



Position Description

# HEAD OF LIBRARY INFORMATION SERVICES

Position title	Head of Library Information Services
Reports to	Director of Learning Culture
Position of Leadership	Level 4
Time Release	32 periods

## Role Description

The Head of Library & Information Services plays a vital role in cultivating a learning culture that reflects the College's Catholic and Marist identity. As a steward of knowledge and formation, they lead a dynamic and inclusive library that inspires curiosity, fosters critical thinking, and empowers students and staff to engage meaningfully with information, literature, and digital technologies. Guided by a commitment to holistic education, the Head of Library & Information Services champions equitable access to resources, encourages lifelong learning, and ensures the library is a sacred space for inquiry, reflection, and growth—intellectually, spiritually, and ethically.

In demonstrating a commitment to continuous professional learning, they ensure compliance with legislative and curriculum requirements while modelling the value of lifelong learning. The Head of VCE is expected to uphold all legislative obligations related to Child Safeguarding and Occupational Health and Safety, in alignment with College policies.

## Key Responsibilities

The Head of Library Information Services is responsible for:

- Provide strategic leadership of the Library and Information Services aligned with the College's Catholic mission and educational priorities.
- Lead the integration of information literacy, digital fluency, and research skills across the curriculum.
- Manage the development, curation, and renewal of physical and digital resources to support teaching and learning.
- Cultivate a vibrant reading culture that promotes student engagement, imagination, and empathy.
- Oversee daily library operations, staffing, systems, and budgets with a focus on continuous improvement.
- Support staff and students in ethical, responsible use of information and digital platforms.
- Foster partnerships with teaching staff, students, families, and external networks to enhance learning outcomes.

## Key Duties

- Lead a welcoming and inclusive library environment that reflects Catholic values, encourages student agency, and supports diverse learning needs.
- Collaborate with teaching teams to embed information and digital literacy into curriculum planning and pedagogy.
- Oversee the selection, acquisition, cataloguing, and curation of print, digital, and multimedia resources aligned with curriculum and school vision.
- Promote a reading culture through targeted programs, events (e.g. Book Week, author visits), and reader advisory services.
- Manage library staffing, rosters, supervision, and professional development to build team capacity.
- Implement and maintain library systems (e.g. LMS, catalogues, databases), ensuring usability, accessibility, and relevance.
- Monitor library usage data and conduct regular evaluations to guide service improvement.
- Support student wellbeing and formation by ensuring the library is a space for quiet reflection, respectful dialogue, and belonging.
- Champion academic integrity and digital citizenship through programs, resources, and individual support.
- Coordinate library-based learning sessions, research workshops, and tailored support for senior students and project-based learning.
- Develop and oversee the library budget, resource subscriptions, and vendor relationships.
- Contribute to whole-school initiatives, including strategic planning, learning innovation, and faith formation.
- Other duties as directed by the Principal.

## Membership

The Head of Library Information Services is a **member of the following teams:**

- Learning and Teaching Team

They work **in collaboration with:**

- College Executive
- School Improvement Team
- Wellbeing Services Team
- Personalised Learning Team
- Pathways Team

## Positions Reporting to the Head of Library Information Services:

- Library Technicians