

Position Description

Position	Head of Library Services - Ridgeway
Directly reports to	Deputy Principal/Head of Ridgeway Campus
	<i>All positions ultimately report to the Principal</i>

This position description summarises the essential responsibilities, activities, qualifications, and skills for this position and may be reviewed or modified by the Principal or their delegate, in response to the strategic direction of the school and the development of skills and knowledge for this position.

Position Summary

The primary purpose of this position is to ensure the establishment of explicit high standards for learning, research and the delivery of best-practice standards in information and resource management. Our Ridgeway library supports the teaching and learning program for students from Year 7 through to Year 12.

The Head of Library Services - Ridgeway is responsible for the care, management, acquisition and use of resources and learning spaces of the Ridgeway library. The incumbent, and the team they lead, work to support teaching and learning through the provision of welcoming, vibrant and dynamic spaces for research and learning within this library space. Their leadership of staff ensures the environment, and its resources provide a contemporary and thriving learning environment for students and staff.

The Head of Library Services - Ridgeway reports to the Deputy Principal/Head of Ridgeway Campus and works in partnership with the Director of Academic Learning and the Director of Ivanhoe Institute to support the academic and professional learning program needs of the School.

The person in this role also works with the Business Manager in matters affecting the management of a significant budget, and also in matters affecting the maintenance of the Ridgeway Library and the evolution of its resources. They will also have regular contact with other School leaders responsible for the ICT infrastructure and its curriculum and co-curriculum programs.

This role includes membership of the Academic Leaders team and various other committees as required. This role also contributes to the academic achievement and recognition program which celebrates and promotes outstanding student achievement, growth and merit. The role attracts a time allowance of 0.8FTE.

Leadership Commitment

The Head of Library Services - Ridgeway holds a Position of Leadership (POL) responsible for the performance and the professional growth of their team, collectively and individually, and the planning, coordination, execution and review of the Ridgeway Library and its services.

As an Ivanhoe leader, the person in this role commits to the Ivanhoe Charter for Leadership, its Principles and Ethos and the observable behaviours, attitudes and attributes of leadership as characterised by this charter.

Key Result Areas

Responsibilities	Performance Outcomes
To promote and enable the Ivanhoe Strategic Vision	The Purpose and Ethos of the Strategic Vision are evident in the observable behaviours and professional practice of all staff at Ivanhoe Grammar School
Provide students with a child-safe environment	A demonstrable and leading understanding of appropriate behaviour and legal obligations relating to child safety.



	A leader of compliance with the School's Student-Safety Policy and Code of Conduct, and any other policies or procedures relating to child safety
To inspire, motivate and grow a positive and collaborative learning culture across the School community	The Head of Library Services has an active and visible presence in the Ridgeway Library and across campus life. They • work effectively with all members of the Ridgeway campus community • build and foster community spirit through positive relationships with students, parents and guardians characterised by trust and goodwill An environment of professional trust, empowerment and learning is fostered. Observable professional behaviour and professional courtesy is modelled at all times. A culture of high expectations and standards is evident in staff work practices and behaviours.
To provide strategic and highly visible leadership living out the <i>Ivanhoe Charter for Leadership</i>.	The Head of Library Services is an outstanding and observable leader in: • the exceptional management standards of their own areas of function and responsibility • strategic change management processes • the delegation of responsibilities to their team and direct reports • the empowerment of their team as they conduct their work • ensuring accountability processes exist to monitor progress and ensure responsibilities are met They demonstrate a growth mindset reflected by proactively seeking feedback from all stakeholders and intentionally reflecting on their strengths and opportunities for growth
To develop the Ridgeway Library's status as a centre for contemporary learning and research	A harmonious and innovative learning environment is evident Stakeholder feedback and appropriate data measurements are used to inform the ongoing improvement and evolution of the Library's facilities, resources and the services it provides Learning spaces provide for age-appropriate learning and a wide range of learning, research and collaborative needs Personalised learning needs are supported at the individual and group level for students and staff

	Students and staff utilise the Library's resources to engage in research as an integral component of learning and for program development The professional development of teachers in information literacy and the use of digital learning resources is supported such that teachers develop their skills and apply these to their teaching practice A range of learning programs are offered within the Library which foster the development of learning skills in students and support the work of the academic program
To promote research and findings	Staff and students are: - regularly informed of developments in the world of research and information management - encouraged to seek out additional educational resources - provided with regular opportunities within The Senior School Library to develop their own research and information management skills within a research paradigm - strongly encouraged and supported to contribute research and research findings in the professional sector
To lead and manage the Ridgeway Library team	Staffing levels and professional acumen are appropriately maintained in accordance with the needs of the Ridgeway Library and the campus more broadly The Library staff: - provide high standards and efficient service to support and enhance student and staff learning and research experiences - work to ensure a harmonious learning environment is maintained at all times - proactively engage in professional learning and compliance training - provide specialist advice to support students and staff in the acquisition, selection and appropriate use of learning and research resources - are provided with feedback and guidance in relation to their professional growth and work performance
To establish and promote high standards for learning, teaching and student engagement in learning through targeted programmes.	Information literacy programmes are in place which develop teachers and students as efficient users of digital and print resources. Literature programmes are in place which promote the reading of fiction

	Library programmes and collections target students' learning needs. Student and teacher use of library facilities, its resources and collections are optimised
To manage the Ridgeway Library's resources and facility	A schedule of refreshment of the living collections and resources held and managed by the Ridgeway Library is in place A program of displays of various kinds is maintained to refresh the appeal and pertinence of the visual elements of the Ridgeway Library and engage the curiosity and interest of the students and staff The Ridgeway Library's webpage is regularly updated and maintained ensuring it is populated with current information including the catalogue of the Ridgeway Library's holdings, useful websites and databases, and links to external bodies
Preparing and working within an annual budget, in consultation with the Business Centre.	Effective and timely communications with the Business Centre. The budget supports the delivery of programs in accordance with School policies and priorities. Administrative responsibilities are fulfilled as required. Recommendations and assistance in preparation of the annual budget are provided to the Head of Library Services.
Representing the School	Memberships and affiliations are maintained with educational and subject-based associations, bodies and organisations and their resources utilised. Networks and community relationships are fostered. Best practice opportunities in education are explored.
Other duties as directed by the Head of Ridgeway Campus or their delegate	The School is represented in a range events and settings as directed Various committee meetings are attended at the invitation of the Head of Ridgeway Campus or their delegate Engage in projects as directed by the Head of Ridgeway Campus or their delegate

Key challenges

- Build on the School's reputation as a contemporary centre of excellence in education
- Provide a substantial program of enhanced, challenging learning opportunities for students across all learning areas
- Create conditions for learning that are student-centred, outcomes-based, incorporate a diversity of approaches and promote excellence

Education and experience

- Current Full Victorian Institute of Teaching (VIT) registration
- Qualifications in Library Studies, with eligibility for professional membership of the Australian Library and Information Association (ALIA), are essential, with experience in managing a contemporary library or learning resources centre highly desirable
- Relevant postgraduate study, working towards a further qualification or equivalent experience in leadership of staff, pedagogy, or curriculum development.
- Demonstrable leadership skills in leading and managing a team.
- Evidence of quality teaching i.e., improving student learning outcomes
- Expert knowledge of child safety protocols and compliance requirements.

Knowledge and skills

- Outstanding interpersonal skills including a demonstrated ability to build community
- Strong capacity to consult, collaborate and interact with staff, students and parents / guardians
- Excellent skills in and demonstrated capacity to employ contemporary learning technologies.
- Sound knowledge of the AITSL Standards for Teaching
- Demonstrable understanding of how a contemporary education is informed by print media, journals, periodicals, multimedia, online, and digital technologies.
- Ability to think analytically, problem-solve, and adapt effectively to changing demands.

Attributes

- Be a suitable person to engage in child-connected work
- Supportive and an avid promoter of the Ivanhoe Grammar ethos and values
- Highly developed verbal and written communication skills
- Demonstrated ability to work with others towards a common goal
- A strong capacity for patience and empathy in fostering a culture of care, innovation, and high performance.
- A positive mindset, high emotional intelligence, and a genuine commitment to professional integrity.
- Reliable and dependable, demonstrating consistency, accountability, and professional conduct.
- Personal resilience, enabling effective management of multiple and conflicting demands.

Reporting Relationships

Reports to:

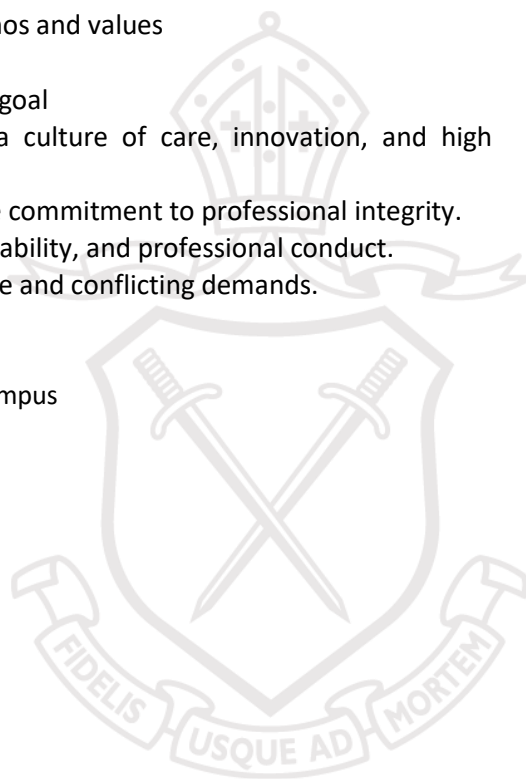
Deputy Principal/Head of Ridgeway Campus

Associated Relationships:

Director of Academic Learning
Campus Executive Leaders
Director of The Ivanhoe Institute
Director of Student Futures
Head of Individual Needs
Head of Academic Extension
Heads of Pedagogy/Faculty
Director of AI and Digital Innovation
IB and VCE Coordinators
Academic Leadership Team
Member of Academic Staff

Team/s:

Academic Leadership Team
Member of Academic Staff



Additional Information Relating to the Position

Child Safety Commitment

All schools have a moral responsibility for the safety and wellbeing of students. At Ivanhoe Grammar School we take this responsibility very seriously. We are committed to a school culture where protecting children forms a part of our everyday thinking and activity. Protecting students is the responsibility of everyone who is employed at, or is engaged by, Ivanhoe in child-related work. Detailed information about our commitment to child safety and wellbeing, is set out in our code of conduct, policies and procedures located on our Child Safety page.

Committed to child safety, children's wellbeing and protecting children from abuse, the School requires that all staff comply with the School's Student Safety Code of Conduct, Student Safety Policy, Student Safety Concerns Management Procedure, Health and Safety Policy and Respectful Workplace Behaviour Policy.

All teachers and non-teaching staff working directly with or caring directly for students are required to have a working knowledge and understanding of our Child Safety Code of Conduct, Student Safety Policy and Student Safety Concerns Management Procedure.

Where any staff member breaches any of the School's policies or codes of conduct, the School will take appropriate disciplinary action.

Teaching Staff Commitment

All teachers are expected to support our students in our three academic pillars of curricular, co-curricular and pastoral care. All teachers are expected to teach vertically across a range of year levels, 3- and 4-year-olds in ELC, Prep to 6 in the primary years and Years 7 to 12 in secondary years. Teachers are expected to support and extend the School's ethos and culture, foster in their students the enjoyment of learning and challenge, provide opportunities for students to have a whole of school experience, while striving for a broad world outlook. Staff must continue their professional development and participate in any mandatory training provided by the School.

Occupational Health and Safety (OHS) Commitment

All School staff are required to take reasonable care for their own health and safety and that of other staff who may be affected by their conduct.

All staff are responsible for:

- Participating in OHS related training
- Reporting OHS hazards and incidents
- Actively participating in the development of risk assessment and or job safety analysis
- Assist with workplace inspections
- Adhere to Ivanhoe Grammar School's OHS policies and procedures

Policies and Procedures

All employees of Ivanhoe Grammar School are expected and required to understand and adhere to all School policies and procedures. It is a condition of employment that all employees participate in all training provided to them regarding policies and procedures in accordance with legislative requirements. A breach of School policy may result in disciplinary action.

Approval

Developed by	Head of People and Culture
Approved by	Principal
Approval date	October 2025