



## **ST MARY MACKILLOP COLLEGE**

### **Swan Hill**

<b>POSITION TITLE</b>	<b>Teaching and Learning Leader: Learning Resources</b>
<b>REPORT TO:</b>	<b>Deputy Principal: Teaching and Learning</b>
<b>TENURE:</b>	<b>2024 - 2026</b>
<b>POL:</b>	<b>3</b>
<b>TIME ALLOCATION:</b>	<b>24 lessons per cycle for coordination and working within the Learning Resource Centre.</b>

**This position is full time, with hours on campus:  
8:30am - 4:30pm (Monday to Thursday),  
8:30am - 3:30pm (Friday)  
(A late start on one day is negotiable to offset the 4:30pm finish on Monday).**

The Teaching and Learning Leader: Learning Resources is responsible for overseeing the College's Learning Resource Centre, which supports all staff and student learning opportunities and programs. The Teaching and Learning Leader: Learning Resources leads a team including Librarians, Library Assistants, Network Administrator and IT Technician. The team provides a broad range of digital, print, electronic and audio-visual resources to support effective learning and teaching in support of student and staff growth and development.

The Teaching and Learning Leader: Learning Resources oversees the College's Learning Resource Centre, a learning space where multiple activities can take place simultaneously. Acknowledging that there are many different learning methods, the Learning Resource Centre should offer as many different types of environment as possible - quiet study areas, group activity areas, spaces for individuals and small group work, space for instruction and sound.

The Teaching and Learning Leader: Learning Resources will develop and lead a learning and study service to support academic progress, as well as manage the school's After School Homework Program. They will monitor and support students; in consultation with the Deputy Principal Teaching and Learning, Senior School Coordinator, Curriculum Leaders and House Leaders.

The Teaching and Learning Leader: Learning Resources supports the academic progression of students as well as supporting staff to improve levels of literacy and numeracy and develop the ability of students to research and learn independently, often through the use of electronic resources.

## **General Capabilities**

The Teaching and Learning Leader: Learning Resources will have a commitment to making a difference to the lives of young people, including their education and wider achievements (self-esteem, confidence, social wellbeing and employability).

## **Key Skills**

- ability to work independently and problem solve
- able to form excellent working relationships with young people and have empathy with their lives and needs
- confidence and ability to challenge students
- able to work effectively as a team
- able to stay calm and resolve potential conflicts
- good research skills
- initiative and the ability to get things done
- organised and be able to organise others
- a good all round communicator.

## **Key Duties**

### **Use of Senior School Study Areas and Study Lessons, Study Skills and Independent Learning**

- Manage, organise and oversee the Senior school study areas within the LRC - monitor, intervene and sanction student conduct within the Senior school study areas.
- Ensure senior school study areas within the LRC are utilised and resourced to good effect and meet the needs of students and staff;
- Establish a working ethos and take responsibility for the learning environment of the Senior school study areas within the LRC;
- Be responsible for the condition, security and safety of Senior school study areas within the LRC, including displays;
- Ensure that there is appropriate supervision of students in the LRC and so that purposeful learning takes place;
- Assist with the management of day-to-day monitoring and support of Senior school students including attendance rolls and activities during study lessons;
- Encourage imaginative and varied approaches to the development of the teaching and learning of Study Skills and Growth Mindset;
- Work with the Senior School Coordinator, House Leaders and students to reduce the risk of underperformance.
- Where necessary and in consultation with the Deputy Principal, for pastoral reasons, advise House leaders on matters that may affect achievement and progress.
- Working with the Senior School Coordinator to develop positive intervention strategies to improve the academic performance of underperforming students.

### **After School Homework Program**

- Manage the After School Homework Program from 3:20 pm - 4:30 pm Monday to Wednesday;
- Assist students, where appropriate, in the completion of homework;
- Develop students' research skills and promote independent learning to support student progress;

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- Create a positive and productive environment in which students can study. Sanction and reward students where appropriate;
- Maintain attendance and participation records and provide reports on group participation at regular intervals and provide recommendations for interventions;

### **Digital Technologies**

- In collaboration with the Deputy Principal Teaching and Learning, liaise with the IT staff to ensure Digital Technology devices have been checked and set up for the rollout to students at the start of the school year.
- Assist with the coordination of the Rollout of Digital Technology devices to students, with the IT staff.
- Assist with the Coordination of the take up and re-distribution of devices to Year 7 & 8 students each term.
- Assist with the coordination of the take up of Year 7 to 10 and Year 12 devices at the end of each year.
- Support the Deputy Principal Teaching and Learning with the follow up with parents that do not attend the MacBook Information night, in a timely manner.
- Establish effective systems for managing the LRC lending/returning of equipment, including Devices;
- Monitoring returns and damage to lending resources and creating appropriate communications and systems to ensure that theft and damage are minimised;

### **Support of LRC Staff**

- Lead LRC Staff Meetings to ensure alignment of strategic directions, reflection on practice, promotion of a strong sense of team and ensure that staff voice is valued;
- Liaise with LRC staff to develop annual professional learning goals and support them with implementing them
- Assist with the preparation of budgets on an annual basis;
- Supervise students while working within the LRC.

### **Makerspace Area**

- Work with the LRC Staff and Teaching and Learning Team to develop the Makerspace resources within the LRC.
- Support the promotion of the Makerspace resources to teachers.

### **Learning Support**

- Work with the Learning Diversity Leader to ensure the Learning Support Room is used efficiently.
- Have an understanding of, and support the programs run in the Learning Support Room.

### **Literacy Support**

- Select, read and promote a wide range of literature reflecting the interests of the readers.
- Liaise with Curriculum Leaders concerning the provision of Library services.
- Support LRC staff with the promotion of Literacy within the LRC.
- Support the training and assistance of students and staff in the effective use of information services and systems.

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- Support Literacy programs such as, but not limited to, Book Week and Premier's Reading Challenge.
- Assist in the mentoring of the student led Library Committee.
- Ensure continued innovation in the LRC, promoting a lifelong love of learning, literacy and an appreciation and enjoyment of literature.

### **General Duties**

- Manage the work practices and priorities of LRC staff.
- General office management and administration including setting up and maintaining efficient systems that support all the above activities, filing, records, maintenance, telephone and written communications.
- Provide analysis and evaluation of data and produce relevant reports/information as required.
- Liaise with the LRC staff to ensure that the systems and equipment are fit for purpose.
- Support teaching staff with learning resources to enhance their pedagogy.

### **Attendance at:**

- LRC Team Meetings (Lead)
- Teaching and Learning Team meetings
- Teaching and Learning staff meetings
- Staff meetings
- Any relevant Domain meetings

### **Other Duties**

To undertake any other duties as designated by the Principal.

### **Child Safety:**

Consistent with our mission as a Catholic school, the St Mary MacKillop College community is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of safety and wellbeing of our students.

All staff must:

- Adhere to Child Safety legislation and College requirements.
- Provide students with a child-safe environment in which inherent dignity of children and young people is respected and nurtured.
- Be familiar with and comply with the DOBCEL and St Mary MacKillop College Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

### **Health and Safety:**

All staff are expected to:

1. Adhere to, and implement, safe work practices and procedures in accordance with the St Mary MacKillop College policies.
2. Work safely and report any hazards in accordance with school procedures.
3. Monitor and take full care of the health and safety of others.
4. Participate when required in the resolution of safety issues.