



## **Saint Ignatius' College, Riverview**

### **Position Description**

#### **Head of Digital Learning and Information Services**

##### **1. Role Purpose**

The Head of Digital Learning and Information Services leads the Christopher Brennan Library and the Digital Learning and Information Services Teams. The function of these teams is to deliver a broad range of informational, educational and ICT related services to support the College's mission.

##### **2. Role Responsibility**

The Head of Digital Learning and Information Services is directly responsible to the Directors of Senior School and Middle School.

##### **3. Role Accountability**

###### **3.1 Team Leadership**

To exercise effective team leadership for the development and support of an efficient library and digital learning team.

###### **3.2 Climate of Excellence**

To encourage a climate of excellence in information services and digital learning that fosters team leadership, trust, openness, mutual respect and cooperative problem solving.

###### **3.3 Planning**

- 3.3.1 To develop the library and digital learning team of the College to meet college needs in line with College mission and goals.
- 3.3.2 To work with the Head of ICT in designing, selecting or developing ICT related learning programs.
- 3.3.3 To work with the Heads of Faculty in developing digital learning in the College.

###### **3.4 Digital Learning**

- 3.4.1 To lead the collaborative development of digital resources for the College.
- 3.4.2 To support the Heads of Faculty in their use of and development of the student learning portal (Quantum).
- 3.4.3 To ensure the teachers have access to appropriate digital resources and teaching support for use of ICT in their teaching.

3.4.4 To provide strategic direction on using digital technologies for learning to the College leadership

### **3.5 Information Services**

3.5.1 To ensure that the library provides an excellent service to the College community based on needs.

3.5.2 To lead the library team in developing innovative services for students and teachers.

3.5.3 To ensure that all aspects of library operation meet library standards for the provision of information.

3.5.4 To provide services in physical and virtual access to information to meet student learning needs.

### **3.6 Teaching**

3.6.1 This position may teach up to the equivalent of 0.2 fte.

## **4. Qualifications**

### **4.1 Essential**

4.1.1 Teacher librarian qualifications and classroom teaching experience

4.1.2 High level experience in the use of ICT in learning

### **4.2 Preferable**

4.2.1 Qualification in ICT and experience in curriculum development cross curriculum and year levels

### **4.3 Qualities**

Innovative, outgoing, builds rapport easily with students and staff, service driven, excellent communication skills, “goes the extra yard”, can multi task, loves change, works efficiently

### **4.4 Skills**

Leadership, excellent management skills for both resources and staff, excellent ICT and Web 2.0 skills and curriculum design

## **5. Appraisal/Review Conditions**

All staff at the College are expected to participate in a regular formative appraisal program as an integral part of their professional development each year. The appraisal program shall set strategic objectives and performance measures consistent with the responsibilities of the position.