Newington College is a boys' school associated with the Uniting Church, founded in 1863 and a member of the A.A.G.P.S Association of NSW. There are approximately 2050 boys across three campuses, with over 1350 boys at the Secondary campus, including 50 boarders. At the Secondary level, the College offers both the NSW HSC and IB Diploma pathways at Year 12. The remaining boys attend the Preparatory Schools at either Wyvern House (Stanmore) or Lindfield on Sydney's Upper North-Shore.

Newington College is dedicated to excellence in education for boys, and the realisation of each child’s potential, providing a balanced curriculum encompassing the spiritual, academic, cultural, physical and practical areas of learning. At Newington College we pride ourselves on our dynamic approaches to teaching boys.

Through its wholehearted commitment to the best in education for boys, the school is devoted to the pursuit of excellence in all that a boy does and achieves. Each boy is valued for his unique capacity to contribute to the life of the College. Newington’s tradition of individuality, excellence and community are trademarks of our boys; it is the cornerstone on which our College was built and the heritage for its future.

Further information about the College, its programs and the Educational Strategic Plans is available on the College website:  www.newington.nsw.edu.au

A. OUTLINE

The College is seeking a Head of Library to commence January 2017. We are seeking an outstanding and experienced secondary educator with the ability to lead and enthuse a specialist team to deliver an exceptional educational service. In leading a facility that is central to supporting the quality of learning and teaching at the College, applications are sought from experienced librarians or teacher-librarians or leading secondary educators from other backgrounds. The College is seeking an academic middle-leader to promote the integration of contemporary information management across the curriculum, and manage a diverse team of professionals and support staff.

This exciting position is located at the Stanmore Secondary campus (1350 boys). A new Library opened in February 2013 as part of the Sesquicentenary celebration of the College. It is a flexible and dynamic centre that promotes enjoyable learning, innovation, creativity, literature, research and ICT. The Head of Library will be responsible for:

a) Developing and leading the Library’s role in learning and teaching, consistent with the Newington Learning Framework and the Strategic Plan of the College
b) Leading and managing the Library staff team for the effective implementation of the Library’s strategic goals
c) Overseeing the resourcing and use of the Library to meet changing curriculum needs
d) Overseeing the operation of the Library
e) Leading and embedding the College’s strategic approach to research fluency and digital literacy across Years 7-12
f) Building and maintaining productive relationships with teaching staff, Heads of Department and boys
g) The active promotion of a love of reading and literature
h) Working closely and collaboratively with the Director of ICT to develop innovative and responsive services and products to meet learning needs of boys and staff

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i) the nature of the tone and ethos of the Library  
j) managing the budgeting and facilities of the Library  
k) developing innovative programs that promote creativity and imagination  
l) maintaining a presence in the classroom, via a small teaching load (the equivalent of one class)  
m) building and maintaining productive links with Wyvern House & Lindfield Prep (The College’s Junior Schools).

Further details about this position can be obtained by contacting Mr Trent Driver, Deputy Head of Stanmore (Academic) via email tdriver@newington.nsw.edu.au or telephone (02) 9568 9318.

B. THE LIBRARY TEAM

The Library team currently consists of the following staff:

1. Head of Library
2-4. Teacher Librarians x 3 (1 x Literature, 2 x Research)
5. Library Operations Manager
6-8. Library Technicians x 2 (1 x Collections, 1 x Digital and Media) & 1 x Library Assistant (Part-Time)

Also based in the Library are two ICT Facilitators/Teachers who report directly to the Director of ICT and Head of Learning and Teaching, and are not part of the Library Team.

C. THE LIBRARY

Our Library has the following features: The ground floor consists of shelving areas, open study zones, one teaching room to seat 26, casual seating areas, print room, staff offices/facilities/store. The mezzanine consists houses the fiction collection, casual seating, study areas, and seven seminar rooms with capacity between 6-12 boys each. Within the same new building is the Year 12 Centre, Careers Centre, Cafeteria, a Lecture Theatre for 240, and five larger seminar rooms.

The Library is equipped with the Infiniti Library Management System. The Library’s current opening hours for boys are:

Term Time:

a) 7:30 am – 7:30 pm  Monday to Thursday for Term time (37 weeks)  
    Years 7-8 until 5pm; Years 9-12 & Boarders until 7.30 pm

b) 7:30 am – 5:00 pm  Friday for Term time (37 weeks) - all year groups

c) 1:00 pm – 5:00 pm  Four Sundays early Term 4 for HSC & IB exam seasons

Non-Term Time week days only:

d) 9:00 am – 4:00 pm

The Library closes for students in mid-December and reopens just prior to the start of Term One.

D. SPECIAL EMPLOYMENT CONDITIONS

The position is classified at Leadership Coordinator 3 of the Newington College Salary Structure and will involve some non-term time hours. The position reports to the Deputy Academic and is a member of the Academic Executive. All positions at Newington College are subject to a contractual six-month probation.

E. ATTRIBUTES FOR THE ROLE

- Be ‘library literate’ i.e. an interest in and a demonstrated ability in/capacity to develop a comprehensive understanding of the strategic role and operational needs of a modern library
- An understanding of the learning, information and literacy needs of boys
- A demonstrated interest in learning across the curriculum
- Leadership expertise in managing staff and students
- A successful record of academic leadership
• A demonstrated ability to lead educational change
• Strong people skills, especially in managing a professional team
• A willingness to engage in the full life of the College (academic, pastoral, co-curricular, spiritual, community).

F. PRIVACY GUIDELINES

1. In applying for this position applicants will provide Newington College with personal information. Human Resources can be contacted by telephone on (02) 9568 9525.
2. If applicants provide personal information, for example name and address or information contained on resumes, the College will collect the information in order to assess the application.
3. Applicants agree that the College may store this information for three months.
4. Applicants may seek access to the personal information held by the College if unsuccessful in obtaining a position. However, access may be denied if for example access would have an unreasonable impact on the privacy of others.
5. The College will not disclose this information to a third party without the applicant's consent.
6. If applicants provide personal information of others, they will be encouraged to inform them that they are disclosing this information to the College and why; that they can access this information if they wish; that the College does not usually disclose information to third parties; and that the College may store this information for three months.

G. CHILD PROTECTION AND FIRST AID

The successful applicant will be subject to employment screening processes with the NSW Office of the Children's Guardian and will be required to make a formal child protection application and provide a current Working with Children registration number. In addition the successful candidate will be expected to hold a current First Aid qualification.

H. THE EDUCATIONAL STRATEGIC PLAN AND AIDS OF THE COLLEGE

The Educational Strategic Plan, annual reports, reports to parents on our initiatives to date, and the aims of the College are to be found on the College website.

It is a condition of employment that staff comply with all the policies and practices of the College and that conduct is consistent with the Christian ethos of the College. All staff must be fully supportive of the aims of the College.

I. GUIDELINES FOR THE APPLICATION:

a) To apply for this position you must be eligible to work in Australia, e.g. hold an appropriate and current Australian work visa
b) Applications should not be more than eight A4 pages as one attachment, PDF format preferred. Applications should have a covering letter of not more than two pages, which includes a statement in support of your candidacy
c) Applicants must apply by completing the online application form available at: www.newington.nsw.edu.au/about/employment
d) All applications will be acknowledged after the closing date
e) Applications must also include the following information:
   • Personal details (a photograph is optional)
   • Qualifications (please include the date of each qualification and the name of the institution awarding the qualification)
   • A summary of your current position
   • A concise summary of your employment history (beginning with the most recent position)
   • Membership of any professional associations
   • Co-curricular involvement, interests and expertise
   • Names, positions and contact details for three (3) referees
   • One or more referees should hold a supervisory position.

f) Applications close 4:00 pm Friday, 26 August 2016.