Shoalhaven Region Anglican Schools provide a quality education that fosters gospel-shaped, confident life-long learners who improve the world

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Coordinator of Information Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointed by</td>
<td>Executive Principal</td>
</tr>
<tr>
<td>Responsible to</td>
<td>Coordinator of Learning Technologies</td>
</tr>
<tr>
<td>Key working relationships</td>
<td>Head of School, Head of Junior School, Coordinator of Learning Technologies, Director of Learning and Teaching, Heads of Department, IT support</td>
</tr>
<tr>
<td>Last Reviewed</td>
<td>October 2016</td>
</tr>
</tbody>
</table>

**Preamble**

The aim of Nowra Anglican College is to be the most outstanding school in the Shoalhaven region. It is the product of the vision of a community - to build schools with access to all who want their children to achieve the highest standard of education and behaviour.

Nowra Anglican College is a Pre K to Year 12 co-educational Christian School in the Anglican tradition.

The Christian ethos is present in its caring philosophy and its concern to produce educated leadership. The Schools are community schools in the sense that their doors are open to all, so long as they are sympathetic to and supportive of the Schools’ Christian foundation.

**Position Overview**

Nowra Anglican College endeavours to help students excel and provide a quality learning environment to maximise students’ educational outcomes.

The Coordinator of Information Services will report to the Coordinator of Learning Technologies and will work closely with the Head of Junior School, Director of Learning and Teaching and Heads of Department. The position will be supported by the technical assistance of the IT support team.

The Coordinator of Information Services is expected to be a leader within the school demonstrating a high level of knowledge in information services across the curriculum and stages of schooling.
PERSONAL ATTRIBUTES

The Coordinator of Information Services will:

- be flexible and responsive to the needs of the school community;
- model and promote lifelong learning;
- be committed to working collaboratively with staff;
- be dedicated to creating opportunities for the use of library resources and facilities;
- possess excellent communication skills;
- relish working with young people;
- have a passion for reading and literature;
- enjoy using Information and Communications Technology.

ROLE DESCRIPTION

Management and Leadership

The Coordinator of Information Services will:

- manage the overall school information service;
- lead the library team with its range of professional and support staff;
- develop strategic plans and prepare briefings for the school executive on new initiatives;
- ensure that the day-to-day administration of the information centre is efficient and that systems, resources and equipment are well maintained;
- regularly evaluate the School’s library services.

Teaching and Learning

The Coordinator of Information Services will:

- be involved in curriculum planning and school curriculum committees;
- assist staff to integrate a wide range of digital literacies within their teaching and classroom environment;
- be a curriculum leader and provide specialist or consultant assistance to administrators and teachers;
- plan, teach and evaluate collaboratively with all teachers to ensure the effective integration of information resources and technologies into student learning K-12;
- work with the Principal, Head of School, Head of Junior School, Coordinator of Learning Technologies, Director of Learning and Teaching, Heads of Department and Stage Coordinators to ensure that digital and information literacy outcomes are a major school focus;
- raise staff awareness of the need for students to acquire digital and information literacy skills;
- develop with staff an Information Literacy scope and sequence.
Resourcing the Curriculum

The Coordinator of Information Services will:

- develop policies, procedures and criteria for selecting information resources that meet curriculum, informational and student recreational needs;
- develop and implement strategies for evaluating the resource collection and for determining curriculum and student needs within the context of identified school priorities;
- develop budget estimates in conjunction with the Business Manager for information resources to ensure that teaching and learning requirements are met;
- analyse and assess current resources for users of the library.

Facilitating Access to Information

The Coordinator of Information Services will:

- supervise the cataloguing and classification of information resources to national standards;
- provide specialist assistance to students using digital and print resources in and beyond the school, and for independent research;
- provide access to information resources through efficient and well-guided systems for organising, retrieving and circulating resources;
- promote the effective use of resources and information sources, systems and services both within and beyond the school;
- provide reference and readers’ advisory services to all library users;
- provide specialist assistance to students using the school information service facility for independent reading, viewing and listening;
- provide additional assistance to students with particular learning needs or abilities, and to students for whom social-justice considerations apply;
- provide training and assistance to students and staff in the effective use of digital resources;
- conduct professional development sessions for teaching and non-teaching staff;
- assist with the development of information systems and services responsive to student and teacher needs;
- organise an orientation program for staff and students.

Developing the Physical Environment

The Coordinator of Information Services will:

- maintain a stimulating, helpful environment that is a focal point and showcase for students’ learning achievements;
- maintain, evaluate and develop the physical library environment.

Other Duties
The Coordinator of Information Services will:

- co-ordinate special events relating to information services K-12;
- maintain literacy as a high priority, engaging students in reading, viewing and listening for understanding and enjoyment;
- maintain awareness of trends and developments in library services and education;
- actively participate in professional networks;
- undertake such teaching or other duties as may be required from time to time by the Principal and Head of School.

Workplace Health & Safety

Each staff member will comply with all relevant policies and procedures relating to Workplace Health & Safety and report all hazards and unsafe workplace practices to the Work, Health & Safety Committee.

Essential Requirements

Degree in Information/Library or Education appropriate to this position plus recognised teaching qualifications.

Eligible to be accredited with the NSW Board of Studies Teaching and Educational Standards (BOSTES) Note: Accreditation with BOSTES is optional for any person who has been continuously employed as a teacher in NSW prior to October 2004.

A Working With Children Check (WWCC).

Each staff member may be required to perform other duties that are deemed appropriate by and in negotiation with the Principal from time to time.

All staff are required to participate in the life of the College by attending Staff Devotions and participating in the Focus on Faith course.

The Coordinator of Information Services is a full time position and attracts a Coordinator Level 1 allowance. Teaching load will be reviewed annually as the College grows. The intention is for this position to grow to a Coordinator Level 2 position.