



KINROSS WOLAROI
— SCHOOL —

Head of Library and Learning Resources

Candidate Information Pack

May 2019



About Kinross Wolaroi School

Kinross Wolaroi School is a co-educational Independent School of the Uniting Church. The School has a strong history of excellent academic results along with a diverse co-curricular program. Kinross Wolaroi is a non-selective school with over 1100 students (including 330 boarders in Years 7 to 12), located in the NSW Central Tablelands in the city of Orange. The School has a proud tradition of educating young people in an environment where ideals are based solidly on friendship, spirituality, the security of family values, hard work and the pursuit of excellence to the very best of one's ability. The School offers the unique opportunity for co-educational learning with separate boarding sites for boys and girls. Students are provided with a holistic education with a varied curriculum to meet the diverse needs of our students.

The School has two main campuses. The main campus, called "Wolaroi", is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys boarding. A second campus, called "PLC", is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in the Early Childhood Centre and in classes from Kindergarten to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, and a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

The school is committed to a highly effective whole school approach to student wellbeing that supports the emotional, social and academic needs of every student.

Further information

For more information on the organisation, please visit www.kws.nsw.edu.au. Among other information, on the home page can be found a helpful 'pictorial tour' and also a video, 'Every story has a beginning', which provides a good insight into the School.



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About the position

The Head of Library and Learning Resources will be an innovative leader of information initiatives with experience in strategic development and change management. The incumbent will actively develop and implement a strategic vision for a contemporary information hub for the KWS Community. Strategic direction developed by the Head of Library and Learning Resources will be underpinned by practical change management planning and a commitment to best practice and continuous improvement.

The information resourcing practices of the incumbent will seek to empower students with the skills they need for the multiple literacies required in 21st-century learning. Modernisation of the library's resources and processes will see the Head of Library and Learning Resources seek awareness of the contemporary information needs of the Customer and the future direction of modern information service hubs. The Head of Library and Learning Resources will collaborate with Curriculum Leaders in the Preparatory and Senior Schools in order to implement programs which contribute directly to and complement curriculum and pedagogy programs.

The incumbent will develop information management modernisation opportunities and delivery technologies, in order to provide a service that encourages interaction with information in the evolving information landscape.

Duties related to the position include, but are not limited to the following:

Key Word	Duties
Teacher	<ul style="list-style-type: none"> • Maintain a 0.2 teaching load for years 7 - 12 • Facilitate effective learning opportunities for students • Assess students on their understanding of the content and skills
Strategic Leadership	<ul style="list-style-type: none"> • Strategically design, implement and maintain a vision of the contemporary information hub
Information Management	<ul style="list-style-type: none"> • Manage the effective and efficient day-to-day operations of the KWS Information Hub • Develop, implement and monitor a vision of best practise change to ensure that the Library meets the contemporary needs of the Customer • Provide stimulating, resourceful environments for personalised student learning • Promote literature engagement and critical literacy across the School • Work closely with Curriculum Leaders in the Preparatory and Senior Schools, regarding Curriculum and Pedagogy resourcing and support requirements • Support Teachers to develop and implement programs that will enhance understanding in the use of digital pedagogies • Assist with the planning, acquisition, management of, and access to all facets of Library Services, including electronic, print and physical resources • Develop library services across the School that emphasizes imagination, curiosity, exploration and enterprise • Lead the creation and development of programs and services that support and promote the development of inquiry and research skills for all library users • Develop a positive study culture amongst students including development of a literature celebration schedule • Collaborate with Academic Faculties and external providers to assist with the collation of School booklists
Resourcing	<ul style="list-style-type: none"> • Manage the Information Centre budget • Proactive collection and management of information from sources and distribution of information to the Customer



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	<ul style="list-style-type: none">• Engage with innovative information delivery technologies• Participate in the development, implementation and review of information management requirements• Audit the application of systems and report on modernisation opportunities• Facilitate room bookings within the information centre
Co-curricular	<ul style="list-style-type: none">• Undertake an average of 5.5 hours per week to contribute to the co-curricular program.
Other duties	<ul style="list-style-type: none">• Attend to other matters appropriate to the position, consistent with the skills of the incumbent as directed by the Principal and the Head of Teaching and Learning.

Professional Review

This position description as outlined above is intended as a framework for professional review. The School reserves the right to alter roles and responsibilities requirements as required.

Reporting

In all matters concerning their employment, all employees are ultimately *responsible* to the Principal. However in relation to this role, for practical purposes these functions are delegated to the Head of Teaching and Learning.

Selection Criteria

General Expectations for staff at KWS:

Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees of the School.

Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and wearing appropriate professional attire.

Take an active interest in the general life of the School - supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation of, and promote a high quality of education within, the School.

Participate in staff meetings and training when required.

Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner.

Maintain professional confidentiality concerning information about staff and/or students and their families.

Act as a member of a team, developing and supporting the philosophy and ethos of the team.

Ensure that all documents are prepared and presented in accordance with the School's Style Guide.

Working with Children (Criminal Record Checking)

The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment.



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Workplace Health & Safety

Be informed of WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self).

Observe Kinross Wolaroi School WHS Protocol.

Identify WHS information and training needs for self.

Be involved in WHS projects according to priorities set by consultative processes and management direction.

Comply with WHS initiatives as directed and agreed with management and consultative processes.

Comply with safe work procedures as instructed by supervisor or manager.

Comply with legal and reasonable instructions from employer representatives.

Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations.

Personal Qualities

Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including teaching and non-teaching staff.

Cheerful disposition with the ability to remain calm under pressure.

Willingness to support the mission and values of KWS.

Demonstrate a high degree of discretion, initiative and personal organisation.

Essential Criteria

A university degree in Information Studies or equivalent with associated qualifications in Education

Proven experience in the design, development and/or maintenance of a modern, innovative library

Experience managing the resources of a library with a key focus on enhancing teaching and learning opportunities and engagement

Ability to support the learning of students across all KLA's and in particular stage six students, through innovative library practices and proven student engagement strategies

Possess high level technology skills

Excellent communication and interpersonal skills and demonstrated ability to work in a team environment.

A high standard of organisational and time management skills

Proven ability to relate to staff, students and parents

Willingness to be involved in our diverse co-curricular program



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Appointment conditions

Employment will be offered on the basis of a full-time ongoing role.

Employment will be offered subject to a period of probation, defined as six months in accordance with the *Fair Work Act 2009 (Cth)*.

The terms of employment are governed by the *Independent Schools NSW/ACT Standards Model (Teachers) Multi-Enterprise Agreement 2017 (MEA)* as it applies from time to time, or any industrial instrument that replaces the MEA. Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

Application

To make a confidential enquiry about the position, please contact Kate Kenny, Human Resources Manager on 02 6392 0351 or kkenny@kws.nsw.edu.au

Before submitting your application please ensure that you have:

- Carefully reviewed the position description and ensure that you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- Your cover letter is the School's first opportunity to assess your suitability for the position. Your letter should provide insight into not only what you have achieved but also who you are.
- Please ensure that you have addressed the Essential Criteria in your Cover letter.
- Ensure that your CV clearly outlines your qualifications (including the institution and the date completed), career history and current contact details. The CV should clearly detail achievements under each position held preferably in point form and focusing on challenges and how you resolved them.
- A separate document that includes a statement of Education Philosophy.
- You will need to include at least two referees at the end of your CV. Please provide referees names and current positions. Referees will not be contacted without your prior agreement.

Cover letter and CV can be submitted to kkenny@kws.nsw.edu.au

or addressed to

Mrs Kate Kenny
Human Resources Officer
Kinross Wolaroi School
Locked bag 4
Orange NSW 2800

Preferred applicants will be screened in accordance with Child Protection legislation
