



# HALE SCHOOL

## POSITION DESCRIPTION

<b>Date:</b>	July 2023
<b>Position Title:</b>	<b>Head of Forrest Library Centre</b>
<b>Reports to:</b>	Deputy Headmaster

### Summary

The Head of Forrest Library Centre is a new full-time position commencing at the start of Semester 1, 2024.

The Forrest Library is a purpose-built landmark building at Hale School and houses the following:

- the Senior School Library, which is led by the Head of Library, and supported by specialist Library staff; the Library has an extensive physical and online collection, and a remit to support a love of reading and literature among students in Years 7 – 12
- Learning Support staff and a wide range of support programmes for students with diagnosed learning needs
- a Centre for Creative writing (from 2024) to stimulate interest in the craft of writing (poetry and prose) and develop high level writing skills in students
- the office of the Hale Institute of Innovation and Research, led by the Director of Innovation and Research, who has responsibility for a range of research and teaching projects
- the office for online learning, led by the Director of Learning Technology, who provides a range of technology integration services and related advice
- teaching rooms and study or reading spaces which are used for a wide variety of teaching, learning, study and tutoring purposes before, during and after school, and on weekends
- spaces for parent and wider community use, e.g. book launches, book clubs, workshops, reading groups, House events.

The primary function of the Head of Forrest Library Centre is to provide high quality educational, operational and strategic leadership across all programmes and operational areas of the Centre. This includes leadership, management and support of Learning Support Teachers and Education Assistants in the Middle and Senior Schools. The Head of Forrest Library Centre is an advocate for the support of all students in their learning, works to build an open, inclusive and effective curriculum support and enrichment learning culture, and plays a lead role in developing a suite of programmes that improve learning outcomes for all students in the Senior School.

The Head of Forrest Library Centre will be a registered teacher holding formal qualifications in specific learning difficulties/special education.

## Responsibilities

### Educational Leadership

The Head of Forrest Library Centre will:

- provide inspiring leadership for the Learning Support team and Education Assistants in seeking the best possible educational outcomes for students with diagnosed learning difficulties, including implementation of teaching and learning adjustments, and management of referrals
- provide advice to Heads of Department in the ongoing development of the curriculum in Years 7 – 10, digital and information literacies, contemporary research skills, and reading and writing enrichment
- in collaboration with the Director of Teaching and Learning, and Heads of Department, develop initiatives to enhance teaching and learning across the School through optimal use of the resources and physical spaces of the Forrest Library Centre
- in collaboration with the Head of English, develop and integrate targeted mentoring programmes to support literacy outcomes and academic achievement across Years 7 – 12
- develop professional learning programmes to support the work of classroom teachers in teaching and supporting students with diagnosed learning needs
- in collaboration with the Director of Teaching and Learning, and the Director of Learning Technology, explore avenues to expand online learning and curriculum delivery services and programmes
- contribute in a strategic and constructive manner to committees of the School as required.

### Operational Leadership

The Head of Forrest Library Centre will:

- oversee the work of the Head of Library, and Library team, with focus on developing resources, programmes and practices that support a love of reading, writing and literature among students
- work closely with the Learning Support team in developing and monitoring Individual Learning Plans, and in ensuring compliance, across all programmes, with relevant school and Government policies, including the Disability Discrimination Act 1992 and Disability Standards for Education 2005
- have responsibility, in collaboration with school psychologists, for coordinating the annual NCCD census data and for ensuring that school policy and practice is compliant with relevant legislation
- oversee, in collaboration with the Academic Office and Learning Support team, the development of the curriculum support timetables each semester
- liaise with relevant staff in the Junior School to support the transition to Senior School of students with identified learning needs, and in ensuring a level of consistency and shared practice in curriculum support across the School
- ensure timely and relevant processes of assessment, and feedback, to Pastoral Care Leaders, Assistant Heads of Houses and Heads of Houses
- in collaboration with the Director of Innovation and Research and other staff as appropriate, support the after-hours programmes operating within the Forrest Library Centre, and seek avenues to expand or rationalise these offerings as appropriate.

## **Strategic Leadership**

The Head of Forrest Library Centre will:

- develop strategies, programmes and practices to enhance the culture of learning in the Forrest Library Centre in line with the vision of the Centre as a welcoming place of learning for all boys
- ensure the School's educational vision, strategic intent, policies and procedures are reflected in Learning Support practices and drive future planning
- devise and lead a programme of external visitors, scholars and educators whose expertise aligns with the educational direction of the Forrest Library Centre, and the School, with particular focus on building a culture of excellence and participation in the activities of the Centre for Creative Writing
- monitor and regularly evaluate the physical layout of the Forrest Library Centre and make recommendations for alterations that will improve the flexibility and appeal of the Centre as a place of scholarly endeavour and learning for students and staff
- identify synergies between Library operations and the work of the Learning Support team, and implement collaborative programmes that improve outcomes for students with identified learning needs.

## **Teaching Load**

- The Head of Forrest Library Centre will maintain a teaching load of approximately 0.4 FTE, including curriculum support teaching.

## **Direct Reports**

- Senior School Learning Support teachers
- Head of Library

## **Key Working Relationships**

- Director of Teaching and Learning
- Director of Curriculum
- Director of Innovation and Research
- Director of Learning Technology
- Heads of Departments
- Head of Senior School
- Deputy Head of Senior School
- Head of Middle School
- Heads of Houses
- School Psychologists

The Headmaster, at his sole discretion, reserves the right to vary your duties at any time. Such a variation of your duties does not constitute a breach of contract or termination of your employment. As part of the School's routine pre-employment practices, the School will contact your referees and/or previous employers to ask specific mandatory questions relating to Child Safety. We also reserve the right to conduct social media checks, as part of this process.

## Child Protection

Hale School takes child protection seriously and is committed to supporting the wellbeing of all children and young people, respecting their dignity, ensuring their safety, and protecting them from abuse and other harm.

All candidates for roles at Hale School are subject to rigorous screening procedures and assessment as a condition of employment.

All staff are required to uphold the standards and adhere to the procedures outlined in our Code of Conduct for all Staff, Code of Ethics, Child Safety and Child Protection and Mandatory Reporting Policies.

As part of your duties and responsibility as an employee you will be required to:

- promote the safety and wellbeing of children and young people
- ensure your interactions with children and young people are positive and safe
- provide appropriate support and supervision of children and young people in your care
- act as a positive role model for children and young people
- participate in regular performance management and professional learning linked to our Codes of Ethics and Staff Code of Conduct, Child Safety and Child Protection and Mandatory Reporting Policies
- maintain an up to date and valid Working with Children Check
- if appropriate, meet professional standards for teachers and maintain teacher registration and,
- report to the Headmaster any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

The Hale School community has zero-tolerance for child abuse, and all allegations and safety concerns are treated very seriously and consistently with our robust safeguards and procedures.