Trinity Grammar School, Kew
Position Description: Director of the Tudor Centre - Head of Library Services

Members of staff at Trinity Grammar School, Kew 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 participate in the wider life of the School, to aim for personal excellence and form a broad world outlook. Staff should also be prepared to continue professional development and/or further education throughout their career.

Reports to: Deputy Headmaster
Level: Trinity Teaching Scale plus POR Allowance
Time Fraction: 1.0 FTE

Purpose of the work of the Director of The Tudor Centre – Head of Library Services

This position is responsible to the Deputy Headmaster for the care, management, and acquisition of the resources represented by and held within The Richard and Elizabeth Tudor Centre for Contemporary Learning, together with those resources on permanent loan within different Faculties in the Senior School, and also in the Junior School and the Early Learning Centre. This position is also responsible to the Deputy Headmaster for the leadership of the professional and technical staff within The Tudor Centre who work to foster teaching and learning through the provision and maintenance of the print, multimedia, electronic, and human resources in a technology-rich and innovative 21stC school.

This position is located in the Senior School, but the Director of the Tudor Centre – Head of Library Services will also have oversight for the Junior School Library and its staff (The Owen Library), although the daily running of that Library will be managed by the staff appointed to that task in the Junior School. The Director of The Tudor Centre – Head of Library Services will report regularly to the Business Manager in matters affecting the management of a significant budget, and also in matters affecting the proper maintenance of the fabric of the building, The Tudor Centre, and the evolution of its resources.
The Director of The Tudor Centre – Head of Library Services will also have regular contact with other senior staff responsible for the ICT infrastructure of Trinity Grammar School, its curriculum, and with The Heads of Senior and Junior School. This role includes membership of the Heads of Faculty and by invitation attendance at meetings of the Curriculum Executive in the Senior School, and the OHS Committee. This role develops cutting-edge information and resource management practices to ensure ‘best practice’ in the delivery of initiatives and contribution to outcomes that sees Trinity Grammar School, Kew being rated as a leading Australian school.

**Major Duties**

**The Richard and Elizabeth Tudor Centre for Contemporary Learning**

- The Director of The Tudor Centre – Head of Library Services will create and maintain an inviting and dynamic learning environment for both students and staff within the context of this building’s purpose, “a centre for contemporary learning”, as the focal individual and collaborative learning space at Trinity Grammar School.

- The Director of The Tudor Centre – Head of Library Services will be responsible for the care and maintenance of, and continuing acquisition program for, the resources held in and managed by the Tudor Centre and its staff, as the primary administrator of the school’s educational resources.

- The Director of The Tudor Centre – Head of Library Services will be ultimately responsible for the efficiency of the services offered by The Tudor Centre and the harmonious environment engendered therein for students and staff.

- The Director of The Tudor Centre – Head of Library Services will have oversight for the professional and technical staff whose work is based in The Tudor Centre, including those with responsibilities within ICT, the Library aspects (hitherto The Long Library), including the Clickview / audiovisual provisions, GAP students, consultants, visitors and temporary employees.

- The Director of The Tudor Centre – Head of Library Services will develop a schedule of refreshment of the living collections and resources held and managed by The Tudor Centre, including both guiding and being advised by the teaching staff in the acquisition of resources – print, digital, multimodal, on-line, and establishing links with other schools, universities, libraries of diver’s kinds, and international sources and resources, including international databases, within the annual budgetary constraints.

- The Director of The Tudor Centre – Head of Library Services will maintain a program of displays of various kinds, including the borrowing of items from the Armstrong Collection, to refresh the appeal and pertinence of the visual elements of The Tudor Centre, to engage the curiosity and interest of the students and staff.

- The Director of The Tudor Centre – Head of Library Services will ensure that teaching staff are regularly informed of developments in the world of research, of information management, and seeking out additional educational resources, and that regular opportunities are provided to staff within The Tudor Centre to develop their own research and information management skills both as regular
Professional Learning within a research paradigm, and for the enhancement of their skills in teaching elements of these practices to their students.

- The Director of The Tudor Centre – Head of Library Services will oversee the delivery of the Orientation Program for the use of the Tudor Centre for Year 7 students, new staff, and other new students on an annual and occasional basis.

- The Director of The Tudor Centre – Head of Library Services will oversee the maintenance of The Tudor Centre webpage, and ensure that it is regularly updated, richly informative, populated with current information including the catalogue of The Tudor Centre’s holdings, useful websites and databases, and links to external bodies, and well-designed for both student and staff use, including practical elements such as accessions.

- The Director of The Tudor Centre – Head of Library Services will oversee the provision of Study Skills programs, both on-line and face-to-face, offered within the Tudor Centre for students and delivered by teacher-librarians on staff, and including the National Broadband Your Tutor provision, the Elevate Program, and other programs which enhance the development of study skills in secondary students in particular, and support the work of the teaching staff in these areas.

- The Director of The Tudor Centre – Head of Library Services will ensure, in conjunction with the Compliance Manager, that all staff are aware of, and refreshed regularly about, the Copyright Laws affecting school use of print, digital, online and multimedia resources.

- The Director of The Tudor Centre – Head of Library Services will foster proactively the professional learning of all staff within the Tudor Centre.

- The Director of The Tudor Centre – Head of Library Services will ensure that membership of organisations affecting best school practice are managed effectively, including ones pertaining to the Tudor Centre (ALIA, CBC, SLV et al.) but also subject association memberships through the Heads of Faculty (MAV, HTAV, STAV, MLTAV et al.), database membership (JSTOR, EBSCO Host, et al.), and broader ones within the education community (ASCD, ACE, ACEL et al), including Australian and international universities as appropriate.

- The Director of The Tudor Centre – Head of Library Services will embrace ways of ensuring that the wider Trinity community (parents, OTGs, past staff) feel connected with the living culture of The Tudor Centre, and develop programs and opportunities for that to occur, such as occasional lectures, seminars, workshops, book launches, readings, and other events, and include the local Kew community and the wider Melbourne community when it is appropriate to do so, as a form of outreach.

- The Director of The Tudor Centre – Head of Library Services will develop opportunities, from time to time, for students, for whom work in a similar environment might become a career choice, to be involved in the work of The Tudor Centre in one respect or another.

- The Director of The Tudor Centre – Head of Library Services will solicit annual feedback from students and staff about the effectiveness of The Tudor Centre’s provisions.
• The Director of The Tudor Centre – Head of Library Services will liaise annually with the member of the teaching staff and the member of the Education Support Staff, each with a particular responsibility for the awarding of book prizes annually, and oversee the management of the acquisition of and presentation of those prizes at Presentation Night.

• The Director of The Tudor Centre – Head of Library Services will from time to time develop policies for the use of The Tudor Centre in conjunction with other senior staff, especially the Deputy Headmaster/Head of Senior School.

• The Director of The Tudor Centre – Head of Library Services attends meetings of the Curriculum Executive by invitation and Heads of Faculty as a regular member, to inform and be informed by the deliberations of those bodies, chaired by the Assistant Headmaster - Academic Studies, and to be informed about teaching and learning.

• The Director of The Tudor Centre – Head of Library Services will attend meetings of the OHS Committee, as required.

Other Duties
• Undertakes other duties from time to time as determined by the Deputy Headmaster.

Support School Policies and Practices
• Support and promote the School’s Operational Plan (2012-2016, and subsequent iterations) in all areas pertaining to this role and its place in the wider culture and the ethos of the School.

• Support and promote the School’s policies and practices particularly for ICT use by students and staff, Copyright, Privacy, Occupational Health and Safety, Equity, Harassment, and all others affecting teaching staff and students.

Performance Criteria
1. The effective and efficient management of The Tudor Centre – Head of Library Services in the widest sense at Trinity Grammar School.

2. The responsible, ongoing refreshment of the School’s primary locus of educational resources.

3. The harmonious and efficient practices among the staff working within the Tudor Centre.

4. The access to and use of the educational resources at Trinity Grammar School mark the school as delivering noteworthy, best practice in this regard.

5. The vitality of The Tudor Centre in the educational life of Trinity Grammar School and its profile amongst members of the school community at large.
6. Students feel an essential connection between their own learning and the provisions offered by The Tudor Centre.

7. Teaching staff feel supported by and, indeed, developed by the work of the Tudor Centre.

8. Regular meetings of the Tudor Centre staff are held, Minutes kept and disseminated appropriately.

9. Effective liaison with other senior staff at Trinity Grammar School.

10. Responsible management of budget and financial matters appropriate to this position.

11. Effective membership of the School’s Curriculum Executive, by invitation, of the Heads of Faculty, and OHS Committee.

Knowledge Required for the Position

1. Demonstrated knowledge of the provision of educational resources in a school context.

2. Demonstrated knowledge of best practice in the management of a complex educational resource facility in a school context.

3. Demonstrated knowledge of the continuing evolution of technologies which support research or information access, for both boys and staff, both in principle and in practice.

4. Demonstrated knowledge and understanding of the ways in which print media, including books, journals, periodicals, continue to inform contemporary education.

5. Demonstrated knowledge of the ways in which multimedia, online, and digital technologies increasingly inform contemporary education.

6. Demonstrated knowledge of current developments in information resource provision and management.

7. Demonstrated understanding of compliance requirements affecting education resources, including accessions, uses, and disposals, including ethical practices and compliance considerations.

8. Demonstrated understanding of the integration of staff skills, from both old (print) and new (electronic) technologies, in an Australian school context to develop best practice.

Skills required for the position

- Very high level of efficiency in the administration of a complex educational resource facility.
- Outstanding people management skills.
- Capacity to lead staff enthusiastically in adopting new practices and improving existing ones.
- Ability to communicate and interact effectively with boys, staff and parents.
- Ability to deal with multiple tasks and to establish priorities.
- High level of written and verbal communication skills.
• Ability to problem-solve.
• Ability to deploy budgets effectively both in the short and longer term.
• Capacity to be both a leader and a team-player
• An aesthetic and creative capacity to achieve a pleasing environment

Attributes required

• Integrity.
• Confidentiality.
• Empathy.
• Commitment to excellence in boys' education.
• Outstanding people management skills with the capacity to empower them.
• Intellectual curiosity and passion to enthuse others.
• High-level efficiency.
• Active professional learner.
• Capacity to innovate.
• High-level communication skills in all forms.
• Ability to manage budgets.
• Ability to multitask.

Qualifications and Experience

• Teaching qualifications required for registration through VIT.
• Appropriate postgraduate qualifications in information management.
• Proven expertise in the management of a complex educational resource facility.
• Demonstrated leadership in project management.
• Experience in leading collaborative teams in an educational setting.
• Expert knowledge of online resources and digital technologies.

Status

February 2015