

POSITION DESCRIPTION

HEAD OF INFORMATION SERVICES

CLASSIFICATION	TIME ALLOCATION	REPORTS TO:
Education Support Officer Category C Level 5	5 days per week (1.0FTE)	Principal via the Deputy Principal Staff & Operations and the College Business Manager
APPOINTMENT TERMS		
- Fixed Term – one year position for 2026 - The conditions of the Catholic Education Multi Enterprise Agreement 2022 apply to this position		
ABOUT THE ROLE		
The Head of Information Services leads a dynamic team that provides information and digital services to the College community in the Loyola iCentre. The successful applicant may be a Teacher Librarian or a Librarian. The Head of Information Services is responsible to the Principal via the Deputy Principal Staff & Operations and the College Business Manager. For matters affecting curriculum the Head of Information Services must consult with the Deputy Principal Teaching & Learning. For all matters concerning the management of students the Head of Information Services must consult with the Deputy Principal Students. The broad areas of responsibility for this position are: - Providing a welcoming environment conducive to teaching and learning and the love of literature and reading - Leading the Library staff through collaboration, delegation and teamwork - Leading and developing information services and innovative teaching and learning programs to help build students' literacy skills, knowledge of the inquiry research process and capacity to become digital citizens - Working in collaboration with the ICT Manager in the use and delivery of digital and information resources - Work in collaboration with Deputy Principal Teaching & Learning and Heads of Learning to review and create annual resource lists for all year levels - Promotion of the Ignatian ethos of the College		

KEY RESPONSIBILITIES:

PERSONNEL

- Lead and oversee the operation of the College library and the Library team
- Develop Library staff as resource persons to both students and staff in a contemporary learning environment
- Lead and supervise other Library staff to support teaching and learning
- Provide opportunities for Library staff to extend and enhance their skills and knowledge through Professional Learning opportunities
- Assist in the recruitment of new library staff and overseeing their training and induction
- Allocate Librarians to specific faculties on a semester basis

EDUCATIONAL PROGRAMS

- Develop and implement the Library 4 Year Strategic Plan
- Maintain an information and digital literacy skill continuum and advocate and promote independent, inquiry-based learning across the school
- Encourage and support the incorporation of information and digital literacy skills through cooperatively planned units of work
- Facilitate Library staff to work collaboratively with staff in a flexible manner to teach research and literacy skills
- Assist teaching staff with curriculum development that supports student differentiation and personalized learning
- Actively engage in faculty discussions via faculty meetings along with working in consultation with Head of Learning
- Promote the ethical use of information and resources and promoting an awareness of copyright laws among students and staff
- Develop new initiatives and prepare briefings for Consult and Heads of Learning
- Liaise with external networks to locate resources for students and staff
- Work with external networks in cooperative projects and resource sharing
- Assist Faculties/Departments with the online purchase of resources, via the College credit card

LIBRARY (ICENTRE) MANAGEMENT

- Be responsible for the day-to-day administration of the library so that systems, resources and equipment are well maintained to maximise user access to information resources in and beyond the school
- Review resources and implement strategies to optimize use
- Implement and oversee Library Strategic Plan

SUPERVISION OF STUDENTS

- Oversee and provide a stimulating, learning and helpful environment where students feel confident that their information and learning needs will be met
- Actively supervise students in the Library providing due duty of care
- Ensure appropriate behaviour is demonstrated by all students whilst in the Library and implement appropriate consequences where necessary

POLICY AND PROCEDURE DEVELOPMENT

- Regularly evaluate the College's library systems and services to support a contemporary learning environment
- Review policies and implement procedures to ensure the smooth running of all aspects of the Library Services
- Ensure that the Library provides an attractive environment that is conducive to teaching and learning

INFORMATION MANAGEMENT

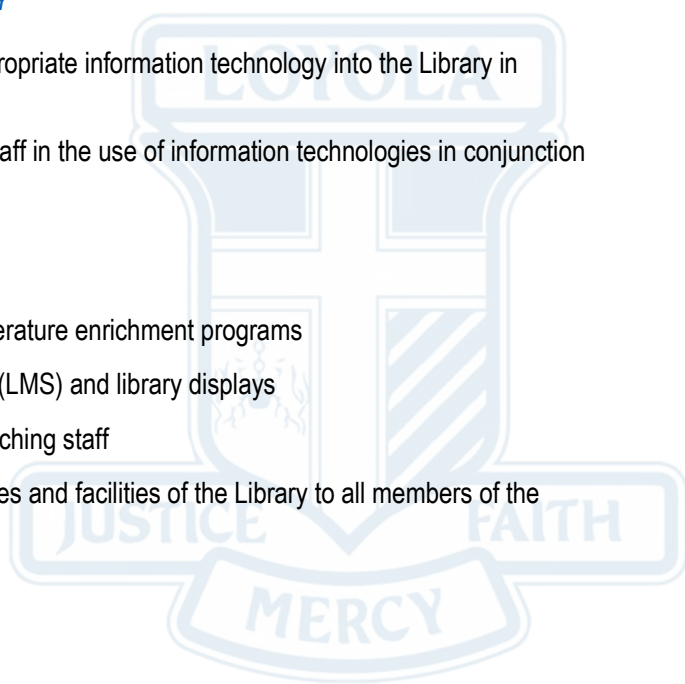
- Be familiar with curriculum across the school
- Consult with staff for advice on resources needed to resource the curriculum
- Ensure that resources are well catalogued to provide maximum accessibility
- Ensure the Library collection is dynamic and reflective of the current curriculum needs of the College through the addition of appropriate materials and the removal of non-current items. This must be done with consideration of budget constraints
- Ensure the inclusion of new sources of information to the Library collection so that students and staff have access to a full range of resources
- Liaise with the ICT Manager on the provision of data from integrated systems

INFORMATION AND COMMUNICATIONS TECHNOLOGY

- Investigate and implement the introduction of appropriate information technology into the Library in conjunction with the ICT Manager
- Provide instruction and support to students and staff in the use of information technologies in conjunction with the ICT Manager

LIBRARY PROMOTION

- Promote and foster a love of reading, including literature enrichment programs
- Publicise new acquisitions via the school intranet (LMS) and library displays
- Link library resources with curriculum units for teaching staff
- Communicate information concerning the resources and facilities of the Library to all members of the College community



BUDGET

- Annually submit a draft budget to the Business Manager and once this is approved by the Principal be responsible for its implementation

MEETINGS

- Attend DOCAL and Heads of Learning meetings and College Staff meetings when required.
- Be a member of other College committees as deemed appropriate
- Represent Loyola College at various College meetings and as need events/ meetings in the wider community as appropriate to the position of Head of Information Services
- Hold fortnightly Library Team meetings to ensure the smooth functioning of the Library
- Meet with the iCentre team once a term

ANNUAL REPORT AND COMMUNICATION WITH THE PRINCIPAL

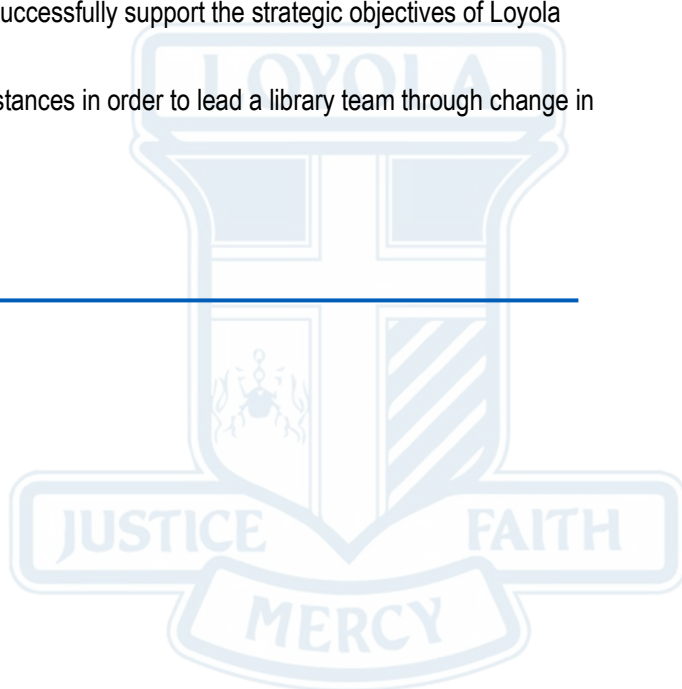
- Meet regularly with the Principal to report on and discuss the functioning of the Library
- Prepare an annual report to the Principal on all aspects of the Library's work due in late August of each year
- Perform any other duties as directed by the Principal

EXPERIENCE AND EXPERTISE:

- A successful and proven record as an innovative Teacher Librarian, Librarian or Head of Library
- An appreciation of the changing role of the Librarian and the Library in the education sector, and the capacity to innovate and adapt accordingly
- Demonstrated ability to develop, lead and implement contemporary library strategies, programs, policies, operational practices and organisation design to successfully support the strategic objectives of Loyola College in a dynamic learning environment
- Demonstrated ability to adapt to changing circumstances in order to lead a library team through change in strategic direction

QUALIFICATIONS:

- Eligibility for membership of ALIA and ASLA
- Experience as a teacher Librarian or Librarian
- Appropriate qualifications in Information services



PERSONAL ATTRIBUTES:

- Confident, articulate and engaging with a personal warmth that engenders mutual respect with students, staff and parents
- Flexible and responsive to the needs of the school community and driven to achieve the best outcomes for the school
- A collaborative, team player balanced with the ability to be decisive and directional where situations demand
- Model and promote lifelong learning
- Highly motivated individual with a strong 'can do' attitude
- Have a passion for reading, literature and technology in education
- Dedicated to creating opportunities for the use of library resources and facilities

DECISION MAKING:

The Head of Information Services works under the broad direction of the Deputy Principal Staff & Operations and the Business Manager. Development of the position is within the goals and objectives of the College's program.

TERMS AND CONDITIONS:

- Fixed Term – one year position for 2026

KNOWLEDGE, EXPERIENCE AND TRAINING:

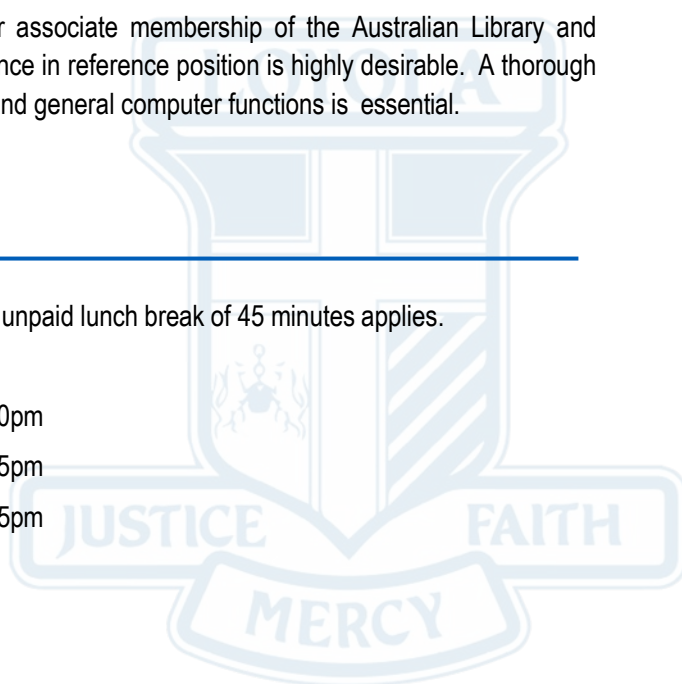
The Head of Information Services should be eligible for associate membership of the Australian Library and Information Association. A minimum of two years' experience in reference position is highly desirable. A thorough knowledge of library software, digital information sources and general computer functions is essential.

HOURS OF DUTY:

This is a full-time role consisting of 38 hours per week. An unpaid lunch break of 45 minutes applies.

Hours of duty are:

Monday & Friday:	8:30am – 5:00pm
Tuesday:	8:00am – 4:15pm
Wednesday & Thursday:	8:30am – 4:45pm



LEAVE:

For Education Support Category

As a Category 'C', the Head of Information Services is entitled to 7 weeks annual leave. One week is taken in each of the term breaks and four weeks are taken at the end of the school year (except that the last week of January is not available for leave).

For Teacher Librarian Category

For a Teacher Librarian there is an entitlement to all school holidays. However, there will need to be some negotiation as to when part of this leave can be taken to ensure that there is some Leadership presence at the start and end of year and term holiday breaks.

SALARY, CONDITIONS & BENEFITS:

The conditions of the Victorian Catholic Education Multi Enterprise Agreement 2022 apply to this position

For Education Support Category

- The position is Education Support Level 5 (Category 'C')
- Salary range is \$107,245 to \$112,817 and will be assessed based on experience and qualifications

For Teacher Librarian Category

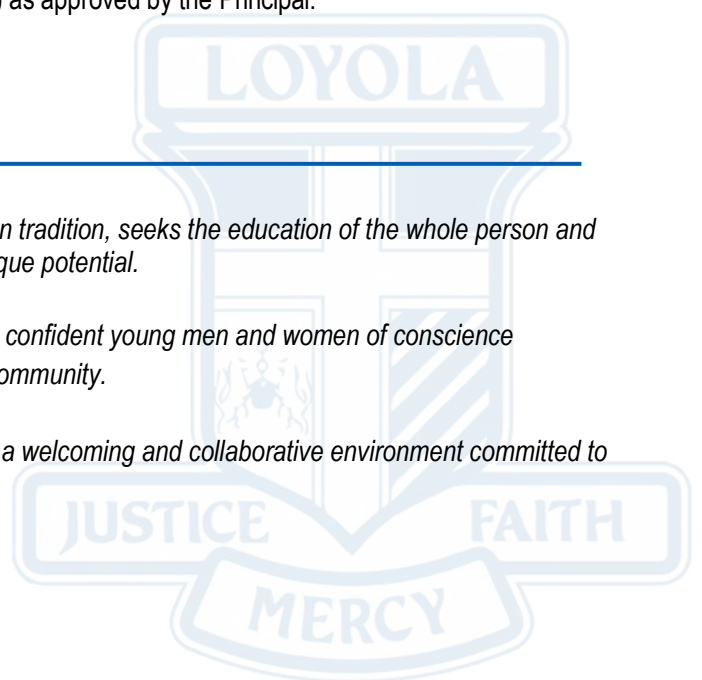
- Salary according to years of teaching experience
- A Teacher librarian will teach one class in their subject area
- Discount of approx. 15% off tuition fees (pro-rata for part-time) applies to staff with children attending the College and is granted at the discretion of the Principal.
- Salary sacrifice options (such as Superannuation) as approved by the Principal.

OUR VISION:

Loyola, as a Catholic co-educational College in the Ignatian tradition, seeks the education of the whole person and strives to ensure that each student achieves his or her unique potential.

We aspire to develop articulate, adaptable, discerning and confident young men and women of conscience committed to living the values of Jesus Christ in a global community.

*As a community we recognise that this is best achieved in a welcoming and collaborative environment committed to **Justice, Mercy and Faith.***



CHILD SAFETY:

The successful application is required and expected to be familiar and comply with the College's Commitment to Child Safety, Child Safety and Wellbeing Policy, and Child Safety Code of Conduct Policy and any other policies or procedures relating to child safety

Loyola College has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 1359 requires Loyola College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to: Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment.

VERSION:

October 2025

