



Mary MacKillop

Catholic Regional College

Position Description

Position Titles	Learning Resource Centre Leader
Reporting Relationships	Director of Learning, Pedagogy and Innovation Curriculum and Assessment Leader Pedagogy and Student Performance Leader Learning Adjustment Leader
Leadership Strand	Learning & Teaching
Classification Level	POL 2
Time Allowance	A minimum of 30 periods over a two-week cycle
Tenure	Two years (2024 to 2025)

Role Summary

The Learning Resource Centre Leader leads the operation and development of the Learning Resource Centre with a contemporary approach to resource collection and usage, research as a tool for independent learning, the integration of multiple literacies in all learning and partnership in resourcing the learning program from Years 7-12. Central to the role is an understanding of the need to support and resource staff and student learning.

The Learning Resource Centre is to be a place of welcome where a love of learning is engendered. The Learning Resource Centre Leader is responsible for ensuring a strong virtual presence is maintained to support student access to information outside of the physical location of the Centre. They will support the development of the learning and teaching program through team work, mentoring and role modelling for teachers and teaching teams.

The Learning Resource Centre Leader will work closely with the Learning and Teaching Team to establish the Learning Resource Centre as the hub and heart of the school and with the Leadership Team in designing a space that is welcoming, dynamic, inclusive, supportive of expert teacher practice, multi-functional and attractive. The Learning Resource Centre Leader will be a key member of the Learning and Teaching Team, demonstrate a specific knowledge of learning and a wide-ranging awareness of the learning programs across the school and be a knowledgeable and positive user of contemporary technology.

The Learning Resource Centre Leader will:

- I. support student learning
- II. support teacher pedagogy and curriculum planning
- III. manage the operation of the Resource Centre

The Learning Resource Centre Leader may be a qualified Librarian, a qualified Teacher Librarian or a Teacher with demonstrated understanding of working in a school Learning Resource Centre.

As a Leader at Mary MacKillop Catholic Regional College (MMCRC) you will actively live out the following Leadership attributes:

- Support MMCRC's vision and mission as a Catholic school and uses this as inspiration in all discussion and decision making.
- Promote the mission and Catholic ethos of the College.
- Ensure that all aspects of College life are permeated by the spirit of the Gospel and the charism of St Mary of the Cross MacKillop
- Committed to and promotes the life long learning of students and staff.
- Have high aspirations for learning that inspire staff, students and the community.
- Understand, apply and share contemporary, educational research, theory and practice in pedagogy, assessment and reporting.
- Demonstrate and share the importance of emotional intelligence and empathy in building trust and positive learning community across the college.
- Make and are able to communicate decisions informed and supported by available evidence and analysis.
- Develop strategies to ensure educational opportunities for all student to reach their potential.
- Understand the different demographic groups and key learning needs within the school community, and the external influences changing student learning needs.

As a Leader at Mary MacKillop Catholic Regional College (MMCRC) you will actively undertake the following Leadership functions:

- Develop a culture of improvement in learning and teaching by placing learning at the centre of strategic, tactical and operational planning.
- Plan, act, review and respond at the highest level of professional practice by:
 - Gathering information, analysing data and making decisions.
 - Developing strategies, sourcing resources and implementing actions for improvement.
 - Consolidating improvement, changing established practices or changing the decision-making process where necessary.
- Implement effective learning and assessment frameworks that use data, benchmarks, and observation to monitor every student's progress.
- Promote good performance and challenges underperformance in colleagues and students by promoting effective intervention, collaborative action and follow-up.
- Use emerging technologies to enhance and extend learning and teaching experience and to achieve excellence.
- Work with the learning and teaching team and wellbeing team to continuously evaluate the curriculum for improved quality, balance and relevance.
- Publicly support the Leadership Team of the College.
- Act in a supportive and supervisory capacity as directed by the Principal.
- Represent the College at external forums.
- Communicate with parents/guardians, students and staff on matters of learning, curriculum development and design, evidence-based teaching practice.

STATEMENT OF DUTIES	
Responsibilities	
Educational and College Leadership	<ul style="list-style-type: none"> • Work with the College Leadership Team to actively and publicly promote the Catholic and Josephite ethos of the College • Provide leadership by actively and publicly supporting the College's Vision and Mission Statement and by implementing the College's Strategic Plan and Annual Action Plan within the area of responsibility • Embed high expectations of staff and students in the pursuit of excellence • Develop authentic relationships with students, staff and parents, promoting collaboration and open dialogue • Liaise with parents as appropriate, in relation to learning area specific curriculum and learning and teaching matters • Encourage student participation in curriculum related activities within and beyond the College • Be a positive role model for colleagues and students and demonstrate a commitment to life-long learning • Work collaboratively with the Director of Learning, Pedagogy and Innovation, the College Leadership Team, Learning Adjustment Leader and the Learning and Teaching Team to identify strategic learning and teaching priorities for the College and for the learning area • Work collaboratively with the Director of Learning, Pedagogy and Innovation, Learning Adjustment Leader and members of the Learning Leaders Team to foster a culture committed to continuous improvement to enhance the learning opportunities for students • Support individuals to deal constructively with change and monitor and evaluate the effectiveness of change • Contribute to the development, implementation and review of College policies and charters on curriculum, learning and teaching, and assessment and reporting • Engage in ongoing personal professional learning to support College priorities, the implementation of the College's Strategic and Annual Action Plan, and to enhance leadership skills
Support Student Learning	<ul style="list-style-type: none"> • Demonstrate excellent interpersonal skills and the capacity for effective communication • Working closely with staff to facilitate the process of identifying the various learning needs of students and related curriculum delivery and development, particularly in the form of learning adjustments. • Support student learning by providing equitable access to professionally-selected resources. • Assist individual learners to develop independence in their learning.

	<ul style="list-style-type: none"> • 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. • Teach the appropriate and relevant use of learning technologies and information resources • Support students to access and use a variety of resources and technologies including learning technologies • Instruct students in the use of the Learning Resource Centre Online Resources including the webpage and Online Databases • Ensure that the Resource Centre is a place of welcome and a stimulating environment where students can become lifelong learners.
Support Teacher Pedagogy and Curriculum Planning	<ul style="list-style-type: none"> • Select and promote a wide range of quality literature reflecting a variety of cultures, genres and themes in both print and digital format to students. • Develop reading programs that encourage students to read widely on a regular basis including leadership of the Reading Renaissance program. • Promote a love of reading amongst the teaching staff, • Develop and implement strategies for selecting resources that meet curriculum, informational and student recreational needs within the context of identified school priorities. • Evaluate and deliver online information resources to suit student and teacher needs. • Support teachers in implementing learning technologies into their programs • Assist in the planning, implementation and evaluation of policies related to teaching and learning. • Provide staff with professional reading opportunities. • Provide team teaching support. • Select and promote a wide range of quality literature reflecting a variety of cultures, genres and themes in both print and digital format to students. • Develop reading programs that encourage students to read widely on a regular basis. • Facilitating, with the Learning Leaders and classroom teachers, a study skills program in relation to research and reading skills with the aim of encouraging students to become independent learners.
Management	<ul style="list-style-type: none"> • Develop and document Learning Resource Centre policies and practices. • Provide exemplary reference and information services to the school community. • Strategically plan and budget for improvement in library and information services and programs. • Apply information management practices and systems that are consistent with national standards.

	<ul style="list-style-type: none"> • Monitoring and evaluating procedures and processes for the management of library materials • Overseeing storage, retrieval and management database(s) • Managing the cataloguing, classifying, lending and storage of resource materials • Managing the selection of resources for inclusion or removal from Library collection; storage and control of class sets • Preparing reports on the operation of the Library • In consultation with the Leadership Team and the Principal, undertake planning for future developments in the provision of Learning Resource Centre and facilities at the College; allocating priorities for major projects • Set goals and objectives with the Learning Resource Centre team and with individual team members to ensure that the learning opportunities for staff and students are maximised • Organise procedures and systems for the efficient delivery of services, including staff rosters and timetables for the use of the Learning Resource Centre. • Overseeing the signposting, labelling and organisation of Library resources • Initiating and coordinating appropriate information displays for both students and staff • Meet regularly with the Learning Resource Centre staff in formal meetings • Assist Learning Resource Centre staff to access professional development to enhance their skills to further support the key work of the College; teaching and learning. • Develop and support a Help Desk to staff and students. • Develop policies, procedures and criteria for resource selection. • Implement strategies for evaluation and maintenance of the Learning Resource Centre collection. • Prepare and administer the overall College Resource Centre budget.
Other	<ul style="list-style-type: none"> • Conduct Annual Review Meetings of selected relevant staff; • Regular communication with the community in College publications on matters relating to this role; • Provide information and support at parent teacher meetings; and • Perform other duties as may be required by the Principal
Team Membership(s)	<ul style="list-style-type: none"> • Learning Resource Centre Development Team (Chair) • Learning and Teaching • Other relevant teams
Collaborates with	<ul style="list-style-type: none"> • Members of the College Leadership Team • Curriculum and Assessment Leader • Pedagogy and Student Performance Leader

	<ul style="list-style-type: none"> • Learning Adjustment Leader • Other Position of Leadership appointees as required; • Staff, students and parents/guardians
Catholic Identity	<ul style="list-style-type: none"> • Demonstrate a capacity to model the witness of the Catholic and Josephine Ethos of the College. • To promote the Catholic Identity of the College
Pastoral care and child safety	<ul style="list-style-type: none"> • Provide students with a child-safe environment • 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. • Proactively monitor and support student wellbeing. • Exercise pastoral care in a manner that reflects school values • Implement strategies which promote a healthy and positive learning environment.
Professional learning	<ul style="list-style-type: none"> • Explore professional learning opportunities for self and others to develop knowledge and understand the area you lead. • Be open to researching areas of interest relevant to directions provided in the school's strategic plan. • Continue development of ICT skills as technologies evolve. • Participate in the staff appraisal process. • Be an active member of a relevant professional association as duties permit. • Support collegial learning by acting as a mentor or supervising and supporting a pre-service teacher.
Co-curricular involvement	<ul style="list-style-type: none"> • Support and be involved in the co-curricular program. • Proactively encourage students to participate in co-curricular activities. • Act as a role model for participating students. • Keep accurate records of student attendance and participation within the co-curricular activity as appropriate. • Create and maintain a safe environment in which students may enjoy their participation. • Oversee the provision and care of relevant equipment materials and first aid requirements.
Administrative duties	<ul style="list-style-type: none"> • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. • Maintain currency of first aid, mandatory reporting and anaphylaxis training. • Demonstrate duty of care to students in relation to their physical and mental wellbeing. • Attend all relevant school meetings and after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities. • Participate in duty supervision as rostered and other supervision duties when required.

	<ul style="list-style-type: none"> • Demonstrate professional and collegiate relationships with colleagues. • Uphold the professional standards expected of a teacher • Other duties as directed by the Principal
Legal Compliance and Policy Development	<ul style="list-style-type: none"> • To see that all College policies are compliant with the law and meet government statutory authority expectations; • To be aware of and adhere to legislation and College policy relevant to the duties undertaken, including but not limited to: Child Safety; Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Privacy; Staff/Student Relationships; Conflict of interest, etc; and • To ensure that, on a regular basis, all policies you are responsible for are reviewed and ratified by the appropriate group(s).

SELECTION CRITERIA	
Commitment to Catholic education	<ul style="list-style-type: none"> • A demonstrated understanding of the ethos and mission of a Catholic school in the Josephite tradition. • A demonstrated understanding of the church's teachings and the catholic teacher's role in the mission of the church. • Demonstrate a capacity to express their understanding of the mission of a Catholic school in action • A demonstrated capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ • A capacity to integrate the church's teachings into all aspects of curriculum.
Commitment to child safety	<ul style="list-style-type: none"> • A commitment to the College's Child Safety Policy, upholding the College's statement of commitment to child safety at all times • Experience working with children • 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
Education and experience	<p>Essential:</p> <ul style="list-style-type: none"> - Teaching qualification - Current Victorian Institute of Teaching (VIT) registration - Accreditation to teach in a Catholic School (or be working towards such accreditation) - Evidence of knowledge of contemporary Library practice and systems in an educational setting - Demonstrated knowledge of the place of literacy in learning, of literacy development and of programs to support literacy especially in Years 7-9. - Demonstrated understanding of information literacy – print, visual, digital – in contemporary education and a clear vision for the role of the Learning Resource Centre in leading the development of high levels of information literacy for students and staff - High level awareness of the significance of the physical environment for learning and teaching and for wellbeing, knowledge of effective design and space usage in school libraries and the capacity to work with the Leadership Team in ensuring optimal use of the Learning Resource Centre at the College. - Demonstrated capacity to lead and manage the Learning Resource Centre team and knowledge of and interest in the development of effective, high performing teams. <p>Desirable</p>

	<ul style="list-style-type: none"> - Accreditation to teach Religious Education - Appropriate qualifications and experience to lead in this area Relevant post graduate studies (or working towards such qualifications) - Proven record of success as a secondary teacher - Demonstrated understanding and experience relevant to role - an extensive knowledge of current educational theory and practice; - Demonstrated experience using ICT
Other	<ul style="list-style-type: none"> • Ability to articulate the vision of the College and to inspire a wide range of people in order to initiate programs, events and developments. • Willingness to participate in the life of the school including attending and supporting extra-curricular activities that are related to the specific leadership position; • Capacity and willingness to undertake their role with flexibility; • Well-developed interpersonal skills and the ability to work collaboratively with members of the College community, other schools and educational authorities; • A strong commitment to continuous improvement in personal practice; and • A willingness to represent MMCRC in a public forum.
Skills/Attributes	<ul style="list-style-type: none"> • Ability to work as part of a team • A vision for learning and teaching at the College • Skilled at initiating and having the difficult conversations • Good oral and written communication skills, including the ability to communicate with children, parents and the school community. • Experience and proven record in presenting effective learning and teaching skills, including management of mixed ability classes • Ability to demonstrate an understanding of appropriate behaviours when engaging with children • A deep understanding of current educational thought and practice • Demonstrated capacity to participate in a range of camps, retreats and other school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions. • Significant leadership qualities and ability to build leadership capacity in staff and students • Empathy and insight into student transitional and wellbeing needs. • Self-motivation • Ability and willingness to accept policy directive • Highly effective organisational skills

Applicants are required to submit the following:	<ol style="list-style-type: none"> 1. An introductory letter briefly outlining their suitability and interest in the position 2. A detailed curriculum vitae, including contact details for referees, one of whom must be from the applicant's current setting
All employees at Mary MacKillop Catholic Regional College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004, the Equal Opportunity Act and DOSCEL's Commitment Statement to Child Safety.	
Through mutual agreement some variation in the specified responsibilities may take place during the term of appointment as a part of a normal process of ongoing evaluation of the College's operations.	