



Position Title:	Assistant Head of Department Library & Information Services
Department:	Library
Date Created:	December 2024
Reports to:	Deputy Headmaster
Direct Reports:	Curriculum Teachers
Position Holder :	

#### KEY OBJECTIVE

	<p>The Assistant Head of Library and Information Services (in conjunction with the Head of Library &amp; Information Services) is responsible for leading and developing information services and innovative teaching programs that help build within students and staff a knowledge of the inquiry research process, technology skills, digital citizenship and a love of literature and reading, and ensuring the Library is a place of academic focus and informal wellbeing support for students and staff. The Assistant Head of Library and Information Services is a key role in driving the School's mission of Striving for Excellence and is expected to contribute to the broader life of the School.</p> <ul style="list-style-type: none"><li>• Lead, develop and manage teaching staff within the department</li><li>• Develop and manage effective pedagogical strategies</li><li>• Implement and manage all aspects of the syllabus in accordance with the requirements of the school and NESA - NSW Education Standards Authority</li><li>• Maintain a teaching load</li><li>• Compliance with all child protection directives</li></ul>
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#### COMMUNICATION

Internal:	School Executive, Teaching and non-teaching staff (including direct reports) and students.
External:	Parents and Guardians, AIS, professional organisation, other schools and community organisations

#### CONFIDENTIALITY

	This position will come across confidential information. Therefore a confidentiality agreement is required
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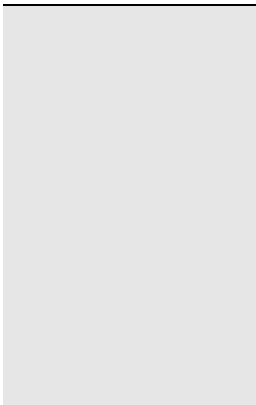
#### SPECIAL CONDITIONS

	<ul style="list-style-type: none"><li>• Physical demands in the role may include: lifting, movement, travel, talking, seeing/inspecting, standing/sitting</li><li>• Environmental conditions may include climate/ temperature, lighting, noise, hazards, ventilation, indoor/outdoor, separate office/open plan, etc.</li><li>• May need to be available outside of normal operating hours of the school for the purpose of meeting with students, parents, external providers; for outdoor education (school camps), co-curricular expectations, parent information events, Speech Night, P&amp;F functions, etc.</li></ul>
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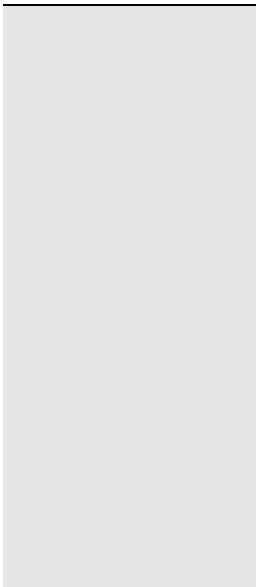




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- Encourage the pursuit of excellence in teaching and learning
  - Promote a collaborative approach with other departments
  - Develop a culture within the department of evaluation, benchmarking and striving for continuous improvement
  
  - Implement syllabus requirements of the NESA (where applicable) within the framework of the aims and objectives of CCGS
  - Within the framework of NESA syllabus
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- Encourage, organise and assist student involvement in enrichment activities outside the School
- Assist and advise students regarding possible careers and courses in available subjects within the Department
- Assist students and parents in course/subject selection
- Assist staff members in the Department in their academic care/discipline of students being taught in their Department
- Determine, monitor and evaluate classroom expectations.
- Other tasks as required



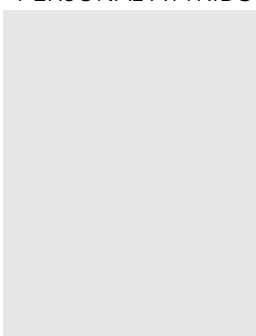
- Follow rules, instructions and safe work procedures
- Use equipment and substances only in accordance with manufacturers instructions and training
- Wear and use protective equipment and clothing provided in the correct manner
- Report any hazards or safety issues identified in the workplace to the Property Manager, Facilities & Services Manager, or the Business Manager
- Participate in the Central Coast Grammar School Work Health and Safety consultation process by discussing WHS issues with the Property Manager, Facilities and Services Manager, Business Manager and the WHS Committee members
- Observe all the rules, policies and procedures at all times to ensure a safe and healthy workplace for yourself and others.
- Provide for personal safety and the safety of others by ensuring that all plant and equipment, protective and first aid and emergency equipment is not altered or interfered with e.g. removal of safety guards or devices or first aid or safety equipment.

#### EDUCATION/PROFESSIONAL MEMBERSHIPS



- Tertiary qualifications in Education - required
- Masters Degree in an Educational discipline - desirable

#### PERSONAL ATTRIBUTES



- Excellence in Leadership to enact the School's Strategic Vision
- Excellent communication skills both written and oral
- 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
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