Head of Library & Information Services (K-12)

Purpose and Outline of the Role

The Head of Library & Information Services (K-12) is responsible for leading and developing information services and innovative teaching programs that build students' and staff members' understanding of the inquiry and research process, technology skills, digital citizenship, and a love of literature and reading. The Head of Library & Information Services (K-12) is also expected to contribute to the broader life of the School.

The Head of Library & Information Services (K-12) is both an educational leader and an innovative Teacher Librarian, contributing to the academic and pastoral life of the School. This role calls for a passionate and adaptable educator who is committed to excellence in teaching and to fostering a vibrant culture of intellectual curiosity and engagement. The successful candidate will be a strong classroom practitioner who promotes student engagement, academic excellence and a genuine love of learning.

As the leader of our high-performing Medway and Rennie Libraries, the Head of Library & Information Services (K-12) will work collaboratively with colleagues across the School to deliver and continuously develop high-quality curriculum programs within a supportive and enthusiastic team. The role requires a demonstrated ability to develop, lead and implement contemporary library strategies, programs, policies, operational practices and organisational design that successfully support the strategic objectives of an organisation in a dynamic and competitive environment. The role also requires a demonstrated ability to adapt to changing circumstances and lead a library team through changes in strategic direction.

All teachers at Queenwood are responsible for creating an engaging, productive and disciplined learning environment where every student is equipped and encouraged to learn. Teachers are expected to reflect on and continuously adapt their teaching practices, while actively engaging in professional learning.

In addition to their teaching responsibilities, all teachers at Queenwood contribute to pastoral care programs and the broader life of the School. Most teachers are also required to serve as Tutors, playing a vital role within the School's pastoral care systems.

Reporting Relationships

The Head of Library and Information Services is ultimately responsible to the Principal in all aspects of the position and directly responsible to the Director of Curriculum. On a day-to-day basis, s/he will also work closely with the Head of Junior School and the Head of ICT.

Employment Basis

This is a permanent full-time teaching position, commencing Term 1, 2027, with a special appointment to the position of Head of Library & Information Services (K-12) for a term of up to five years.

The role of Head of Library & Information Services (K-12) attracts a Level 2 Leadership Allowance and carries a teaching load of 0.8FTE.

The Head of Library & Information Services will be available to work on a roster system with other library employees to ensure that the library is properly staffed between the hours of 7.30am to 6pm Monday to Thursday and 7.30am to 5pm on Fridays and when the library is open for students during non-term time.

Role Responsibilities

Department Head Responsibilities

- Promote a love of reading and a culture of curiosity, independent learning and active research amongst staff and students at all levels
- Ensure that the library plays an active and stimulating role in the intellectual life of the School
- Manage and oversee the operation of the two school libraries
- Manage the overall school information services
- Lead and manage the library team with its range of professional and support staff
- Assist in the recruitment of new library staff
- Develop plans aligned with School strategy and brief the School Executive on new initiatives
- Ensure that the day-to-day administration of the library is efficient and that systems, resources and equipment are well maintained
- Collect data to effectively document evidence of the school library's use and impact, and identify areas in need of improvement
- Collaborate with teachers in planning, teaching and evaluating resource-based and inquiry-based learning activities
- Promote and monitor the ethical use of information and resources and awareness of copyright laws among students and staff
- Collaborate with the Head of ICT and IT team in order to ensure online and digital library systems are effectively functioning
- Attend departmental meetings, where appropriate, to share expertise and resources
- Ensure that the Libraries provide an attractive environment that is conducive to learning
- Develop information literacy skills curriculum and advocate and promote independent learning across the school, K-12
- Ensure that Library Services meet the requirements of the IBO and NESA
- Develop policies and procedures to ensure the smooth running of all aspects of the Library Services

Literature promotion

- Provide an environment and atmosphere that is attractive and welcoming to students and conducive to reading

- Publicise and promote new acquisitions via the Library website and library displays
- Promote reading and enjoyment of literature through programs, displays and other initiatives
- Link literary texts with curriculum units where appropriate

Educational Leadership

- Work collegially with teachers, Heads of Department and other staff to support academic life across the School
- Participate in the determination of educational goals, policies and programs for the school
- Support the active and appropriate use of digital information services within and beyond the School
- Keep abreast of current teaching and learning strategies, curriculum developments and technologies
- Ensure that Library Services staff are kept up to date with developments in their fields of interest and expertise
- Ensure that Library Services staff have the opportunity to participate in appropriate training
- Ensure that services and facilities meet the needs of students and staff
- Seek opportunities for professional development in the areas of education, children's literature and school librarianship

Collection Management

- Be familiar with curriculum across the school
- Consult with staff for advice on resources needed to support the curriculum
- Develop the collection of both print and non-print material to meet the curriculum requirements
- Develop a collection development policy to ensure that the resources meet the needs of both students and staff
- Ensure that resources are well catalogued to provide maximum accessibility
- Develop efficient library systems to ensure optimum user access to information resources both onsite and remotely
- Build web services and online learning spaces to support teaching and learning activities

Library Management

- Manage the Library Management System and related technology
- Lead and supervise other teacher-librarians to support learning and teaching
- Train and supervise support staff
- Prepare and administer an annual budget
- Develop and implement resource evaluation strategies

Technology

- Keep abreast of developments in the use of technology in education
- Contribute to the productive use of technology to support the curriculum across the School
- Train students and staff in the use of online resources e.g. catalogue, databases, subscription services, internet searching
- Be responsible for the ongoing development of the Library CANVAS page in order to provide continuous access to our digital resources

Management of Library Spaces

- Ensure that Libraries comply with WH&S standards
- Coordinate booking of Library spaces during school hours
- Be responsible for the day-to-day management of the Libraries such as staffing rosters and opening and closing times
- Liaise with the Business Office on general issues such as maintenance, cleaning, etc.

Teaching Responsibilities

Teaching and Learning

- Ensure that the Rennie Library is welcoming, multi-functioning space and a focal point for student learning.
- Advocate for the need for students to be information literate
- Work collaboratively with class and specialist teachers to plan and develop resource based units of work
- Attend meetings for designated KLA Departments to support the integration of Information Skills within the design of subject units
- Teach information literacy skills/ research lessons for classroom teachers as required
- Assist students to research, critically evaluate, synthesize and present information using a range of resources and technologies e.g. databases, websites, software and information sources, eBook readers, computer hardware.
- Ensure that students are taught how to correctly reference their work
- Ensure that the school's Academic Honesty policy is adhered to by students, this includes implementing the All My Own Work programme
- Set and maintain clear expectations for students in the use of the Library as a classroom and general learning space; this includes ensuring that Senior students have a quiet area in which to study
- Undertake other duties as required by the Head of Library.

Reading and Literature

- Select, acquire, organise, promote and maintain book and non-book resources that reflect and extend the interests of Queenwood students.
- Prepare and deliver Wide Reading lessons that support the English Departments reading programme

- Support the English department in suggesting and providing related material for the Senior HSC and IB courses
- Offer guidance to students in their reading choices to foster students' love of reading for leisure and enjoyment.

Development and maintenance of Library Resources

- Identify and locate new resources to support the curriculum and provide recommendations to the Head of Library Services for the acquisition of new resources
- Develop online and print resources as requested by staff
- Develop resources for Information Literacy lessons
- Maintain the collection by continually assessing the usefulness of resources and removing old and obsolete ones
- Work with the Library team on the annual library stocktake
- Work with the Head of Library Services on the ongoing development the Rennie Canvas page
- Maintain the integrity of the Library Management System (LMS) including arranging for updates when needed
- Liaise with the Head of Library about Library Policy and Procedure.
- Ensure the day to day administration of Rennie Library is efficient and that systems, resources and equipment are well maintained.
- Develop and document library policies, set goals and objectives and evaluate according to Queenwood's changing needs.
- Organise efficient procedures and systems for delivery of services for use of the Rennie Library
- Work on a roster system with other library employees to ensure that the library is properly staffed between the hours of 7.30am to 6pm Monday to Thursday and 7.30am to 5pm on Fridays

Curriculum

- Be thoroughly familiar with the NESA and IB syllabuses and support documents
- Ensure that resources in the library meet the curriculum requirements of staff and students
- Create resources that support the curriculum and cater to a wide range of learners

Administrative tasks

- Catalogue new resources in an effective and timely manner
- Work on the circulation desk when other library staff are not in attendance
- Ensure that the library Book IT system is up to date and that classes are placed in appropriate areas of the library
- Assist students with printing and photocopying in the library

Professional Development

- Remain abreast of developments in education and best teaching practice, particularly in relation to Information Literacy and the education of girls

- Identify professional development needs and participate in programmes that develop new skills and knowledge
- Maintain membership of professional associations

Involvement in wider school community

- The Teacher Librarian must be prepared to fully participate in the school community through involvement activities such as school sports days.
- The Teacher Librarian should be prepared to fulfil pastoral roles such as being responsible for a Tutor Group.
- Attend staff days and other school functions.
- Perform such other duties as the Principal may from time to time direct.

Key Competencies

- Outstanding command of the English language.
- Excellent written and verbal communication skills.
- Appropriate tertiary teaching qualifications, NESA accreditation and eligibility to teach in NSW.
- Thorough knowledge of effective teaching strategies for Social Science subjects across Stages 4–6.
- Strong understanding of NESA and/or IBO curriculum requirements and the ability to plan and deliver robust and stimulating teaching activities within well-structured programs.
- Ability and willingness to evaluate and critically reflect upon their own professional practice.
- Proficiency in a range of technologies to support teaching and professional duties
- Ability to create a positive, supportive and engaging classroom climate that meets the academic, social and emotional needs of all students.
- Commitment to educational excellence and alignment with the ethos and values of Queenwood.

Experience and Expertise

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

Qualifications

- Post graduate qualifications in Teacher Librarianship
- Eligibility for membership of ALIA and ASLA
- Experience as a Teacher Librarian

Personal Attributes

- Infectious passion for reading, literature and technology in education
- 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.
- A collaborative team player, balanced with the ability to be decisive and provide direction where situations demand.
- Model and promote lifelong learning.
- Highly motivated, proactive and solutions focused.
- Dedicated to strengthening and promoting the use of library resources and facilities as an integral component of the Queenwood curriculum and broader School community.

Concluding Remarks

This position description gives an indication of the scope and nature of work that an employee at this level may be expected to perform. However, the statement does not restrict the employer's right to require the employee to perform any task that is within the employee's competency and skill that is reasonable, incidental to, or associated with the position held.

Work, Health and Safety

The School is committed to providing a healthy and safe workplace for everyone. All staff have a responsibility to take reasonable care for their own safety and that of everyone else at school or involved in school activities. As such, you must comply with reasonable Workplace Health and Safety instructions, policies and procedures, including the provision of care to students within the scope of your role. You will also participate in school safety protocols, such as completing risk assessments, addressing hazards and reporting safety incidents.

Applications

Please email applications and/or send enquiries to: employment@queenwood.nsw.edu.au

Applications should include:

- Your WWC & NESA number
- Resume & cover letter addressing the criteria / position requirements
- Queenwood Teaching Application Form
- Your email address
- Names and phone numbers of three confidential referees

The successful applicant must be legally permitted to work in Australia, hold a valid working with children clearance and be accredited with NESA to teach in NSW.

Applications will close **9am, Monday, 26 October 2026**. Please note that interviews may be scheduled at any time during the recruitment process. Queenwood reserves the right to close applications and/or withdraw the advertisement at any stage should a suitable candidate be identified.

Statement of Commitment to Child Safety and Wellbeing

Queenwood is dedicated to creating a safe and child-friendly environment for all children and young people in our care. We emphasise a zero-tolerance policy for child abuse and harm, prioritising the best interests of students and their safety. The School is fully committed to complying with child protection laws and regulations, and we aim to foster a child-safe culture. Every member of the school community is responsible for ensuring the wellbeing and safety of all students, with a focus on keeping students' safety paramount in all their actions and decisions.

Please note that as part of our recruitment process, all prospective candidates are subject to rigorous background, qualification and employment checks, including the verification of references.