

Head of Library

INTRODUCTION TO THE COLLEGE

Mazenod College was established in 1966 by the Oblates of Mary Immaculate, served through two Oblate Priests, Fr Dennis McCarthy OMI, and Fr Ian Mackintosh OMI. The Charism of St Eugene de Mazenod OMI inspired these pioneering Oblates to build a Catholic boys' school on 21 acres of bushland on the Darling Scarp in Lesmurdie, Western Australia. On the 14 February 1966, they welcomed the first Year 6 and Year 7 students to Mazenod College and the Boarding Residence was established in 1967, providing the vital opportunity of education to rural students.

Today, Mazenod College is a thriving community which continues to be guided and supported by an Oblate presence, and a commitment to providing a safe and nurturing, quality Catholic Education for boys. Celebrating its 60th Anniversary of the day school in 2026 and the 60th Anniversary of Boarding in 2027, over 900 students from Years 7-12 attend Mazenod College, with approximately 100 young men receiving their educational journey as members of our Boarding community. These students come from a wide range of rural and remote areas within Western Australia and beyond. The Mazenod College Boarding experience is a journey of growth, guided by the Charism of St Eugene de Mazenod and the Oblate tradition of community. The personal and spiritual care of each young man is a priority for all our Boarding students. In our Cebula Residential Community, a sense of a home away from home permeates every part of the Boarding life.

Mazenod College specialises in boys' education and offers an extensive range of learning opportunities both inside and outside of the classroom. We strive to offer a rich and holistic education for each boy. The College is equipped with a Chapel, spacious grounds and modern facilities that support a diverse range of interests and learning opportunities which support the holistic development of young men, grounded in faith. Mazenod College's aspiration is not to be one of the best schools in Western Australia, rather, one of the best schools for Western Australia.

Mazenod College challenges students to go to the margins, act with respect and dignity, approach life with courage and passion and develop their hearts so they can be men of compassion. St Eugene de Mazenod and the Oblates of Mary Immaculate call all our students to 'Come, learn who you are in the eyes of God.' Our young men are supported in their development to leave the College as well-rounded young men holding high aspirations, with a commitment to making a positive difference in the world.

Central to the life of Mazenod College is the strong partnership between families and the College. We recognise that parents and caregivers are the primary educators of their sons, and through open communication, mutual respect, and shared aspirations, we work together to support the growth, wellbeing, and success of each young man.

Staff play a vital role in this partnership, serving not only as educators but also as mentors, role models, and guides. Through their commitment, care and witness to the values of the Gospel and the Charism of St Eugene de Mazenod, they help shape young men of faith, character, compassion, and purpose.

A strong sense of community known as the 'Mazenod Spirit' provides a sense of pride for our Students, Staff, and our Old Boys alike.

ACCOUNTABILITY

Position Title:	Head of Library
Accountable to:	The Deputy Principal Teaching and Learning
Responsible to:	The Principal

THE ROLE

As a member of the College Middle Leadership Team, the Head of Library actively embodies and promotes the Vision, Mission, Values, and Oblate Charism of St Eugene de Mazenod and the Missionary Oblates of Mary Immaculate. Through authentic Catholic leadership, the Head of Library contributes to the faith formation, wellbeing, and holistic development of students while fostering a culture that upholds the dignity, safety, and learning of every young man as he comes to Learn who he is in the eyes of God.

The Head of Library provides strategic leadership for the College Library and contributes to whole-school improvement through collaboration with the Principal, Deputy Principal | Teaching and Learning, College Leadership Team, Heads of Learning Area, Learning Diversity Staff, and Teaching Staff. As a leader of learning, the Head of Library supports the implementation of the College Strategic Plan and Vision for Learning by promoting information literacy, reading engagement, research capability, digital fluency, ethical use of Artificial Intelligence, and lifelong learning.

Learn what you are in the eyes of God.

The Head of Library leads the development, management, and promotion of contemporary library services, resources, programs, and learning spaces that support excellence in teaching and learning across Years 7–12. This includes strategic collection development, oversight of physical and digital resources, support for curriculum delivery, and the integration of emerging technologies, including Artificial Intelligence, to enhance teaching, learning, research, creativity, and student outcomes.

A core responsibility of the Head of Library is to build the capacity of students and staff in accessing, evaluating, creating, and effectively using information from a range of sources and technologies. Through collaboration with teaching staff and Learning Areas, the Head of Library supports curriculum initiatives, inquiry learning, research skills, digital citizenship, AI literacy, and the delivery of the General Capabilities of the Western Australian Curriculum. The Head of Library promotes the ethical, responsible, and critical use of Artificial Intelligence, ensuring students and staff are equipped to navigate an evolving information landscape with discernment, integrity, and confidence.

The Head of Library leads and supports the College Library Team, fostering a welcoming, inclusive, innovative, progressive, and high-performing learning environment. They work collaboratively with staff, students, families, and the wider College community to promote reading for boys, learning, academic achievement, and engagement.

The Head of Library is responsible for the effective stewardship of library resources, budgets, facilities, technologies, and personnel, ensuring alignment with the College's Mission, strategic priorities, and commitment to continuous improvement. Through visionary leadership and professional expertise, the Head of Library champions a culture of literacy, curiosity, innovation, technological fluency, and lifelong learning across the College. Central to this role is fostering a love of reading and literature among young men, promoting reading as a pathway to academic achievement, critical thinking, personal growth, empathy, and the lifelong pursuit of knowledge.

The Head of Library also leads the College's ongoing exploration and adoption of emerging information and AI technologies, ensuring these tools complement and enhance, rather than replace, the foundational skills of reading, research, critical thinking, and human creativity.

KEY RESPONSIBILITIES

1. CATHOLIC IDENTITY AND OBLATE MISSION LEADERSHIP

- Give active witness to the faith life of the Catholic Church
- Model and promote the Catholic faith, Gospel values, and the Oblate Charism throughout the life of the College
- Ensure that the relevance and expression of the Oblate Values and Charism are evident to all staff, students, parents, and community members, across the life and all daily practices of the College
- Support the Principal, Rector and Director of Catholic Faith and Oblate Mission in creating a positive culture to develop all religious life and faith formation of students
- Engage in meaningful formation with the Charism of the Missionary Oblates of Mary Immaculate to build rapport and relationships with the Rector
- Support the Principal, Rector and Director of Catholic Faith and Oblate Mission to ensure that all students experience Catholic faith, liturgy, culture, sacramental life, and traditions in meaningful and authentic ways
- Support the Principal and College Leadership Team in advancing the College Vision, Mission, and strategic priorities
- Ensure the College's Mission and Values are embedded within teaching, learning and professional practice

2. STRATEGIC LEADERSHIP AND GOVERNANCE

- Support the Principal and College Leadership Team by contributing to the development, implementation and evaluation of the College Strategic Plan and School Improvement Plan
- Informed by data and evidence-based practice, determine and implement the strategic direction of the College Library
- Use data and evidence-informed practices to align student performance with a focus on current pedagogical practices
- Oversee and formally approve all College Library activities, including incursions, excursions, and staff professional learning opportunities.
- Liaise with the College Leadership Team in assessing future educational trends to strengthen student learning opportunities
- Liaise with the Deputy Principal | Teaching and Learning to ensure the Mission of the College is active and authentic across Teaching and Learning initiatives within our College Policies, Programs, and Strategic Direction
- Lead strategic initiatives that support continuous improvement, innovation and excellence within the Library
- Lead the development, implementation, and review of Library policies, procedures, and strategic initiatives aligned with College priorities
- Collaborate with Heads of Learning Area and other key stakeholders to ensure Library services and resources

3. PEOPLE AND CULTURE LEADERSHIP | STUDENTS AND STAFF

- Support the effective implementation of a positive Student Behaviour Management Policy and Process which is reflective of the Charism, Mission, and Vision of the College
- Lead and support the College Library Team to develop a collaborative, service-focused, and high-performing culture
- Maintain a welcoming, inclusive, and stimulating College Library environment that is conducive to student wellbeing, learning and student engagement
- Promote an active and informed involvement of parents and the wider College community in the learning process, especially in relation to the promotion of a positive and effective student learning culture
- Assist students in developing independent learning, research, literacy, and information management skills
- Support students and staff in accessing and effectively using information through a variety of sources, technologies, and learning platforms
- In collaboration with the Deputy Principal | Teaching and Learning and Learning Diversity teachers, ensure staff within your Learning Area, can adapt provision to students to facilitate the learning requirements of those students identified with diverse learning needs
- Foster a positive, collaborative, and high-performance Team culture aligned with the College's Vision and Mission
- Act as an exemplary Role Model and Mentor to foster positive and productive relationships with students, families, and colleagues
- Collaborate with the Deputy Principal | Teaching and Learning and Deputy Principal | Student Culture on all aspects of Student Academic Progress to maximise student engagement in learning
- Promote staff wellbeing, professional accountability and continuous growth and improvement
- Support inclusive practices that enable all students to achieve personal excellence and experience success
- Collaborate with the Pastoral Leadership Team to support student engagement and wellbeing
- Coordinate and supervise, where designated, the College Homework Club and other activities and programs

4. EDUCATIONAL LEADERSHIP

- Liaise with the Deputy Principal | Teaching and Learning to implement the College's Vision for Learning across Years 7-12 in reflecting contemporary Curriculum Design, Evidence-informed Pedagogy, and Innovative Teaching practices that inspire Excellence in Boys' education
- Collaborate with the College Leadership Team to maintain a Whole-school Improvement in Curriculum, Teaching, Learning, Assessment, and Academic Achievement, ensuring a cohesive and future-focused educational experience for all students
- Support excellence in Teaching, Learning, Student Wellbeing, and holistic formation in boys' education
- Working with the Deputy Principal | Teaching and Learning, monitor pedagogical approaches in Teaching and Learning across the College, with a particular focus on building positive relationships, and the promotion of positive approaches in the classroom
- Support strategic alignment between Academic and Pastoral initiatives
- Promote evidence-informed practice, innovation, and continuous improvement in Boys' education
- Build strong partnerships across the College and wider community to enhance student outcomes
- Champion a culture of innovation, academic excellence and continuous improvement across the Learning Area
- Ensure students are provided with access to a diverse range of high-quality physical and digital resources through an effective and contemporary Collection Development Policy
- Collaborate with Teaching Staff to support curriculum delivery, inquiry learning, information literacy, and the General Capabilities of the Western Australian Curriculum
- Support students and staff in the ethical, effective, and critical use of information and emerging technologies.
- In collaboration with the Library Team and College staff, source, evaluate, and promote contemporary print, digital, and multimedia resources that support teaching and learning
- Contribute to the development of Library displays, programs, and initiatives that promote reading engagement, literacy development, and student learning
- Support teaching and learning across all Learning Areas through expert information services and resource provision
- Develop appropriate content and documentation for College, parent, and student publications relating to Library services, programs, and initiatives
- Work collaboratively with the Director of ICT and relevant staff to maximise the use of digital resources, technologies, and learning platforms

5. STEWARDSHIP

- Promote the stewardship of human resources in the Teaching and Learning strategic priorities of the College.
- Promote the stewardship of the College's resources and operational systems, ensuring accountability, effective Governance, prudent, Risk Management and fidelity to the College's Mission
- Oversee the development, submission, implementation, and monitoring of the College Library budget
- Lead the development and curation of the College Library collection, including physical, digital, and online resources that support teaching, learning, and lifelong learning
- Ensure the effective administration and operation of the College Library
- Oversee the selection and acquisition of print and online resources in consultation with Library staff and relevant stakeholders
- Regularly communicate Library resources, services, activities, and initiatives to staff and students through appropriate College communication channels
- Ensure all Library facilities, technologies, equipment, furnishings, and resources are effectively managed, maintained, and utilised
- Promote environmentally responsible practices and sustainable resource management across the College Library
- Ensure prudent stewardship of Library resources in alignment with College priorities and governance requirements

6. COMMUNITY MISSION AND ENGAGEMENT

- Foster and strengthen life-giving relationships with students, families, Oblates, staff, Old Boys, Parish communities and all who share in the Mission of Mazenod College
- Working with the College Leadership Team, support strategies to support First Nations students
- Give visible witness to the Gospel and the Oblate Charism through authentic leadership that advances the Mission, Values, and enduring legacy of the College
- Promote a culture of reading, learning, inquiry, and lifelong learning across the College community.
- Foster partnerships with students, families, staff, educational organisations, and community groups to enhance learning opportunities and Library engagement
- Support initiatives and events that celebrate literacy, learning, scholarship, and academic achievement across the College
- Promote awareness and engagement with Library programs, services, resources, and learning opportunities within the wider College community

OTHER DUTIES

- Attend College functions and Community events as a member of the College Middle Leadership Team
- Undertake any other duties or responsibilities as required by the Principal or delegate

KEY RELATIONSHIPS

The Head of Learning Area has the following key relationships:

- Deputy Principal | Teaching and Learning
- College Leadership Team
- Heads of Learning Area
- Director of ICT
- Learning Diversity Team
- Academic Leadership Team
- Library Staff
- Teaching Staff
- Students and Families
- External Resource Providers and Educational Partners

REMUNERATION AND TENURE

Remuneration: The remuneration for this position will be commensurate with qualifications, skills, and experience of the successful applicant; and in accordance with the WA Catholic Schools Teachers Enterprise Agreement 2023

Tenure: The contract of employment is for a tenure of eight (8) years, subject to successful Reviews during the second (2nd) year, fifth (5th) year and final year.

ESSENTIAL CRITERIA

The Head of Library will:

- Promote the teachings of the Church and the Charism of St Eugene de Mazenod
- Have the desire and capacity to form a respected, valued, and collaborative relationship with the Principal, Vice Principal, Deputy Principal | Teaching and Learning, Deputy Principal | Student Culture, Oblate Rector, and the College Community for the sake of the Mission of the College
- Have a minimum of ten (10) years teaching experience
- Have completed either Accreditation to Teach Religious Education or Accreditation to Teach in a Catholic School
- Hold a Tertiary qualification as a Teacher Librarian
- Be currently and Fully Registered with the Teachers Registration Board of Western Australia (TRBWA)
- Be able to demonstrate a high level of competency in the responsibilities and duties listed under each of the six (6) Key Responsibilities of Middle Leadership of the Head of Library

On appointment, the successful applicant will be required to:

- Have a current Teacher Registration Board of Western Australia (TRBWA)
- Have a current Working with Children Check (WWC)
- Undergo Child Protection and Mandatory Reporting Training
- Undergo Staff Code of Conduct Training
- Acquire and /or maintain Accreditation requirements to Teach in a Catholic School

DESIRABLE CRITERIA

The Head of Library Area will:

- Have experience and proven performance in a similar or related role within a school environment.
- Have an educational vision and strong sense of purpose consistent with the Oblate and College Mission
- Demonstrate a passion and deep commitment to boys' education
- Demonstrate effective teaching in Catholic Education, sound management, and interpersonal skills, and the ability to lead and facilitate change within a collaborative and innovative environment
- Have a proven record of success as a Secondary Teacher with extensive knowledge of current educational theory and contemporary learning and teaching practices
- Knowledge and experience of contemporary practices in the area of Teaching and Learning
- Demonstrate the ability to assist in the development of Community amongst Teaching and Support Staff, Students and Parents
- Working with the College Leadership Team, have the desire to lead Cultural Change and Community Development