HEAD OF LIBRARY SERVICES
ST PHILIP’S CHRISTIAN COLLEGE, PORT STEPHENS

JOB DESCRIPTION

PURPOSE

The Head of Library Services will lead and manage the school’s information services - physical and digital - and work across the college to support the curriculum, develop student research capacity and enthuse a love of reading and literature.

NATURE & SCOPE

THE SCHOOL

St Philip’s Christian College is a leading Christian independent school group in the Hunter Region catering for over 3100 students from babies and preschool through to Year 12. The college spans across five campuses and prides itself on offering a high standard of education, innovation and state-of-the-art facilities. Staff at St Philip’s Christian College are dedicated to working alongside each student to draw out their God-given potential and equip them with the tools to succeed not only through their schooling career but through their life. The Port Stephens campus began in 1995 and is headed by Dr Timothy Petterson. Based in Salamander Bay, the Port Stephens campus has 780 students from Little Saints to Year 12 and has continuously provided a quality education in a caring, secure and challenging learning environment based on Christian beliefs, values and practice.
POSITION CONTEXT

The Head of Library Services role is a new role at Port Stephens and signifies the college’s commitment to the development and leadership of innovative library services to meet the changing information needs of students and staff across the K-12 campus. The Head of Library will work alongside and lead a Junior Library Teacher (PT), a Middle School Library Teacher (PT), a Librarian (PT) and a Library Officer (PT). The Head of Library is responsible at all times to the Principal and Deputy Principal for the effective performance of duties relating to the provision of library services. The Head of Library Services is also responsible to the Heads of Junior, Middle and Senior Schools on issues relating to classroom teaching, curriculum and student wellbeing matters. The incumbent is expected to support at all times the school's vision, values, policies and procedures.

GENERAL REQUIREMENTS

General responsibilities of the Head of Library Services:

- Supporting and advancing the mission of the School. In cooperation with the family, St Philip’s Christian College Port Stephens will continue to provide quality education in a caring, secure and challenging learning environment based on Christian beliefs, values and practice.

- Supporting and advancing the core values of the School: Christ First, Serve One Another, Strive for Excellence, Do What is Right, Build Community.

- Modelling Christian character and good moral behaviour that explicitly supports the Christian ethos of the College.

- Demonstrating advanced communication and inter-personal skills.

- Creating a happy and productive school environment where staff and students are valued and respected.

- Contributing to the collegiality of the Library Team.

- Supporting the Principal and helping him translate the wishes of the School Governance and School Management into effective practice.
SPECIFIC REQUIREMENTS

MANAGE

• Manage and oversee the daily operation of the library
• Manage and maintain the Library Services budget
• Assess, evaluate and update Library Services policies, processes and procedures
• Perform circulation desk duties as required
• Perform all supervision duties as required (e.g. playground duty, bus duty, evacuation drills etc)
• Maintain WHS compliance at all times and report any hazards in accordance with school procedures

LEAD

• Strive for excellence, lead by example and maintain a high quality service
• Communicate and demonstrate the values of the Library Services department to students, teachers, administration and parents
• Establish and maintain collaborative relationships with teachers and administrators across the college from K-12
• Represent library services at Junior, Middle and Senior school meetings
• Maintain a positive, respectful physical environment which fosters and supports the service’s values
• Participate in the recruitment, hiring and training of other professional library staff
• Develop and continually update professional expertise and knowledge
• Establish networks with other library professionals through participation in local, state and national organizations and industry bodies
DEVELOP

• Identify, develop and deliver innovative programs and services for students K-12
• Work with existing Library Services staff to develop their knowledge and skills
• Work in collaboration with IT to develop and deliver innovative ICT and digital media services

RESOURCE

• Maintain and develop the library’s LibGuides ‘iHub’ website in collaboration with the Librarian
• Collaborate with teachers to plan, locate and upload content onto the library’s LibGuides ‘iHub’ site in collaboration with the Librarian
• Select and acquire library resources which meet the current and future needs and interests of all students and staff
• Catalogue and process resources as required

TEACH

• Work with Middle School and Senior School staff and students to develop and facilitate programs and services that encourage and foster the development of effective research skills and 21st century literacy skills.

FINALLY

No job description can capture the complexity of running a school. Therefore, this job will include such other duties as may be required by the Principal. Job descriptions will need to be reviewed from time-to-time in order to ensure they remain relevant in a rapidly changing world.

Dr Timothy Petterson
Principal
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