

Position Description

Position Details

Position	Head of Senior School Library Services
Directly reports to	Deputy Principal–Head of Senior School

Trinity Grammar School Purpose Statement

An aspirational learning community that inspires every individual to thrive and contribute positively to society.

Child Safety

Trinity Grammar is a school where the dignity of each person is recognised, respected, and fostered. The School has zero tolerance for child abuse and will treat very seriously all allegations and concerns. In line with its commitment to child safety, the School has put in place policies and procedures to uphold the Victorian Child Safe Standards. These standards aim to promote child safety, prevent child abuse, and set up processes to properly respond to allegations of child abuse.

All employees at Trinity Grammar School are required to:

- Have a current Working with Children Check or VIT registration
- Complete all mandatory reporting training and education about child safety
- Adhere to the School’s Child Protection Policies, Staff Code of Conduct and associated policies and procedures
- Report suspected cases of child abuse in accordance with the School’s policies

Position Summary

The primary purpose of this position is to ensure the establishment of explicit high standards for learning, research and the delivery of best-practice standards in information and resource management.

The Head of the Senior School Library Services is responsible for the care, management, acquisition and the use of resources and learning spaces of the Senior School library available within The Richard and Elizabeth Tudor Centre for Contemporary Learning (The Tudor Centre). The incumbent, and the team they lead, work to support teaching and learning through the provision of welcoming, vibrant and dynamic spaces for research and learning within the Senior School library. Their leadership of staff ensures the environment and its resources provide a contemporary and thriving learning environment for students, staff and the broader TGS community.

The Head of Senior School Library Services reports to the Deputy Principal-Head of Senior School and works in partnership with the Director of Teaching and Learning and the Director of Innovative Learning to support the teaching and learning program needs of the School.

The person in this role also reports regularly to the Director of Business in matters affecting the management of a significant budget, and also in matters affecting the proper maintenance of the Senior School Library and the evolution of its resources. They will also have regular contact with other School leaders responsible for the ICT infrastructure of Trinity Grammar School and its curriculum programs.

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This role includes membership of the Heads of Faculty and various other committees as required. This role also contributes to the academic achievement and recognition program which celebrates and promotes outstanding student achievement, growth and merit.

Teaching Staff Commitment

All teachers are expected to support our students in our three academic pillars of curricular, co-curricular and pastoral care. All teachers are expected to teach vertically across a range of year levels, years ELC, Prep–6 in the Junior School and years 7–12 in the Senior School. Teachers are expected to support and extend the school’s ethos and culture, foster in their students the enjoyment of learning and challenge, provide opportunities for students to have a whole of school experience, while striving for a broad world outlook. Staff must continue their professional development and participate in any mandatory training provided by the School.

Teachers are employed in accordance with and under the Educational Services (Teachers) Award 2020 and the TGS Workplace Agreement for Teachers.

Responsibilities	Performance Outcomes
To promote and enable the Trinity Strategic Vision and Purpose	The Aspiration and Guiding Principles of the Strategic Vision are evident in the observable behaviours and professional practice of all staff at Trinity Grammar School
Provide students with a child-safe environment	<p>A demonstrated understanding of appropriate behaviour and legal obligations relating to child safety</p> <p>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</p>
To inspire, motivate and grow a positive and collaborative learning culture across the School community	<p>An environment of professional trust, empowerment and learning is fostered</p> <p>Observable professional behaviour and professional courtesy is modelled at all times</p> <p>A culture of high expectations and standards is evident in staff work and learning practices and behaviours</p> <p>The Head of Senior School Library Services has an active and visible presence within the School community. They</p> <ul style="list-style-type: none"> • remain informed in all areas of School life • work effectively with all members of the community • contribute to the overall leadership, policy and decision-making of the School
To enact a shared understanding of outstanding leadership practices	Leaders engage in behaviours that reflect a shared understanding of outstanding leadership and management practice



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	<p>Leaders collaborate and support each other</p> <p>Leaders demonstrate a growth mindset reflected by:</p> <ul style="list-style-type: none"> • proactively seeking feedback from all stakeholders • intentionally reflecting on their strengths and opportunities for growth • sharing their learning about their impact
<p>To develop Senior School Library's status as a centre for contemporary learning and research</p>	<p>A harmonious and innovative learning environment is evident</p> <p>Stakeholder feedback and appropriate data measurements are used to inform the ongoing improvement and evolution of the Senior School Library's facilities, resources and the services it provides</p> <p>Learning spaces provide for age-appropriate learning and a wide range of learning, research and collaborative needs</p> <p>Personalised learning needs are supported at the individual and group level for students and staff</p> <p>Students and staff utilise the Senior School Library's resources to engage in research as an integral component of learning and for program development</p> <p>The professional development of teachers in information literacy and the use of digital learning resources is supported such that teachers develop their skills and apply these to their teaching practice</p> <p>New students and staff are provided with opportunities for orientation in the Senior School Library and its services as a component of their induction into TGS</p> <p>The Senior School Library's online presence within the TGS community is dynamic, richly informative, well-designed and highly functional for both student and staff use</p> <p>A range of learning programs are offered within the Library which foster the development of learning skills in students and support the work of the teaching and learning program</p>
<p>To promote research and findings</p>	<p>Staff and students are:</p> <ul style="list-style-type: none"> • regularly informed of developments in the world of research and information management • encouraged to seek out additional educational resources • provided with regular opportunities within The Senior School Library to develop their own research and information management skills within a research paradigm



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	<ul style="list-style-type: none"> strongly encouraged and supported to contribute research and research findings in the professional sector
To lead and manage the Senior School Library team	<p>Staffing levels and professional acumen are appropriately maintained in accordance with the needs of the Senior School Library and the School more broadly</p> <p>The Library staff:</p> <ul style="list-style-type: none"> provide high standards and efficient service to support and enhance student and staff learning and research experiences work to ensure a harmonious learning environment is maintained at all times proactively engage in professional learning and compliance training provide specialist advice to support students and staff in the acquisition, selection and appropriate use of learning and research resources are provided with feedback and guidance in relation to their professional growth and work performance
To establish and promote high standards for learning, teaching and student engagement in learning through targeted programmes.	<p>Information literacy programmes are in place which develop teachers and students as efficient users of digital and print resources.</p> <p>Literature programmes are in place which promote the reading of fiction</p> <p>Library programmes and collections target students' learning needs.</p> <p>Student and teacher use of library facilities, its resources and collections are optimised</p>
To manage Senior School Library's resources and facility	<p>A schedule of refreshment of the living collections and resources held and managed by the Senior School Library is in place</p> <p>A program of displays of various kinds is maintained to refresh the appeal and pertinence of the visual elements of the Senior School Library and engage the curiosity and interest of the students and staff</p> <p>The Senior School Library's webpage is regularly updated and maintained ensuring it is populated with current information including the catalogue of the Senior School Library's holdings, useful websites and databases, and links to external bodies</p> <p>Memberships and affiliations are maintained with educational and subject-based associations, bodies and organisations and</p>



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	with Australian and international tertiary institutions as appropriate for the Senior School Library
To foster connection and engagement with the broader TGS community	<p>Programs and opportunities for parents and OTGs exist such that they feel connected with the living culture of the Senior School Library</p> <p>Local Kew community and the wider Melbourne community are invited to occasional lectures, seminars, workshops, book launches, readings, and other events as appropriate</p>
Representing the School at events	<p>Networks and community relationships are fostered</p> <p>Best practice opportunities in education are explored</p> <p>Memberships with appropriate Associations are maintained and their resources utilised</p>
Preparing and managing an annual budget, in consultation with the Finance Office.	<p>The budget supports the delivery of programs in accordance with School policies and priorities.</p> <p>Administrative responsibilities are fulfilled as required.</p>
Other duties as directed by the Principal	<p>The Principal is represented by leaders in a range of events and settings as directed</p> <p>Attend various committee meetings at the invitation of the Principal.</p> <p>Engage in projects as directed by the Principal</p>

Key Working Relationships

- Deputy Principal – Head of Senior School
- Deputy Director of Teaching and Learning
- Director of Innovative Learning
- The Senior School Library staff
- Staff and students

Other Key Relationships

- The Principal
- Heads of Faculty
- Heads of Year
- Director of School Operations
- Careers Counsellor
- IT Team

Qualifications and Skills

- Teaching qualifications and VIT registration
- Qualifications in Library Studies are essential with experience in managing a contemporary library or learning resources centre highly desirable
- Demonstrable leadership skills in leading and managing a team

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- Demonstrable understanding of the requirements of contemporary curriculum
- Excellent skills in the contemporary and innovative use of learning technologies
- Demonstrable knowledge and implementation of innovative learning initiatives
- Demonstrable understanding of the requirements of a contemporary education and how it is informed by print media, journals, periodicals, multimedia, online, and digital technologies
- Working as part of a diverse team and working autonomously with limited supervision
- Excellent interpersonal skills that are evident through effective communication across the School and building and maintaining constructive working relationships
- Adaptable and flexible work ethic with a good understanding of the evolving nature of schools
- A strong capacity for patience and empathy in fostering a culture of care, innovation, and high performance
- Ability to champion and embody the School's values through conduct, performance, and collegiality
- A positive mindset, high emotional intelligence, and the ability to think analytically and problem-solve
- A reliable and dependable person who has good professional integrity

Policies and Procedures

All employees of Trinity Grammar School are expected and required to understand and adhere to all school policies and procedures. It is a condition of employment that all employees attend and participate in all training provided to them regarding policies and procedures in accordance with legislative requirements. A breach of school policy may result in disciplinary action.

This position description summarises the essential responsibilities, activities, qualifications, and skills for this position and may be reviewed or modified by the Principal or their delegate, in response to the strategic direction of the school and the development of skills and knowledge for this position.

COVID-19 Safety

Trinity Grammar School is committed to the health and safety of its staff, students and broader school community, which includes preventing the spread of diseases such as COVID-19 on campus and amongst members of the school community.

Approval

Developed by	Office of Human Resources
Approved by	Principal or delegate
Approval date	November 2022
Next review date	November 2025