The successful applicant will be:*
 - Committed to the Catholic and Lasallian ethos of St Bede's College.
 - Willing to show initiative; exercise creativity and adaptability; able to work as part of a team and honest in all dealings with staff and students.
 - Committed to continuous improvement in his/her own practice and leadership development through a variety of means, including further study, professional development, professional networking, and mentoring. Undertake where possible, Lasallian studies and/or studies in Catholic identity.
 - Committed to success for all students at St Bede's College.
 - Skilful in fostering positive relationships between students and teachers.
 - Open to change and have a commitment to improvement.

Resource Centre Leadership

- *The successful applicant will:*

- Work with the Deputy Principal (ICT and Infrastructure) to promote the professional development of Resource Centre staff by providing opportunities, professional reading, modelling evidence-based best practice in student/staff relationships and providing feedback for staff. He/she will also encourage staff to be part of professional networks and other professional development activities.
- Create a professional learning community through regular engagement in professional dialogue with staff in relation to student and educational development.
- In conjunction with the College's Leadership Team, set short and long-term priorities for the Resource Centre.
- Actively maintain currency with new resources, emerging technologies, information literacy skills and applications.
- Have knowledge and experience of Learning Management Systems.

Teaching and Learning Leadership

- *The successful applicant will:*
 - Support the College's learning and teaching priorities by working with the Deputy Principal (Teaching and Learning) and the Teaching and Learning Leaders (7-9, 10-12).
 - Have a thorough knowledge of contemporary best practice approaches to teaching and learning.
 - Have an awareness of innovations in pedagogy and technologies influencing the learning landscape and environment in relation to libraries.
 - Work collaboratively with Learning Area Leaders and Learning Area teachers to identify relevant and appropriate resources for subjects in a range of media.
 - Collect data about the information literacy skills of students as they enter the College.
 - Share the data with Learning Area Leaders and Learning Area teachers to raise staff awareness of the entry level skills of the students.
 - Work collaboratively with Learning Area Leaders, Learning Area Teachers and the Information Literacy Teacher Librarian to cooperatively plan, resource and deliver research based learning tasks.
 - Assist students to effectively and critically access information through the development and implementation of an information and digital literacy skills program that is embedded in the curriculum.
 - Support the Information Literacy Teacher Librarian in fostering the effective and efficient use of electronic resources across the curriculum.
 - Work with the Wider Reading Program Coordinator to support the development of reading habits in students by promoting literature for information and pleasure, exposing students to a range of genres in both print and digital formats.

Administrative Responsibilities

- *The successful applicant will be required to:*
 - Work with the Deputy Principal (ICT and Infrastructure) to manage Resource Centre staff and services to ensure efficient and effective day to day administration and maintenance of systems, resources and equipment.
 - Assign staff responsibilities commensurate with qualifications, skills and experience.
 - Prepare and administer the Resource Centre budget.
 - Prepare the Resource Centre Annual Report.
 - Maintain membership of relevant professional associations and forums.
 - Develop policies, procedures and criteria for resource selection.
 - Implement strategies for the evaluation and maintenance of the Resource Centre collection
 - Provide designated areas to accommodate and facilitate formal classes, study hall, silent reading, computer use, mentoring and recreational activities.
 - Attend LAL, Curriculum and ICT meetings.
 - Formally meet and report to the College Leadership Team annually.

Other duties as assigned by the Principal

TENURE, CONDITIONS AND REQUIREMENTS

Classification	Remuneration is paid in accordance with the provisions of the Victorian Catholic Education Multi Employment Agreement 2013. This role attracts an additional allowance equivalent to a Position of Leadership (POL) 2.
Tenure	Ongoing appointment
Appraisals	Annual Review Meeting Formative Appraisal every three years
Entitlements	Entitlements under the Victorian Catholic Schools Multi Enterprise Agreement 2013 (or its successors)
Requirements	Victorian Institute of Teaching – Full registration CECV Accreditation to teach in a Catholic School Criminal Record Check