



POSITION DESCRIPTION

Role	Senior School Library Coordinator
Team	Information & Learning Technology
Reports to	Director of Information & Learning Technology
Direct reports	Librarians, casual library staff

The Role

The Senior School Library Coordinator is responsible for the leadership, coordination and ongoing development of the Senior School Library as a dynamic learning hub that supports literacy, research, digital literacy, academic achievement and student wellbeing. The role is actively involved in the operation and promotion of the Senior School Tutoring Centre, providing students with access to after school academic support and fostering a culture of independent learning and academic growth.

The Senior School Library Coordinator works collaboratively with teaching staff, academic leaders and the Information & Learning Technologies team to enhance student learning outcomes through library services, curated resources, digital learning initiatives and the development of information, research and digital literacy skills. The role also supports staff capability through the delivery of professional learning and practical guidance in the effective use of digital tools and technologies.

Qualifications

- Relevant tertiary qualification.
- Appropriate qualification recognised by ALIA (Australian Library and Information Association) or working towards this qualification.

Experience

- Proven experience in the successful management of a library or similar educational resource environment.
- Comprehensive knowledge of library management systems, information services, and contemporary library technologies.
- Highly developed organisational, administrative, and resource management capabilities.
- Advanced ICT proficiency, supported by strong library and information management skills.
- Demonstrated understanding of current educational trends and issues, with particular insight into the education of girls within an independent school context.

Key Responsibilities

Library Services and Resource Management

- Coordinate the day-to-day operation of the Senior School Library.
- Develop and maintain physical and digital collections that align with curriculum and student interests.
- Manage library budgets, acquisitions, subscriptions and resource licensing.
- Maintain library systems, catalogue records and circulation processes.
- Ensure library spaces remain welcoming, accessible and conducive to reading, research, collaboration and independent study.
- Oversee management of after-hours staffing.
- Supervise students in the library before, during and after school.
- Support staff and students in locating, evaluating and utilising information resources.

Tutoring Centre Coordination and Academic Support

- Lead the organisation and daily operation of the Senior School Tutoring Centre.
- Promote the Tutoring Centre to students, staff and parents as a key academic support service.
- Welcome students and staff attending the Tutoring Centre and ensure a positive, productive and supportive learning environment.
- Work with Heads of Department and classroom teachers to identify opportunities to strengthen academic support services for students.
- Contribute to broader study skills, research skills and independent learning initiatives across the Senior School

Digital Literacy and Staff Capability Development

- Collaborate with the Director of ILT to design and facilitate lunch time or after school professional learning opportunities that enhance staff confidence in digital tools and learning technologies.
- Create guides, resources and just-in-time support materials to assist staff and students in the use of digital platforms and online resources.
- Work collaboratively with the Information & Learning Technologies team to support the adoption of digital learning platforms.

Community Engagement and Student Programs

- Act as an ambassador for the library and its services.
- Coordinate student engagement initiatives including book clubs, reading programs and other teaching and learning activities.
- Organise and promote events that celebrate literacy, reading and learning.
- Build positive relationships with students, staff and parents to encourage engagement with library services and academic support programs.

Other Responsibilities

- Raise awareness of copyright legislation and promote copyright compliance within the School.
- Participate in co-curricular activities.