POSITION INFORMATION DOCUMENT

Position- Leader of Campus Library and Information Services

Tenure Permanently Full time

Leadership Position of Responsibility (POR 1) above relevant teacher level as per the Non Government Schools Award & the Pilgrim School Enterprise Agreement.

KEY AREAS OF WORK

- Lead the redevelopment of the library on Campus to have a futures focus
- Support classroom teachers in the planning and teaching of information skills
- Coordinate the day to day management of the library collection and resources
- Promote the library as a learning hub of Campus
- Engage the students from the three schools in the learning process using innovative and creative ideas through inquiry.

DUTY STATEMENT

As a Curriculum Leader

- To work with Campus leaders and teachers to integrate the Campus Library vision into the life of Campus
- Plan, teach, and evaluate collaboratively with teachers to ensure the effective integration of information resources and technologies into student learning
- Create a culture of innovation and creativity to support the objectives of 21st century learning
- Use inquiry based learning methodologies to support classroom learning
- Engage the students in critical literacy in reading, writing and listening for understanding and enjoyment
- Involve students in the library to contribute to their understanding of the role educational information services in lifelong learning and reading
- Be a member of the reformed Campus Information Technology Committee.
As an Information Specialist

- Lead the implementation of a major refurbishment of the library
- Develop the systems needed to organise, retrieve and circulate resources for students, staff and the wider community
- Provide the training for staff, students and volunteers to understand these systems
- Be involved in the introduction of information technology through the use of mobile devices and other technologies into the library which are integrated across Campus.
- Attend to student and staff enquiries

As an Information Service Manager

- Develop and implement strategies to evaluate the library collection
- Manage the everyday running of the library
- Supervise the Library Administrator
- Promote the use of volunteers within the library
- Prepare a budget to achieve identified Campus priorities
- Create a stimulating environment where the library is a hub of learning within the Campus
- Develop policy and procedures to select appropriate resources to support student and teacher needs
- Have the technical and operational skills in using technology to maintain the library resources including a management system, online databases and catalogue.

Personal Attributes

Be able to demonstrate;

- A willingness to work in a unique Campus context involving three school systems- Catholic, Independent and Department of Education and Child Development (DECD)
- Authentic leadership to inspire others
- Passion and success as an educator with an active commitment to professional learning
- The ability to work in a team situation with Campus Leaders, teachers and Library staff and volunteers
- High level interpersonal and teacher skills
- High level communication skills
- Outstanding knowledge and love of children’s and young adolescent literature
- High level organisational skills

Specific Requirements

1) Be an active member of a Christian Church community
2) Be a registered teacher to teach in South Australia
3) Have a DCSI clearance
4) Be trained in First Aid
5) Approved Responding to Abuse and Neglect Training
6) Undertaken tertiary study in Librarianship
7) Support all relevant WHS policies for the school and Campus
8) Perform any other duties as required by the Principal and Campus Leaders
Our Vision

‘To challenge and inspire children in a Christ centred community’

Our Mission:

- We passionately present a Christ centred curriculum.
- We thrive in a strong partnership with families.
- We create enthusiastic learners.
- We value each individual.

We value:

- Boldness
- Passionate and dynamic commitment
- Challenge and innovation
- Inspirational Teaching and Learning
- Being purposeful, diligent and strong
- Consistency and dedication
- Striving for and achieving excellence
- Teamwork and Relationships
- Accountability
- Diversity

In a culture which demonstrates:

- Honesty and integrity
- Love, care, kindness and compassion
- Respect and Trust
- Christian Faith
- Joy and a sense of fun
- Self motivation
- Balance
We aim that our graduates will be:

- Growing in their Christian faith
- Leaders and contributors
- Strong in character
- Resilient
- Aware of their strengths
- Self-motivated and self-disciplined
- Excited by learning
- Creative and imaginative thinkers
- Successful
- High achievers
- Confident as individuals and as team members
- Caring and compassionate
- Humble, respectful and able to serve others
- Responsible
The Statement of Faith of the School is as follows:-

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.

2. We believe that there is one God, creator of all things, eternally existent in three persons: Father, Son and Holy Spirit.

3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His atoning death for us on the cross, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return to glory.

4. We believe God created us in His own image, however, all of us have sinned and are consequently separated from God and can only be restored by God's grace through faith in the Lord Jesus Christ.

5. We believe in the indwelling of the Holy Spirit, who enables us to live a godly life.

6. We believe in the spiritual unity of believers in our Lord Jesus Christ.
OUR CAMPUS VISION / MISSION

Campus is a unique, co-operative educational community embracing diversity.

We aspire to create innovative, high quality learning opportunities for all.

OUR CAMPUS IDENTITY

Unique
Opportunity
Cooperative Community
Innovative
Diversity

OUR CAMPUS ASPIRATIONS

1. Acknowledge the unique identity of Campus whilst honouring the individuality of the three schools.
2. Ensure Campus Specialist Programs achieve high quality outcomes.
3. Enhance the shared facilities of Campus.
4. Provide opportunities for shared professional learning for all Campus Staff.
5. Initiate Campus learning opportunities in the early, primary and middle years.
Pilgrim School

Employment Collection Notice

1. In applying for this position you have provided Pilgrim School with personal information. We can be contacted at Campus Drive, Aberfoyle Park, SA 5159 or on 8270 3033 or at our email address which is bursar@pilgrim.sa.edu.au.

2. If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application.

3. You agree that we may store this information for up to one year from the time the position is filled.

4. You may seek access to the personal information that we hold about you if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

5. Generally we will not disclose this information to a third party without your consent, but may provide your contact details to another organisation (mainly schools) who are looking at employing personnel with your skills.

6. If you provide us with the personal information of others (e.g. referee contacts) we encourage you to inform them that you are disclosing that information to the School and why; that they can access that information if they wish; that the School does not usually disclose the information to third parties and that we may store their information for up to one year from the time the position is filled.