Role Description   Head Librarian

Therefore encourage one another and build each other up, just as in fact you are doing.

(1 Thessalonians 5:11)

Vision statement: Learning excellence, centered on our Catholic faith, personal growth, service to others and strong academic success.

Purpose of role: To provide information services for staff and students while supporting the library's vision of nurturing academic excellence within a positive learning environment underpinned by reading and information literacy.

Responsible to: Deputy Principal

Functional Relationships: Senior Leadership Team, Principal's PA / Deputy Principal's PA, Business Manager, Staff, Students

Responsible for:

Key Tasks	Expected Outcomes
Manage Sancta Maria College Library	• Develop and manage effective library service systems • Develop and review a Library Development Plan, in collaboration with the Deputy Principal • Develop and maintain a current Library Management Guiding Statement and Collection Development Guiding Statement • Maintain an up-to-date Library Policy and Procedures Guide • Prepare and present an annual report in line with school policy and guidance from the Deputy Principal • Analyse Library Management System statistics that relate to Sancta Maria College Annual Plan such as gender, ethnicity and age group borrowing • Prepare annual budgets for library resources and capital expenditure, ensuring that procedures are carried out in accordance with school practice • Ensure library expenditure is appropriately managed • Promote the library services and resources to all staff and students • Develop a training plan that ensures that all members of the Library Team are appropriately trained and have access to ongoing professional development • Lead the Library Team and Student Librarians, ensuring their appropriate training, and regular performance appraisal • Promote Catholic World View in all resourcing processes and information services

Key Tasks (continued)	Expected Outcomes
	• Support the Librarian in the AV programming and recording service for staff [in accordance with the Screenrights Television and Radio Copyright Licence] • Evaluate stock to be written off due to damage or out of date material [according to Library policy and in collaboration with Librarian]

Develop and manage Library resource collection	• Participate in curriculum planning to ensure appropriate selection and management of all learning resources, both print, online and e-resources
	• Ensure the collection is managed and developed in consultation with staff and students, so that resources are current, relevant to the curriculum, and meet the reading needs and interests of the school community
	• Develop a buying plan and strategies that ensure the library delivers appropriate, high-quality material – print, online and e-resources
	• Evaluate users' and Library Team purchasing suggestions when developing buying plan
	• Consult with teaching and literacy staff as to the reading needs of their students
	• Ensure that resources are catalogued, classified, stored and maintained in line with internationally accepted standard library practice
	• Evaluate stock to be written off due to damage, out of date material, and lost resources after annual stocktake [according to Library policy and in collaboration with Librarian]
	• Ensure that library resources effectively meet the needs of the College community by:
	  ➤ Using Access-it Rapid Entry [z39.50], [or SCISWeb website] to create and save cataloguing records in the Access-it Library database for new, donated and teacher resources
	  ➤ Cataloguing and classifying new, donated student and teacher resources [using accepted SCIS subject headings, school specific keywords and/or subject headings, location and accurate cost/order details for each barcoded item]
	  ➤ Provide training if required for Librarian in Excel spreadsheet use
	  ➤ Provide training in preparing new and donated resources for use by students /teachers [barcodes, spine and genre labels, taping, covering, stamping and magnetic security tags]
	  ➤ Manage cataloguing departmental teacher resources
	• Creating digital resources using Access-it media categories

Key Tasks (continued)	Expected Outcomes
Promote a wide range of literacies to the College community	• Provide Library programmes to promote reading • Develop and manage Library literacy promotional events • Prepare and present regular reports for staff that focus on the library's support for teaching and learning, highlighting significant developments and identifying future events
Expert management of Information Technology skills	• Manage the Integrated Library management System Access-it effectively • Take responsibility for Sancta Maria College Library presence on the school website, and for managing Library content on Ultranet • Represent the Library on technology/resource committees • Stay up to date with developing trends and facilities for storage and access to e-resources in the current environment • Maintain a current Acceptable Use Management Statement in conjunction with the HOD Digital Resources • Demonstrate advanced [Access-it] Library Management skills to the Librarian • Instruct students in the effective use of technology as a tool for searching, retrieving and using information resources
Facilitate student Information Literacy Skills	• Ensure that the library plays an integral role in supporting inquiry learning, and that students have ease of access to print and online resources • Provide Library programmes [including Library Orientation for new students] to develop student and staff individual resource searching skills • Demonstrate online library catalogue searching skills to students and staff on an as-needed basis • Demonstrate use of databases available through the National Library and EPIC to students and staff on an as-needed basis • Provide individual research process support to students on an as-needed basis

Key Tasks (continued)	Expected Outcomes

Provide a stimulating positive and efficient library learning environment	• Provide a stimulating positive and efficient library learning environment that focuses on positive results for the library by:
	  ➢ Displaying a commitment to the overall library vision of nurturing academic excellence within a positive learning environment underpinned by reading and information literacy
	  ➢ Displaying a commitment to the Sancta Maria College Special Character and values-based education
	• Contribute to preparation of displays which will:
	  ➢ Stimulate an interest in reading and literature and support curriculum themes
	  ➢ Celebrate Catholic, literary and cultural events
	  ➢ Celebrate academic or artistic student achievement
	• Stay aware of up-to-date layout and design trends that will help to provide the school community with a welcoming and positive learning facility
	• Create a warm friendly environment in which:
	  ➢ Students feel welcomed and safe
	  ➢ Facilitates a love of reading, learning and information literacy
	  ➢ Students are encouraged to be calm and respectful

Establish and maintain effective working relationships with staff	• Is able to share information and ideas by:
	  ➢ Being able to work co-operatively and supportively with other staff
	  ➢ Maintaining a supportive working relationship with the Librarian
	  ➢ Maintain an open working relationship with teachers that facilitates the flow of communication regarding curriculum and resource needs
	  ➢ Participating in regular Professional Development
	  ➢ Building positive relationships with parents
	  ➢ Ensuring school policy requirements are met

Supervision of students	Responsible for the supervision of students on individual study programmes

Limitations of Authority

Changes to procedures or routines must receive prior approval from the Deputy Principal. The Deputy Principal may make changes at any time in consultation with yourself and the Head of Department

Hours of Work: Secondary School Term Time Only: 5 days per week: 7.5 hours per day:
 8.00am – 4.00pm daily

Rate of Pay: Employment conditions are in accordance with the Support Staff in Schools Collective Agreement Grade C.

Role Description: **Head Librarian**	
Reviewed: November 2025	Ray Green : Acting Principal
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Ray Green	*Date*