



# Pymble Ladies' College

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## POSITION DESCRIPTION

**Title:** Secondary School Inquiry Learning Leader

**Reports to:** Head of Information and Library Services

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### ORGANISATION SUMMARY

Pymble Ladies' College is a K-12 day and boarding school of the Uniting Church in Australia committed to providing quality educational opportunities for girls within the context of the Church ethos. The College is non-selective and welcomes girls of Christian and non-Christian faiths. With over 2200 students and more than 800 employees, Pymble Ladies' College is a dynamic and progressive educational organisation.

One of the key elements of our strategic plan *Towards 2020: Striving for the highest* is the provision of a personalised education for all girls that is universally acknowledged for its quality, innovation and excellent opportunities. This is underpinned by a strong focus on the development of an innovative and relevant academic and co-curricular curriculum that reflects individual and unique strengths, interests and promotes the wellbeing of girls and young women.

### POSITION SUMMARY

The purpose of the position is to facilitate and support the teaching and learning needs of students and staff. The Secondary School Inquiry Learning Leader is in a unique position to design and deliver effective, inquiry learning experiences and ICT integration as a member of the library team. The Inquiry Learning Leader also develops wide reading programs to foster and inspire a love of literature.

### KEY RESPONSIBILITIES

#### 1. Teaching

- 1.1 Develop inquiry-based learning experiences with the integration of Information skills and digital learning skills for Years 7-12 in collaboration with teachers.
- 1.2 Work closely with key members of staff to scope and create appropriate inquiry units of work using the College platform for virtual learning.
- 1.3 Use the co-teaching cycle to co-plan, co-teach, co-assess and co-debrief units of work in key learning areas in Years 7-12.

- 1.4 Foster a reading for pleasure culture throughout the college and lead wide reading lessons for Secondary classes.
- 1.5 Lead library programs and initiatives such as Makerspaces, Library Monitors, etc.
- 1.6 Keep abreast of and contribute to professional development and research in Information Literacy, Digital Literacy Young Adult fiction and reading.
- 1.7 Research current educational trends with a focus on Information skills and teaching and learning with technology.
- 1.8 Actively supervise students within the library at all times to ensure their safety and wellbeing.
- 1.9 Co-ordinate, organise and assist with special displays and events such as Book Week and author guest speakers.
- 1.10 Maintain a positive and stimulating learning environment.

## **2. Development and Maintenance of Library Resources**

- 2.1 Work collaboratively with library staff and classroom teachers to curate appropriate resources to complement units of study within specific subject areas for both physical and digital collection.
- 2.2 Maintain the collection by identifying new resources for purchase and weeding resources as necessary.
- 2.3 Respond to student and staff queries.
- 2.4 Promote the Library, its resources and services to staff.

## **3. Administration**

- 3.1 Attend to routine administrative tasks during non-teaching times.
- 3.2 Execute Circulation coverage as required.
- 3.3 Complete all administrative tasks in an effective and timely manner.
- 3.4 Attend scheduled Library and staff meetings.
- 3.5 Contribute to the daily operation of the Library by fulfilling duties and tasks effectively and efficiently.
- 3.6 Record necessary academic and wellbeing information within the student management system.

**4. Maintain positive relationships with all Library users and respond appropriately to student and staff issues**

**5. Contribute to the development of policies, procedures and processes and provide recommendations**

**6. Communication**

6.1 Conduct all communication with students, staff, parents and members of Pymble Ladies' College community and external entities in a professional and respectful manner.

6.2 Ensure all written communication is courteous, professional, accurate and reflective of the professional standards of the College.

6.3 Contribute towards the development of effective communication through developing positive and professional relationships with all staff.

**7. Risk and Compliance**

7.1 Ensure that work undertaken is done within the policy of Risk Management and WHS practices;

7.2 Meet the expectations for safety in the workplace and report potential risk to the Head of Information and Library Services.

7.3 Remain informed about Emergency Response procedures and be capable of following and applying these should it become necessary.

7.4 Report directly to the Principal on any matters relating to child protection.

7.5 Consistently adhere to College policies and procedures.

**8. Professional Learning**

8.1 Remain abreast of current and best practice standards.

8.2 Identify and participate in training programs that will enhance innovation and improve knowledge and skill.

**9. Other duties may be required from time to time**

**POSITION REQUIREMENTS / CAPABILITIES**

- Willingness to support the ethos and values of the College.
- Possess a background in teaching English, History, HSIE, Visual Arts, Technology Integration or Teacher Librarianship.

- Be an exceptional teacher who demonstrates enthusiasm and the ability to inspire others in their pursuit of inquiry-based learning.
- Hold qualifications in teacher librarianship or be committed to gain qualifications as a Teacher Librarian.
- Ability to provide effective, collaborative, dynamic, innovative and strategic leadership in the area of information literacy and curriculum-based technologies.
- Work productively and collaboratively as part of the team.
- Possess excellent communication and interpersonal skills to develop and sustain quality working relationships.
- Ability to evaluate the range of physical and digital resources and teaching strategies available to teachers and selectively implement initiatives that consistently improve student learning outcomes.
- Extensive knowledge of the role of technology in curriculum development, explicit teaching and authentic pedagogy.
- Demonstrated commitment to continuous improvement.
- Willingness to actively participate in the College's coaching program and culture.
- Ability to demonstrate professional conduct and discretion at all times.