



# EMANUEL SCHOOL

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## ROLE DESCRIPTION HEAD OF LIBRARY & INFORMATION SERVICES (K-6)

### Role Purpose

We see our library as the hub of learning and connection for the Primary School. The Head of Library & Information Services (K-6) will support staff and students to access information relating to the curriculum and foster a love of reading and learning.

The Head of Library & Information Services (K-6) will teach library lessons across P-6 and be a key member of the Primary Academic team, working closely with the Director of Studies K-6 and Coordinator of Innovation K-6 to align library, information services and ICT integration with learning across the curriculum.

This is a full time, permanent position and receives a Coordinator 1 Allowance. This is a leadership position that sits on the Primary School Executive team.

### Reporting Lines

The Head of Library & Information Services (K-6) reports to the Head of Primary and the Director of Studies K-6, and has one direct report, the Library Assistant (K-6).

### Responsibilities

The Head of Library & Information Services (K-6) is required to:

- Teaching and Learning
  - Enable a significant portion of the English syllabus content across K-6 with a specific focus on the form, features and structure of print, visual, media and multimedia texts
  - Provide the students with recommendations of quality, age appropriate literature and actively promote and foster their love of reading
  - Teaching students from Preschool to Year 6 including some extension reading groups.

- Management
  - Coordinate and keep current the range of library facilities including print and digital resources for students as well as teacher resources
  - Take responsibility for the school's physical and digital learning space where reading, inquiry, research, thinking, imagination and creativity are central to learning and teaching
  - Manage the library budget and adhere to School purchasing policies
- Leadership and collaboration
  - Lead and provide services and programs developed collaboratively with the Head of Primary, Director of Studies, Stage Coordinators, Heads of Departments and teaching colleagues, including the professional development of staff
  - Be a leader within the Primary School, assisting and collaborating with colleagues as required to achieve curriculum objectives
  - Be future-focused with an appreciation of emerging trends in education, technology and librarianship
- Community engagement
  - Encompass programming, collection development and outreach efforts that welcome diverse cultural, linguistic, indigenous and other unique groups into the school library
  - Acknowledge the importance of families in the education of their children and the value of intergenerational transfer of knowledge
  - Liaise with other library leaders in the broader community
- Promotion of Library Services
  - Promote the library within the school community and find new and engaging ways for students to interact and engage with the library and its services e.g introduction of clubs, book fairs, book week celebrations, interaction with parents, guest speakers and authors

## **Qualifications and Experience**

The qualifications and experience required for this position are:

- Formal qualifications in education and librarianship or equivalent
- Experience in a similar role and / or school environment
- Hold a valid Working With Children Check (WWCC) in accordance with the Child Protection (Working with Children) Act 2012.

## Skills Required

The desired attributes for this position include:

- A passion for, and a deep understanding of, what constitutes quality literature
- An extensive knowledge of a wide range of genres suitable for close study or simply reading for pleasure
- An extensive knowledge of relevant areas of the K-6 curriculum, particularly as it pertains to English, literacy, ICT and Information Services.
- The ability to promote these to staff, students and the wider school community
- The ability to communicate clearly and openly, forming positive working relationships
- Inspired leadership with focus on growth and development of themselves and others
- Demonstrated ability to bring passion, creativity, innovation and initiative to a school setting
- Excellent interpersonal skills and can build positive relationships with staff, students and parents
- A forward-thinker who can create and execute a clear vision for the library in conjunction with the Primary team
- A solid understanding of digital resources and how to use them.

## Emanuel Employee Qualities & Attributes

Emanuel teachers are highly competent, passionate and engaging in their practice. They work hard to inspire students to be critical and deep thinkers, as well as problem solvers and responsible contributors to the global community. They ensure the best possible learning environment for students and are committed to their own continued growth as a teacher. It is expected that a successful applicant would have a similar approach to teaching.

As an Emanuel teacher, it is expected that you possess the following qualities and attributes

- Love of teaching and desire to inspire and engage students in learning
- A passion for continually improving their teaching practice and a commitment to ongoing professional learning
- Capacity and desire to make a positive contribution to student wellbeing programs
- Demonstrated strong interpersonal and communication skills and the capacity to develop and sustain productive relationships within the school community
- Ability to promote and a determination to develop a culture of thinking for all students in the classroom

- Capacity to differentiate teaching programs and use a range of strategies to best meet the needs of individuals in the classroom
- Generosity in sharing teaching and ICT expertise with colleagues, and an openness to welcome other teachers into his/her classroom for observation and feedback
- Support for the ethos of the School with a willingness to make a significant contribution to the life of the School
- Be a team player who is keen to work with colleagues to best meet the learning and wellbeing needs of individual students.

The successful applicant will be a member of the school's teaching community and as such, will participate in the regular life of the school. He/she will undertake other duties of a teacher such as those in relation to pastoral care, supervision of students, extra-curricular activities etc, as required by the Principal.

### **About Emanuel School**

Emanuel School is committed to providing co-educational excellence in a Pre-school to Year 12 continuum. We value the individuality of all students and encourage the development of their special interests and talents. Our objective is to extend our students to the best of their ability, and to foster a love of learning, a strong sense of community and a pride in their Jewish heritage.

Emanuel School is small enough to provide an individual, nurturing environment and large enough to provide a wide range of subjects and opportunities for our students. Emanuel School is a dynamic learning community within an intimate learning environment delivering strong academic outcomes.

The School occupies the Stanley Street site with around 880 students from Preschool to Year 12, comprising a two-stream K-4 and three streams thereafter.

The School's commitment to excellence, quality, service and value ensures that it continually improves the delivery of all its programs for the benefit of its students. There are many opportunities for students to participate in a wide range of activities and students have a strong commitment to community service. We strive to create an environment in which genuine acceptance and understanding can develop. These concepts are reflected in the School motto "Mind, Spirit, Being".

Emanuel School is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. Emanuel has zero tolerance for child abuse.

### **Values & Jewish Life**

Emanuel is a Jewish Community School that nurtures a commitment to Jewish community, heritage, ethical living and the State of Israel. We do this through a commitment to egalitarianism, pluralism, coexistence,

tradition, mitzvot, Torah and Hebrew. We do so as Jewish, Australian and Global citizens. In particular we value:

- Excellence
- Perseverance
- Lifelong love of learning
- Respect
- Integrity
- Responsibility
- Compassion
- Generosity
- Justice
- Community

At Emanuel, we welcome staff and students of all backgrounds and religions. Applications are made without reference to a candidate's religion.

### **Emanuel seeks to be a child safe school**

Emanuel School is committed to promoting the safety, welfare, and wellbeing of our students as our paramount priority. We seek to maintain a preventative, proactive and participatory approach to child safety, promoting student voice and agency.

Emanuel School has zero tolerance for child abuse and has established systems and policies to protect children, while in the School's care, from abuse and to promote physical, emotional, and cyber safety. The protection and wellbeing of students is the responsibility of all members of the Emanuel School community, and encompasses:

- a duty of care to ensure that reasonable steps are taken to prevent harm to students which could reasonably have been foreseen
- obligations under child protection legislation.

Emanuel School welcomes and celebrates diversity and remains committed to promoting the safety of every child.