



ST FRANCIS XAVIER COLLEGE
Berwick, Officer and Beaconsfield

Campus Learning Resource Centre Manager

Position Description	
Position Title:	Campus Learning Resource Centre Manager
Reports to:	College Learning Resource Centres Team Leader
Direct Reports (If Applicable)	Learning Resource Centre Officer
Employment Conditions:	ESO – Category C, Level 4 under VCMEA 2013 & MOU 2017
FTE & Employment Type:	Full Time, Ongoing
Campus Location:	One of Berwick, Officer or Beaconsfield

College Mission:

I am the Way, the Truth and the Life (John 14:6)

St Francis Xavier College is a Catholic community that is educative and supportive of the whole person. We have a clear purpose: the individuals' development of competence, conscience and compassion formed in the Christian tradition in light of the Scriptures; one who is guided by a sense of Christian faith, hope and love who will be of service to the world. We recognise God's presence in our lives by being a living witness to Jesus, celebrating and pursuing excellence and by living courageously with optimism and respect for the dignity of all.

Role Summary:

The College Learning Resource Centre Manager is responsible for realising the College Learning Resource Centre (LRC) Vision Statement at their campus LRC. The College Learning Resource Centre Manager ensures that the LRC is a central and vibrant focal point of the campus to advance the learning experience of students and teachers. The College Learning Resource Centre Manager is responsible for the effective and efficient day to day operation of the campus LRC including creating learning spaces which foster the College's Positive Learning Partnerships Program.

Key Duties & Responsibilities:

- Manage the effective and efficient day to day operations of the campus LRC
- Support the College Learning Resource Centres Leader in implementing the College's Learning Resource Centre Vision including ensuring that teachers and students accessing the campus LRCs will find:
 - access to relevant and purposeful resources to support student achievement
 - support to enable them to be effective digital citizens

- support to develop the skills to integrate multiple literacies from across the curriculum
- support to use information in a critical, ethical and reflective manner
- help to expand communication skills, develop creativity and literacy skills to flourish staff who exhibit a cultural sensitivity to the digital environment and learning resources
- opportunities to utilise learning spaces outside of school hours
- support to enhance pedagogy to cater for individual differences
- Ensure that the Learning Resource Centre supports the College wide literacy program and its intended outcomes
- Support the implementation of the school wide research skills program
- Support the College Learning Resource Centres Leader in promoting safe and responsible digital citizenship
- Implement the online site for learning resources by liaising with teachers at the campus
- Ensure the use of physical spaces of the LRC is commensurate to the needs of the contemporary learners, emphasising the importance of independent and collaborative learning spaces and the Digital Learning Program
- Be the point of contact at the campus for all LRC matters
- Provide direction and support for the Learning Resource Centre Officer
- Ensure that the LRC fully embraces the College's Positive Learning Partnerships Program
- Promote the LRC as an engaging, purposeful, innovative and welcoming environment for students and staff
- Actively supervise students including ensuring attendance is managed appropriately
- Support individual students, groups of students or classes with strategies for:
 - accessing resources for their learning
 - being effective digital citizens
 - developing the skills to integrate multiple literacies from across the curriculum
 - using information in a critical, ethical and reflective manner
 - expanding communication skills, developing creativity and literacy skills to flourish
 - how to be culturally sensitivity to the digital environment and learning resources
- Liaise with the College Learning Resource Centres Leader on purchasing resources for the campus LRC
- Ensure implementation of direction from the College Learning Resource Centres Leader on the management of LRC resources
- Organise, manager and distribute LRC resources
- Attend College Learning Resource Centres Team Meetings
- Regularly meet with the Deputy Principal – Head of Campus
- Any other duties as directed by the Principal

Skills and Knowledge:

- Relevant tertiary qualifications eg. Bachelor of Library Management or Bachelor of Information Management
- First Aid qualification or willingness to complete relevant training
- Leaderships skills and experience
- Excellent team work and collaboration skills
- Excellent time management skills with the ability to demonstrate initiative
- Confidence and skill in working positively with staff and students

- Strong IT skills
- Excellent written and verbal communication skills
- Commitment to Occupational Health and Safety
- Understanding of and capacity to follow relevant College policy and government legislation
- An understanding of and commitment to Catholic education

Additional Requirements:

St Francis Xavier College is committed to developing a culture to maintain the safety of each student in our care. At St Francis Xavier we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at St. Francis Xavier College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.

- Current Working with Children Check
- National Police Record Check

Last Updated:

5 October 2018

