

POSITION DESCRIPTION

Head of Albertus Magnus Learning Centre

POSITION	Head of Albertus Magnus Learning Centre
RESPONSIBLE TO	Deputy Principal Learning and Teaching
CLASSIFICATION	POL 3
EMPLOYMENT TERMS	<ul style="list-style-type: none"> • Employment is in accordance with terms and conditions as outlined in the Victorian Catholic Education Multi-Employer Agreement (VCEMEA 2018) • Remuneration is in accordance with the VCEMEA 2018 and dependent on skills and experience • POL 3 • Three Year Term: 2022 - 2024
PREPARED BY	Principal
ISSUE: 01	DATE: July 2021

All staff members of Siena College are expected to support and promote the College mission. Siena College, a Catholic secondary school in the Dominican tradition, engages young women in a challenging education that empowers them with the personal resources to make a difference in the world, by searching for truth through a culture of lifelong learning.

The College has a universal expectation for the protection of the young women in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students and takes all allegations and concerns seriously, responding in line with the College policies and procedures.

The Head of Albertus Magnus Learning Centre works closely with the Deputy Principal Learning and Teaching, Director of Learning and Learning and Teaching Team to develop a team and collaborative approach, to implement and enhance learning and wellbeing programs. The Learning Centre program is underpinned by the philosophy of forming a contemporary Dominican woman through engagement with opportunities to grow in truth and wisdom. The Head of Learning Centre is responsible for ensuring that library resources, talents and facilities are used effectively to bring about continuous improvement in students' learning and wellbeing and to achieve the curriculum aims and goals of the College.

The Head of Albertus Magnus Learning Centre holds a significant position within the College and as such, commits to the vision and values of the College as articulated in the College Mission Statement and College Strategic Plan.

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1. College Leadership

- 1.1. Work with the College Executive to actively and publicly promote the Catholic and Dominican ethos of the College
- 1.2. Provide leadership by actively and publicly supporting the College Mission Statement and in implementing the College Strategic Plan and School Improvement Plan
- 1.3. Embed high expectations of staff and students in the pursuit of excellence
- 1.4. Support individuals to deal constructively with change and monitor and evaluate the effectiveness of change
- 1.5. Develop authentic relationships with students, staff and parents, promoting collegiality and open dialogue
- 1.6. Encourage student participation in learning and wellbeing activities within and beyond the College
- 1.7. Be a positive role model for colleagues and students and demonstrate a commitment to lifelong learning

2. Educational Leadership

- 2.1. Work collaboratively with all members of the College Leadership Team, Learning and Teaching Team, Heads of House and the Mission and Identity Team to identify strategic learning and teaching, wellbeing and mission priorities for the College and Albertus Magnus Learning Centre
- 2.2. Work collaboratively with the Director of Learning and Heads of Learning to embed the General Capabilities in Year 7 to 10 curriculum
- 2.3. Work collaboratively with all teaching staff and with students in the promotion of reading and reading programs across the College
- 2.4. Provide an atmosphere conducive to engagement in learning, teaching and personal development in the Albertus Magnus Learning Centre
- 2.5. Develop relationships with external networks to provide students with learning experiences that develop the whole person
- 2.6. Develop and maintain a well balanced collection of resources which meet the needs of the College learning and teaching initiatives
- 2.7. Promote and encourage reading programs and specific strategies by teachers and students
- 2.8. Work collaboratively with Heads of Learning and Teachers to develop and provide contemporary learning opportunities
- 2.9. Work collaboratively with the Learning Diversity Centre to create opportunities for extending and enriching the educational experience of highly able students

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- 2.10. Maintain a comprehensive knowledge and understanding of contemporary educational research, issues, trends, practices and policies and share with staff
- 2.11. Promote professional dialogue, reflective practice, innovation and collaboration
- 2.12. Adopting contemporary practices, support students and staff in researching and accessing relevant learning material
- 2.13. Support the Albertus Magnus Learning Centre staff in the promotion of digital learning and information technologies
- 2.14. Ensure that the Learning Centre models contemporary best practice in Library service and function

3. Leadership of Staff

- 3.1. Demonstrate excellent interpersonal skills and the capacity for effective communication
- 3.2. Lead and develop the skills and capacity of the staff of the Albertus Magnus Learning Centre as an effective team
- 3.3. Support and monitor individual Learning Centre staff in the performance of their professional responsibilities to ensure that College expectations are met and follow up with staff as required
- 3.4. In collaboration with the Deputy Principal Learning and Teaching, promote and support the development and implementation of staff professional learning programs to enhance learning and teaching, in response to College priorities
- 3.5. Show tact, respect and discretion in dealing with individuals and groups and ensure the confidentiality of information as appropriate
- 3.6. Be involved in the annual review process for Albertus Magnus Learning Centre Staff
- 3.7. Assist the Principal with the recruitment of new staff for the Albertus Magnus Learning Centre

4. Management and Administration

- 4.1. Be a member of the Learning and Teaching Team and attend meetings as required
- 4.2. Lead regular Albertus Magnus Learning Centre Team meetings and circulate minutes to the Principal, Deputy Principal Learning and Teaching and attendees
- 4.3. Be responsible for general maintenance, security and presentation of the Albertus Magnus Learning Centre facility
- 4.4. Ensure the development of duty rosters for all staff within the Learning Centre to provide appropriate supervision and service to the College community at all times
- 4.5. Oversee the review, evaluation and adaptation of all Albertus Magnus Learning Centre services and systems to ensure exemplary service delivery

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- 4.6. Ensure that Albertus Magnus Learning Centre policies, procedures and programs are made available on Siena Central and updated regularly
- 4.7. Coordinate the annual stock take of resources in the Albertus Magnus Learning Centre
- 4.8. Support and share resources from relevant professional associations, conferences and networks
- 4.9. In consultation with the Deputy Principal Learning and Teaching and Heads of Learning, coordinate the compilation of booklists within subject areas and liaise with suppliers as required
- 4.10. Write reports for the College newsletter, Spirit of Siena, College Yearbook and other publications as required
- 4.11. Supervise all duties undertaken by Library Technicians as appropriate, including leave arrangements, recall days and short term replacement of staff as required
- 4.12. Develop and administer the annual Albertus Magnus Learning Centre budget in collaboration with the Deputy Principal Learning and Teaching and the Head of finance and Services
- 4.13. Oversee student behaviour and engagement in the Albertus Magnus Learning Centre
- 4.14. Undertake other tasks as requested by the Principal and Deputy Principal Learning and Teaching

5. General Accountabilities for all Staff

- 5.1. Demonstrate duty of care to students in relation to their safety and wellbeing
- 5.2. Demonstrate alignment and support for the Catholic and Dominican ethos of the College
- 5.3. Be well informed and comply with the College obligations in relation to Child Safe Standards and processes for reporting suspected child safety concerns
- 5.4. Adhere to the College professional dress code for staff
- 5.5. Attend all relevant staff meetings, assemblies, College Masses, community days and staff professional learning days
- 5.6. Demonstrate professional and collegial relationships with colleagues
- 5.7. Commit to and actively support the College agenda for continuous improvement through participation in school improvement planning as required
- 5.8. Support the Mission, Vision and Values of the College as articulated in the Strategic Plan
- 5.9. Be familiar with and comply with all College policies and procedures

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Key Selection Criteria

1. Demonstrated capacity for proactive educational leadership within a contemporary Library context
2. Highly developed skills in leading and managing continuous improvement in learning and teaching
3. Demonstrated knowledge and understanding of contemporary educational research, issues, trends, practices and policies
4. Highly developed interpersonal and communication skills including a demonstrated ability to develop and support effective teams
5. A commitment to the concept of a library as a Learning Centre and hub within the College community
6. An ability to work with all members of the community to enhance learning and teaching
7. Demonstrated commitment to ongoing professional learning

The position description will be further developed to utilize the individual strengths and initiatives of the person appointed

The role of the Head of Albertus Magnus Learning Centre includes a small teaching allotment and a time allowance of 35 periods per cycle. A performance appraisal will be conducted midway through the period of tenure