



## Saint Ignatius College Geelong

### ROLE STATEMENT

# Information Learning Centre (Library) Manager

**Date:** December 2022

Every staff member at Saint Ignatius College Geelong is expected, at all times, to support the:  
**College's Catholic Ethos**  
**College's Ignatian Ethos**  
**College's Child Safe Policies and Procedures**  
**CECV Statement of Principles Regarding Catholic Education**

All staff members at Saint Ignatius College Geelong are ultimately responsible to the  
**College Principal via the Deputy Principal: Staff, Identity and Operations**  
and the designated leader of their work area which is the **Deputy Principal of Teaching and Learning.**

<b>Nature of this role</b>	<ul style="list-style-type: none"><li>• The essential role of every staff member at Saint Ignatius College Geelong is to provide the best possible child safe learning environment and pastoral care for each student according to the College Mission Statement and The Characteristics of Jesuit Education.</li><li>• The staff member appointed to the position of Information Learning Centre Coordinator is expected to perform the duties as outlined in this description, in a professional and respectful way and act as a role model for students.</li><li>• The primary responsibilities of the Information Learning Centre Coordinator is to manage and provide a flexible teaching and learning space where students and staff information needs are met.</li><li>• This person will ensure that all professional contact with the public is positive and welcoming and promotes the College Ignatian Ethos</li></ul>
<b>The general responsibilities and accountabilities of this role</b>	<ul style="list-style-type: none"><li>• Direct accountability is to the Deputy Principal of Teaching and Learning</li><li>• Develop and maintain collegial and professional relationships with colleagues</li><li>• Contribute to a healthy and safe work environment for themselves and others and comply with all safe work policies and procedures</li><li>• Always hold current certification for Level 2 First Aid and Anaphylaxis</li><li>• Undertake an annual professional review</li><li>• Support a performance and development culture</li><li>• Adhere to all College policies as published on the College intranet</li><li>• Undertake other duties as required by the Principal</li></ul>

<p><b>The specific duties of this role</b></p>	<p><b>Leadership/Management</b></p> <ul style="list-style-type: none"> <li>• Demonstrate practices within the Library service that reflect the strategic vision of the College, modelling best practice in delivery of a wide range of Library services</li> <li>• Develop and document library procedures, set goals and objectives and evaluate within the College’s changing needs</li> <li>• Coordinate the roles, training and tasks of ILC staff and volunteers</li> <li>• Contribute to the professional development of staff</li> <li>• Provide a high quality, welcoming, responsive and proactive Library service</li> <li>• Maintain a positive environment in the library which is respectful of all present and fosters student learning</li> <li>• Preparing and administrating the Library budget</li> <li>• Ordering of print and digital resources including subscriptions and organization memberships used within the College</li> <li>• Develop, coordinate and implement opportunities for ILC events in conjunction with the Director of Community Engagement</li> <li>• Ensure student behaviour is appropriate</li> <li>• Ability to demonstrate practices that reflect current educational directions in teaching and learning and the role libraries play.</li> <li>• Knowledge of relevant technologies within a school setting; teaching pedagogies; and the future direction of libraries.</li> <li>• Maintain productive working relationships with the College community including staff, students and associated organisations eg/ PFA</li> </ul> <p><b>Literacy</b></p> <ul style="list-style-type: none"> <li>• Ability to promote and support teachers in delivering a reading for pleasure program</li> <li>• Collaborate with teachers to develop literacy based reading program</li> <li>• Develop strategies to foster a love of reading and literature for leisure</li> <li>• Guide students in their reading choices</li> <li>• Knowledge of relevant websites that review books with the ability to direct students to these sites</li> <li>• Use selection tools/reviewing journals to keep informed about current literature for children and young adults</li> <li>• Maintain and coordinate the Digital Reading Log</li> </ul> <p><b>Curriculum</b></p> <ul style="list-style-type: none"> <li>• Membership of the Curriculum Team</li> <li>• Coordinate and Maintain the ILC Homepage for College staff and studentns</li> <li>• Provision of specialist assistance to students and staff using technology and information systems</li> <li>• Collaboration with teaching staff to ensure lifelong learning skills are developed including effective integration of information resources and technologies into student learning</li> <li>• Ability to collaboratively plan and/or co-deliver learning units with teachers</li> <li>• Maintain and coordinate the College Booklist in conjunction with the Deputy Principal, Teaching and Learning through communication with publishers, Learning Area Leaders, Campion Bookstore, etc</li> <li>• Dissemination of new and relevant resources to teachers</li> <li>• Provision of support/leadership in embedding ICT and information literacy into the curriculum</li> <li>• Demonstrated strong and effective ICT skills and ability to integrate and promote ICT to staff and students</li> <li>• Provision of specialist assistance to students and staff using technology and information systems</li> <li>• Ensure students have access to a wide range of print and digital resources including databases, Clickview, etc</li> <li>• Coordinate, produce and maintain LibGuides</li> <li>• Collaboration with teaching staff to ensure Information Literacy skills are embedded in the teaching curriculum</li> <li>• Skill students to explore resources and select most appropriate learning tools to complete research</li> <li>• Developing library collections and programs relevant to the Victorian and College curriculum</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Provide opportunities for Lunchtime Activities</li> <li>• Demonstrate a proficiency in the use of ICT technologies</li> <li>• Able to work effectively as a team member</li> <li>• Demonstrate a commitment to Professional Learning</li> <li>• Have a proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressures</li> <li>• Demonstrated time management and organizational ability together with excellent interpersonal skills</li> <li>• Any other duties as directed by the Principal or Deputy Principal/s</li> </ul>
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	<p><b>Key Skills</b></p> <p><b>Qualification</b></p> <ul style="list-style-type: none"> <li>• University qualifications in Librarianship, Information Studies, Information Management or Teaching</li> <li>• Experience in a library environment, preferably a school library</li> <li>• Proficient use of ICT, Intranet and Internet</li> <li>• Experience in all areas within relevant library Management Systems</li> <li>• Management or supervisory experience</li> <li>• VIT Registration or Working with Children's Check</li> </ul> <p><b>Capabilities</b></p> <ul style="list-style-type: none"> <li>• Knowledge and understanding of Youth Literature</li> <li>• A demonstrated interest in working with young people in a positive, respectful and supportive manner</li> <li>• Excellent oral and written communication skills, including ability to communicate with students, staff, parents and the school community</li> <li>• Self-motivation and ability to demonstrate initiative</li> <li>• Analytical and report writing skills</li> <li>• Strong interpersonal skill</li> </ul>
<b>Child Safety and Pastoral Care</b>	<ul style="list-style-type: none"> <li>• Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety</li> <li>• Assist in the provision of a child-safe environment for students</li> <li>• Maintain currency of Child Safe training</li> <li>• Demonstrate a duty of care to students in relation to their physical and mental wellbeing</li> <li>• Be active participants in the College's pastoral care system</li> <li>• Proactively monitor and support student wellbeing</li> <li>• Exercise pastoral care in a manner which reflects Ignatian values</li> <li>• Implement strategies which promote a healthy and positive learning environment</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Have current knowledge of curriculum initiatives in relation to your role</li> <li>• Commit to ongoing professional development in relation to your role</li> <li>• Be open to researching areas of interest relevant to directions provided in the school's strategic plan</li> <li>• Continue development of ICT skills as technologies evolve</li> <li>• Be an active member of a relevant professional association as duties permit</li> <li>• Support collegial learning</li> <li>• Participate annually in Ignatian professional development</li> <li>• Maintain currency of first aid, mandatory reporting and anaphylaxis training</li> <li>• Uphold the professional standards expected of this role</li> </ul>

<b>General, Administrative and School Community Duties</b>	<ul style="list-style-type: none"> <li>• Attend all relevant school meetings, including staff meetings when the notification to staff specifically indicates that support staff are required to attend</li> <li>• Attend whole-school assemblies and liturgies, whole-school sporting events, House events, Open Day, Mosaic Evening and other events as required by the Principal</li> <li>• Attend staff liturgical events and staff faith days</li> <li>• Use Information and Communications Technologies to enhance administration</li> <li>• Follow the College's financial requirements in relation to ordering and deliveries</li> <li>• Attend learning area meetings as required or requested</li> </ul>
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<b>Participation in the following Co-Curricular activities Co-Curricular Involvement</b>	<ul style="list-style-type: none"> <li>• Support and, where possible, be involved in the co-curricular program</li> <li>• Where appropriate, nominate participating students for awards or school colours</li> <li>• Create and maintain a safe environment in which students may enjoy their participation</li> <li>• Oversee the provision and care of relevant equipment materials and first aid requirements</li> <li>• Consider participation in social justice activities/retreats/spiritual programs.</li> </ul>
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This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the College and the development of the skills and knowledge of the position, including the changing needs and in consultation with the incumbent.

**Remuneration**

As per the Victorian Catholic Education Multi Enterprise Agreement 2018 or as changed from time to time. This position is an Education Support Officer, Category B position.

Remuneration and hours will be as agreed according to your contract of employment.

**Other requirements**

Employees must have and maintain

- Current VIT registration (if a teacher)
- Valid Working with Children Check (if not a teacher)
- Valid National Police Record Check every 5 years (if not a teacher)