



## POSITION DESCRIPTION

<b>Title:</b>	<b>Head of Learning Resources</b>
<b>Department:</b>	College Staff
<b>Location:</b>	All Campuses

### Our Intent

Xavier College aspires to be world-class in all that we do. We strive to form exceptional graduates through inspiring learning experiences and our distinct Jesuit character. The individual is expected to align their actions and leadership with the Intent, our Graduate qualities and the Pillars in the Xavier College Strategic Plan **XC150**.

### Our Position

The Head of Learning Resources will make a significant contribution to an aspirational and rigorous culture of educational and operational excellence at Xavier through their leadership offered to students, parents and all educators engaged with the Senior and Junior Campuses and works in partnership with the Director of Senior and Junior Schools and other members of the Leadership teams.

The Head of Learning Resources reports to the Directors of Campus through the respective Heads of Learning (Head of Teaching and Learning – Senior Campus) and Heads of Early Years Learning and Middle Years Learning (Burke Hall) and is responsible for the leadership of all aspects of the Libraries and learning resources across the College.

The Head of Learning Resources provides an important intersection on the Campuses between all aspects of learning and the holistic educational programs of the College. It is focused on supporting the learning and teaching intentions and possibilities for both students and teaching staff of the College. This is primarily centred through the dedicated Library and Learning Resource precincts across the College, however must also transcend such physical spaces so as to ensure that literature and literacy, information services and resource provision is valued and accessible for the multitude of user groups in a contemporary and strategic manner to support exceptional contemporary learning practices.

The role supports positive interactions between colleagues, giving particular attention to the Heads of Learning Areas. It requires a collaborative and engaging mindset, with empathetic and effective actions and communication supported by good process and documentation. Quality in personal engagement and the formation of positive relationships with students, staff and parents is essential.

The Head of Learning Resources will work constructively to ensure an aspirational, positive and relational culture is maintained across the campuses. This culture is centred in the understanding of *cura personalis* – the care of the individual – and the wider values and characteristics of Jesuit education. It is driven by the desire to promote rigorous standards of educational and operational excellence, and is attentive to all matters of child safety.

## Core Duties and Responsibilities

The Position will:

- work closely with the Heads of Teaching and/or Learning and Heads of Learning Areas across the College to develop a team and collaborative approach, to implement and enhance learning programs, underpinned by the philosophy of forming a contemporary resource space to enhance progressive pedagogical practices
- be 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
- ensure that all College learning resources are effectively catalogued, stored, displayed, accessed and utilised in an exemplary contemporary manner
- lead and develop the skills, capacity and professional growth of the Learning Resources staff as an effective team, including direct, support and monitor individual staff in the performance of their professional responsibilities to ensure that College expectations are met
- effectively lead and mentor staff within the Learning Resources team, leading regular team meetings and team engagements and to assist the College with the development and induction of Learning Resource Staff
- provide an atmosphere conducive to learning, teaching and personal development in the College's learning centres (libraries) and resource areas
- maintain and develop a well-balanced collection of resources – physical, technological, and intellectual – that will meet the needs of the College learning and teaching initiatives
- skilfully promote and encourage literature, reading programs and specific support and learning growth strategies for students and, as applicable, for staff
- lead and manage the College's *Magis Scholars* program (Senior Campus)
- work collaboratively with the Centre for Diverse Learning to create opportunities for extending and enriching the educational experience of all students, with significant attention to students at both ends of the learning ability spectrum
- lead the Learning Resources teams in the promotion of digital learning and information technologies (working collaboratively with the Head of Technology)
- ensure that learning resources are widely available in accessible and effective formats for student and staff access and utilisation
- develop and administer the annual library budgets in collaboration with the Heads of Teaching and/or Learning and Directors of School
- oversee the review, evaluation and adaptation of all learning and resource centre services, systems and resources to ensure exemplary service delivery.

## Leadership through Our Pillars

Our Intent is developed through seven Pillars: Our Jesuit Identity, Our Inspiring Learning, Our Student Life, Our Xavier Family, Our Professional Expertise, Our Operational Excellence, and Our Global Engagement. Each have core Values and Priorities that direct and drive our ongoing actions. It is essential that these actions demonstrate alignment across the College, and that individual actions similarly align with values and priorities and identified actions across each of the Pillars.

### Our Jesuit Identity

As a delegated leader, the Head of Learning Resources will:

- be inspired at all times by the highest Ignatian ideals of companionship and collegiality, of being men and women for and with others and who desire to make a positive difference in the world
- will be discerning and reflective, deeply committed to the ongoing exploration of their own spirituality, in order to accompany staff and students at the College on their holistic journey
- will promote and protect the Ignatian beliefs, Jesuit ethos and Jesuit educational tradition in every aspect of College life, ensuring they are acknowledged, articulated and developed among the whole Xavier Family.

### Our Inspiring Learning

As a delegated leader, the Head of Learning Resources will:

- promote the efficacy of all educators and their role in the mission of the holistic education of students at the College
- liaise on a regular basis with the Heads of Teaching and Learning and Directors of Campus so as to fully appreciate the educational objectives and needs of the College and its respective elements
- be conversant with current curriculum issues and future curriculum development, especially as it pertains to effective teaching and learning practices and support structures.

### Our Student Life

As a delegated leader, the Head of Learning Resources will:

- model their leadership on the ASPIRE Qualities of the College, with a deep sense of how staff actions are oriented for the good of student outcomes
- support the application of student pastoral care and *cura personalis* from an operational and strategic perspective
- support those charged with the delivery of pastoral care in undertaking these responsibilities, especially through the adept undertaking of events and activities.

### Our Xavier Family

As a delegated leader, the Head of Learning Resources will:

- be aware and responsive to student, staff and parent needs, supported by the implementation of effective communications strategies
- be responsible for providing strong leadership and direction by contributing to a passionate educational community that aspires to achieve excellence through continual improvement in all aspects of school life
- embrace the wide variety of human and other resources available for bringing learning and literacy to life

### **Our Professional Expertise**

As a delegated leader, the Head of Learning Resources will:

- model effective Ignatian leadership and the Xavier Leadership Traits, with fellow leaders and in all engagements with all members of the Xavier Family
- take a particular interest in the professional growth and performance of all staff, assisting with staff appraisals/reviews, as required and in conjunction with the professional growth model of the College
- support fellow leaders to ensure that there are effective and proactive levels of support for staff, thereby contributing to an excellent staff culture.

### **Our Operational Excellence**

As a delegated leader, the Head of Learning Resources will:

- be an effective and visionary steward of College resources
- ensure the appropriate strategic planning for and evaluation of events, resources and systems across the learning resource centres is effective
- ensure that processes are effective, human-centred, outcomes-driven and forward-thinking, with a clear understanding of and attention to excellence and commensurate performance measures and outcomes.

### **Our Global Engagement**

As a delegated leader, the Head of Learning Resources will:

- be an expansive and global thinker and learner
- consider and promote valuable learning and operational linkages across national and international domains
- engage with Jesuit education networks including “Educate Magis”.

### **Our Xavier Leadership Traits**

As a senior leader of the College, the Head of Learning Resources should consistently display effective leadership traits. At Xavier, we identify the value and importance of:

- competence, conscience, compassion and commitment
- those we serve
- respectful, divergent thinking
- ideas and innovation
- leading high standards
- collaboration and collegiality
- openness, trust and ownership
- process, solutions and outcomes
- stewardship and sustainability
- the pursuit of the possible

### **Our Attitudes and Habits as Educators at Xavier**

In alignment with the Ignatian profile of an educator in a Jesuit school, Xavier College has identified complimentary attitudes and habits that are essential attributes for educators at Xavier. The College recognises the power and critical need for individuality and diverse gifts among its members, as well as the similar requirement for an alignment in attitude and habit that are necessary for effective teamwork and alignment.

As a significant leader at the College, these attitudes and habits should be:

- consistently demonstrated and modelled in all areas of endeavour
- used to positively inform the consistent practice and standards of all educators at the College.

An educator at Xavier College:

- clearly models the Xavier ASPIRE Graduate qualities through teaching and personal actions
- demonstrably values competence and skill in the art of teaching or area of service/work, performing at or beyond a 'highly accomplished' level (or equivalent) in the national teaching and leadership standards
- demonstrates active reflection in personal practice by engaging in and being responsive to professional feedback and conversations that are performance and growth oriented
- values all aspects of the role equally, seeking to meaningfully attend to tasks through competent commitment that attests to quality outcomes and performance
- conducts themselves with a clear intent to model and uphold Gospel values and Ignatius' understanding of generosity
- values solving problems more than identifying them, and the collaborative and creative generation of thoughtful ideas, thereby positively contributing to all areas of College life
- seeks alignment and collaboration in professional activities, through respectful and empathic conversation and the desire to act for and with others
- is honest, trustworthy and companionable, acting with integrity in supporting others and treating all with respect
- works to identify and develop the inner potential, capacity and self-worth of every student and colleague
- understands and fosters the strategic vision of the College, as well as the holistic view of education in a Jesuit school.

## Selection Criteria

- A commitment to educating children in Catholic Faith and Identity in a Jesuit school
- Demonstrated ability to act with and foster collaboration and effective teamwork
- Exceptional knowledge of literature and literacy goals and strategies
- Exceptional understanding of information systems as part of a learning and growth community
- Excellent organisational, administrative and operational skills
- Demonstrated positive approach to change and to strategic planning and implementation
- Demonstrated generous commitment to the holistic education of children
- Demonstrated knowledge of, adherence to and leadership for child safety, the Child Safe Standards and an exceptional culture of child safety
- Proven capacity to lead staff and a willingness to continually develop in this area
- Well-developed people management skills coupled with strong communication and interpersonal skills, especially for the benefit of students, staff and parents
- Ability to work in a dynamic environment that requires self-direction, team-orientation and the ability to effectively handle pressure in a manner consistent with Ignatian values
- Theoretical and practical knowledge of current educational trends in teaching and learning
- Ability to develop, cultivate and maintain professional relationships with staff and in the wider school community
- Accreditation to Teach in a Catholic School is desirable

## Compliance Requirements

- Victorian Institute of Teaching (VIT) as appropriate
- Australian Childhood Foundation “Safeguarding Children” online module
- DET Mandatory Reporting and Other Obligations Training (annual update)
- Province Code of Conduct and acceptance of the Code (on appointment)
- Disability Standards for Education (DSE) online modules
- First Aid accreditation including CPR, Anaphylaxis, Asthma Management

## Other Duties

The nature of the position is such that the Head of Learning Resources will be required to be available outside normal school hours and be available to attend College events as might be relevant. The Head of Learning Resources may also be asked to undertake other leadership responsibilities as directed by the Director of Campus or the Principal.

## Terms and Conditions

<b>Reporting Line:</b>	Directors of Campus through the Heads Teaching and/or Learning (Senior/Junior Campuses) All staff are responsible to the Principal and Rector
<b>Tenure:</b>	Three Years
<b>Review:</b>	Yearly professional growth objectives and review
<b>Location:</b>	All Campuses

All other terms and conditions as per the Xavier College Enterprise Agreement 2016.