



NAMBOUR CHRISTIAN COLLEGE

POSITION DESCRIPTION HEAD of LIBRARY

Position Purpose The Head of the Library, Reporting to the Deputy Head of Teaching and Learning and the Executive Director.

Key Relationships Superintendent, Associate, Deans, Deputy Academic Superintendent, Head of Vocational Education & Training, Head of the Office, Head of School and Executive Director.

Personal Requirements The candidate should be a qualified and experienced professional.

- Have a minimum of 5 years experience in a similar position.
- Demonstrate a strong understanding of the NCC.
- Possess a Bachelor's degree in Education or a related field.
- Demonstrate a strong understanding of the NCC's vision and mission.
- Have a strong understanding of the NCC's strategic plan.
- Have a strong understanding of the NCC's financial position.
- Have a strong understanding of the NCC's legal and regulatory requirements.
- Have a strong understanding of the NCC's operational requirements.
- Have a strong understanding of the NCC's human resources requirements.
- Have a strong understanding of the NCC's information technology requirements.
- Have a strong understanding of the NCC's risk management requirements.
- Have a strong understanding of the NCC's quality management requirements.
- Have a strong understanding of the NCC's environmental management requirements.
- Have a strong understanding of the NCC's social and community engagement requirements.
- Have a strong understanding of the NCC's governance requirements.

Responsibilities and Accountabilities

Library Leadership – Teaching and Learning

- Provide leadership and guidance to the library staff.
- Develop and implement the library's strategic plan.
- Monitor and evaluate the library's performance.
- Manage the library's budget and resources.
- Develop and implement the library's policies and procedures.
- Provide professional development opportunities for library staff.
- Promote the library's role in the school's teaching and learning.
- Collaborate with other school departments to enhance the learning experience.
- Represent the library at school events and conferences.
- Maintain a high level of customer service for library users.
- Ensure the library is a safe and secure environment for all users.
- Comply with all relevant legislation and regulations.
- Report to the Deputy Head of Teaching and Learning on the library's performance.

- Promote and lead a range of programs, such as 'Great Books', for the Faculty of the Middle East School, and coordinate a high school program.
- Support the Faculty of the Middle East School, such as Staff Body Committees, and other activities.
- Maintain a high level of academic excellence and ensure that the Faculty meets the standards of the QCAA and the NCC of the Middle East School.
- Develop and implement a range of programs for the Middle East School, such as a high school program.
- Act as the main contact for the NCC of the Middle East School, and ensure that the Faculty meets the standards of the QCAA and the NCC of the Middle East School.

