



Pymble Ladies' College

POSITION DESCRIPTION

Title: Secondary School Inquiry Learning Leader

Reports to: Head of Information and Library Services

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.

ROLE 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 Ensure all written and verbal communication is courteous, professional, accurate and reflective of College values.

7. Risk and Compliance

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

7.2 Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and our emergency response practices.

8. Professional Learning

8.1 In partnership with your Manager, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role.

9. Other duties may be required from time to time

PERSONAL CAPABILITIES

- Willingness to support the ethos and values of the College.
- Hold teaching qualifications and a background in teaching English, History, HSIE, Visual Arts, Technology Integration, or in Teacher Librarianship.
- Be an exceptional teacher who demonstrates enthusiasm and the ability to inspire others in their pursuit of inquiry-based learning.
- 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.