



Job Title:	Head of Libraries (Cross Campus)
Reports To:	Heads of Campus (Duncraig and Carramar)
Direct Reports:	Teacher Librarians, Library Technicians, Library Officers
Section of School:	Libraries
Liaises with:	Whole School – Primary and Secondary

St Stephen's School Vision:	St Stephen's School is a Uniting Church School that is Christ centred, student focused and community based
St Stephen's School Values:	<p>The way that we go about our business at St Stephen's is underpinned by five core values. All students, staff and Council members are expected to embrace these values as they undertake their various roles.</p> <ul style="list-style-type: none"> • Faith • Learning • Care • Service • Community
Role and intent:	<p>The Head of Libraries holds overall responsibility for providing leadership and a clearly articulated vision for the Collinson Library.</p> <p>The focus of this role is to manage the operations of the libraries, cross campus, and to deliver effective library services and programmes to the St Stephen's School community.</p>
Role requirements:	<ul style="list-style-type: none"> • Coordinate library teams to create user-focused, physical and digital learning environments, which foster critical thinking, creativity, collaboration, global awareness and competence. • Develop, document and establish strategies, policies and goals for the future directions of information management and technology in liaison with ICT Manager. • Provide opportunities for creativity and innovation through continued development of inviting flexible learning spaces. These shared spaces should provide for networking, discovery, information access, digital literacy instruction, learning and knowledge creation. • Contribute innovative projects, programs and services designed to provide an information-rich learning environment that supports the needs of the whole school community • Ensure the effective access and delivery of information and multi-literacy services. This includes the development of a vibrant reading, literature and digital learning culture in all libraries • Lead and manage all aspects of the financial budgets across all Collinson Libraries. • Provide relevant professional learning opportunities for all library staff. • Demonstrated commitment to personal professional development on a planned and continuing basis, and apply learning gained. • Keep up-to-date with current trends in education, AI, digital literacy and libraries and by attending networking meetings with other schools, associations and industry partnerships. • Ensure effective use library management and information systems including a wide range of physical and electronic resources and systems, including both current and future technologies.



	<ul style="list-style-type: none"> • Active involvement in leadership and innovation within the Curriculum Leadership structure, including attending leadership meetings. • Ensure assigned financial matters are managed effectively and on budget according to the school's policy and procedure
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<p>Key Performance Indicators:</p>	<ul style="list-style-type: none"> • Conducts this Leadership role at a high standard of professional effectiveness collaboration and communication as expected as a senior member of the St Stephen's School and community. • Implementation of change effectively and as demonstrated by project/change management practices in line with best practice. • Increase staff and student competency levels (digital and other literacies) through joint initiatives with Curriculum Leaders, Deputies and Heads of Campus. • Ensure all staff reporting directly and indirectly to this role are achieving and performing according to their relevant operational areas with demonstrated development, support and growth. • Other KPI's will be agreed with your manager through the induction process and ongoing evaluation and goal setting
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<p>Selection Criteria:</p>	<p>Skills and Experience</p> <ul style="list-style-type: none"> • A Bachelor's degree and/or specific Information Science/Library qualifications and registration with the Teachers Registration Board of Western Australia (TRBWA). • The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment • Appropriate teaching and library qualifications which meet the requirements for registration with Australian School Library Association <p>Personal competencies and values</p> <ul style="list-style-type: none"> • Demonstrated leadership ability in influencing, engagement and motivating staff. • Demonstrated Pedagogy and digital learning delivery - practice and experience • Knowledge of relevant academic content areas within the Australian Curriculum • Knowledge of information literacy, creativity, collaboration and critical thinking tools. • Well-developed skills in the application of technology as a learning, teaching and management tool. • Experience of copyright legislation and promoting copyright compliance within a school. • Budgeting and financial management experience. • Experience in leading and managing a school library is essential
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I understand and accept the responsibilities as outlined in this Job Description.

Signed:

Date:

This document was approved by HOC / Principal – October 2025



The below information is not required to be printed

Version	Date	Review Date	Author	Comments	Approval
3	Oct 2025	Oct 2027	Steph Snyman	Updated	Principal / HOC
2	Sept 2018	Aug 2020	Valery Wells	Rebranding	E-Team
1	July 2014	July 2015	Maria Moraitis	New	CFO