



Position Description

Position title	Head of Library
Address	77-81 Willesden Road Oakleigh VIC 3186
Appointed by	Principal
Responsible to	Assistant Principal - Academic
Employment type	Full-time

Overview

Oakleigh Grammar is a highly reputable Christian co-educational ELC to Year 12 School located in the South-Eastern suburbs of Melbourne.

Oakleigh Grammar values education that goes beyond academic development. At its core, the School is dedicated to building compassionate, confident and active lifelong learners espousing all students to have a zest for life.

Our Values

Humility – We promote the quality of having a modest or low view of one's importance.

Aspiration – We promote the notion of hope and ambition in all that we and others do.

Respect – We promote due regard for the feelings, wishes and rights of others.

Kindness – We promote the quality of being friendly, generous and considerate.

Primary Purpose of the Role

The Head of Library leads the development and operation of a vibrant, welcoming and contemporary school library that inspires a love of reading, fosters curiosity, supports academic achievement and enriches the educational experience of students from Early Learning through to Year 12.

The position is central to creating a culture in which students see reading as a source of enjoyment, knowledge, imagination and personal growth. The Head of Library provides a safe, inclusive and engaging environment where students, staff and families feel welcomed, valued and encouraged to explore ideas, develop their interests and become confident, independent learners.



Combining strong interpersonal skills, exceptional organisation, professional expertise and a genuine enjoyment of working with children and young people, the Head of Library builds meaningful relationships with students and staff and ensures the library remains a relevant, accessible and valued part of school life.

The successful applicant will understand that an outstanding school library is defined not only by the quality of its collection and resources, but also by the relationships it fosters, the learning it enables and the positive experiences it creates for every student.

Consistent with Oakleigh Grammar's commitment to Faith and Wisdom, the School's HARK values of Humility, Aspiration, Respect and Kindness, and its aspiration to empower young minds, the Head of Library will contribute to a learning culture in which every student is encouraged to read, think, discover, create and flourish.

Key Responsibilities

Student Engagement, Reading Culture and Relationships

The Head of Library will:

- Foster a genuine love of reading by engaging students with books, authors, genres and ideas suited to their ages, interests, abilities and individual needs.
- Create a welcoming, warm and stimulating environment in which children and young people feel comfortable, respected and encouraged to participate.
- Demonstrate a genuine enjoyment of working with children and adolescents, taking an active interest in their reading choices, interests, achievements and development.
- Build positive, trusting and respectful relationships with students across the School's diverse age groups and backgrounds.
- Provide guidance in a welcoming, safe space for new and International Students
- Encourage reading for pleasure, curiosity, imagination, empathy and lifelong learning.
- Promote literature and resources that reflect the diversity of the School community and broaden students' perspectives and understanding of the world.
- Build on established engaging reading initiatives, book displays, author visits, reading challenges, book clubs and other activities that bring literature to life.
- Encourage students to develop independence, responsibility and respect for shared resources and learning spaces.
- Support students who may be reluctant readers by helping them discover books and resources that build confidence, interest and enjoyment.
- Maintain appropriate professional boundaries while ensuring students experience the library as a safe, positive and supportive environment
- Advise the relevant pastoral staff if it becomes apparent that a student is attending frequently and appears isolated from the wider group of students

Library Leadership and Educational Contribution

The Head of Library will:

- Lead the ongoing development of the library as a contemporary learning environment that supports the School's educational priorities.
- Ensure the library supports the curriculum across Early Learning, Primary, Middle and Senior School, responding to the distinct developmental and academic needs of each stage.
- Work collaboratively with teachers to identify resources that enrich teaching, support curriculum delivery and extend student learning.
- Promote the library as a place for reading, research, inquiry, collaboration, reflection and independent study.
- Support the development of students' information literacy, research, critical thinking and digital literacy skills, including the responsible evaluation and use of information.
- Encourage students to become discerning users of information, including developing age-appropriate awareness of source credibility, copyright, plagiarism and responsible use of artificial intelligence.
- Contribute to interdisciplinary learning opportunities and curriculum-related activities where appropriate.
- Monitor emerging developments in school libraries, children's literature, educational technology and information services, identifying opportunities to enhance the student experience.
- Contribute ideas and initiatives that strengthen the profile of reading and library learning across the School.

Library Operations, Organisation and Resource Management

The Head of Library will:

- Manage the daily operation of the library efficiently, professionally and consistently.
- Maintain a well-organised, attractive, accessible and appropriately resourced collection of print and digital materials.
- Oversee the selection, acquisition, cataloguing, classification, circulation, maintenance and review of library resources.
- Maintain effective systems for borrowing, returns, reservations, stocktake, resource allocation and collection management.
- Ensure resources are relevant, age-appropriate, inclusive, accurate and aligned with the educational needs and values of the School.
- Maintain clear procedures for library use, student access, supervision, resource care and the management of shared spaces.
- Maintain accurate records, inventories, usage data and relevant reports.
- Manage the library budget in accordance with approved allocations and School procurement procedures.
- Exercise sound judgement in balancing new acquisitions, collection renewal, digital resources and the effective use of available funds.
- Alongside staff, ensure the library is prepared for classes, activities, events and scheduled periods of high student demand.
- Maintain appropriate standards of presentation, cleanliness, accessibility and organisation throughout the library.

- Identify opportunities to improve systems, streamline administration and enhance the efficiency and effectiveness of library services.

Staff Collaboration and Service Excellence

The Head of Library will:

- Establish productive and respectful working relationships with teachers, education support staff, leaders and other colleagues.
- Consult with staff to understand curriculum priorities, student interests and resource requirements.
- Provide responsive, helpful and professional service to students and colleagues.
- Communicate clearly, courteously and constructively, including when managing competing requests or resolving concerns.
- Demonstrate initiative and flexibility in responding to the changing needs of students and the School.
- Contribute to a collaborative culture in which colleagues feel supported and the library is regarded as an important educational partner.
- Share relevant reading recommendations, resource updates and opportunities for collaboration with teaching teams.
- Coordinate large events (Art Exhibitions, Open Days, Round Square and MYP Initiatives, Parent Information Sessions etc) ensuring that arrangements are completed in a timely manner.
- Respond to feedback with professionalism and use it to improve the quality of library services

Expectations of Staff

Oakleigh Grammar staff members are expected to maintain professional and responsible attitudes, and to communicate respectfully and effectively. All Oakleigh Grammar staff members are required to:

- Treat each other with courtesy and respect.
- Respect the right of each person to learn/work without disruption.
- Accept responsibility for their own progress development.
- Accept responsibility for maintaining safe, clean, and pleasant surroundings.
- Demonstrate self-respect and uphold Oakleigh Grammar's reputation through their appearance and actions.
- Understand and abide by all child safe principles.
- Notify responsible staff promptly any occupational, health and safety issue/s which compromise the aim of maintaining a safe school environment.
- Support the vision, and values of the School.
- Commitment to uphold and contribute to the Orthodox ethos of the School.
- Contribute to and support the strategic directions of the School.
- Support all Oakleigh Grammar's policies and procedures.
- Obey the law.

This Position Description is a guide only. The Principal may assign duties for this position at his discretion depending on the operational needs of the School.

Child Safe Standards

Oakleigh Grammar has a zero-tolerance approach to child abuse. The School must comply with the minimum standard for the care, safety and welfare of students as detailed in the child safe standards specified by Ministerial Order No. 1359.

Oakleigh Grammar is a Child Safe School and we are committed to ensuring a culture of child safety. We provide a safe environment for every child and student. All students have a right to feel safe and to be safe. We want our students to be secure, happy and empowered. We support and respect all children, from all cultural backgrounds and faiths.

Our School is committed to preventing child abuse and identifying risks early and removing and reducing these risks. This includes measures to actively maintain a safe school environment both during school hours and outside the school day.

All Oakleigh Grammar employees and volunteers have a legal and moral responsibility to respond to situations involving child abuse and neglect including mandatory reporting of abuse or suspected abuse.

In addition, Oakleigh Grammar is committed to the safety of children from culturally and/or linguistically diverse backgrounds, and to provide a safe environment for children with a disability.

We also have specific policies, procedures and training in place that support the Board of Management, Leadership Team, Teachers, Staff and Volunteers, to achieve this important outcome of a child safe school.

All staff employed by the School are required to:

- Show evidence of a current Victorian Institute of Teachers Registration (or Provisional Registration) or Working with Children Check, as required.
- Commit to the School's Staff Conduct and Professional Boundaries Policy and Mandatory Reporting Policy by way of reading and taking part in an on-line questionnaire each year.
- Take part in child safe school training each year including the on-line Mandatory Reporting e-Learning Module.

Mark Robertson

Principal

B Ed, M Ed St, AMACEL, MACE, AFAIM, MAICD

October 2026