Head of Research Centre (K-12)
Permanent full-time - commencing Term 2 2016

Due to the relocation of our Head of Research Centre we are seeking a dynamic leader to shape the direction of our new Research Centre. Due to the changing nature and focus of libraries and online learning, the role could suit someone with an e-learning and teaching background.

The Head of Research Centre will be responsible for leading a team of professionals working with academic staff in the Junior and Senior School, developing innovative programs and building skills and knowledge of the inquiry research process, ICT skills, digital citizenship and a love of literature and reading.

The successful applicant will possess the following skills and abilities:

- Excellent leadership and administration skills
- Outstanding teaching practitioner
- Ability to lead and implement contemporary strategies and programs
- Strong and effective ICT skills
- Strong written and oral communication and presentation skills
- Ability to develop high level information and digital literacy skills in others
- an enthusiasm for technology integration

The job description is available below. CV and letter of application should be addressed to Human Resources and please click [http://goo.gl/1EiXNk](http://goo.gl/1EiXNk) to apply and submit by Monday 29 February 2016.

Support for the Christian ethos of the school is essential.

This position requires the successful applicant to have a new Working with Children Check in accordance with the Child Protection (Working with Children) Act 2012. How to apply is available on [http://www.kids.nsw.gov.au](http://www.kids.nsw.gov.au).
Position: Research Centre Manager (K-12)

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<th>Responsible to:</th>
<th>Headmistress</th>
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<td>Reporting to:</td>
<td>Head of Academic Challenge</td>
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<td>Effective date:</td>
<td>2016</td>
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**Primary purpose of the position:**

The Head of Research Centre will be responsible for the leadership and direction for the school’s library operations for both Senior and Junior Schools; ensuring alignment with the strategic directions of the school and consistent with national standards.

**Major Responsibilities:**

- **Leadership:**
  - Sustain a high level of professional knowledge.
  - Demonstrate practices that reflect current educational directions.
  - Develop and document Research Centre policies, set goals and objectives and evaluate these according to changing school needs.
  - Contribute to the professional development of staff.
  - Work with the Head of Academic Challenge in the recruitment of staff.
  - Function as a member of the middle leadership academic team.
  - Work with Director of ICT support and network teams to ensure technologies supplied to teachers, support their teaching and learning requirements.
  - Facilitate knowledge management processes.
  - Advocate for the need for students to be information and digitally literate.
Teaching and Learning:
- Develop and lead research exciting based programs to enhance students’ knowledge and ability.
- Assist students to seek, critically evaluate, synthesise and present information.
- Assist staff and students to use a range of resources and technologies.
- Provide opportunities for students to work in groups, individually or whole class.
- Be inclusive of the diverse needs of learners.
- Assist teachers to plan and deliver units of work designed to develop information and digitally literacy.
- Develop and maintain library online systems to facilitate efficient communication with staff and students.
- Plan and teach effectively, the programs of study as directed by subject – specific leader.

Curriculum Involvement:
- Be informed and proactive about current curriculum documents and developments, e.g. Australian Curriculum.
- Participate as a partner in planning, implementing and evaluating school policies relating to information literacy and copyright.
- Work with school leaders to integrate Information and Communication Technology into the curriculum.
- Attend departmental meetings, where appropriate, to share expertise and resources.
- Work across faculties to enhance literacy and research initiatives.
- Oversee the management of audio-visual content through the Clickview environment.

Management:
- Organise efficient procedures and systems for delivery of services, including flexible time-tabling of use of the Research Centre.
- Develop and administer resource budgets with accountability to the School’s Executive.
- Coordinate the roles and daily tasks of library resource centre staff.
- Manage the automated library system and related technology.
- Coordinate displays, special events and activities to support student learning.
- Manage and develop the research centre sections of the public website and the school and portal and other online information delivery systems.

Literature Promotion:
- Promote reading and foster a love of literature through activities such as displays, Library Lovers’ Day, Book Week activities and utilising technology and author visits.
- Expose students to a range of genres in both print and digital formats.
- Develop strategies to foster a love of reading and literature for leisure.
- Promote best quality literature and authors reflecting a variety of cultures and themes.
- Assist users with their reading choices as needed.
- Use literature selection tools (print and online) to keep informed about current literature trends relevant to users.
- Collaborate with teachers to develop literature-based reading programs.
• Coordinate displays, special events and activities to support student reading.

• **Services:**
  • Select resources to support the information needs of the school community.
  • Employ strategies to maximise access to print and electronic resources.
  • Provide a welcoming learning environment in which users feel confident that their information needs will be addressed.
  • Provide access to local knowledge networks
  • Assist students and staff in the use of the internet and intranet as needed
  • Ensure that the library resource centre is multi-functional and a focal point for student learning.
  • Maintain the safety of students during directed hours.
  • Lead innovative MakerSpace program (desirable).

**Undertake other duties as required by the Headmistress.**