



Known.
Seen.
Heard.



EST. 1899

MENTONE GIRLS'
GRAMMAR

2025

Position Description

Head of Kerferd Library



The School

At Mentone Girls' Grammar, we believe in the potential of every child and their capacity to flourish when they are known, seen and heard.

We are a proudly Independent Girls' School, leading, empowering, and inspiring the next generation of women to take their place in an increasingly complex world.

Our young people must hold fast to hope and to their individual and collective capacity to rise to the opportunities and challenges of their times.

As a School committed to empowering girls, we ultimately seek the economic, political, and social empowerment of women everywhere, and will continue to strive towards making that a reality.

Mission

To provide an education that inspires a sense of purpose in our students and empower confident, compassionate and capable young women who are prepared for the future, whatever it brings.

Vision

A place where every girl is *known, seen and heard*.



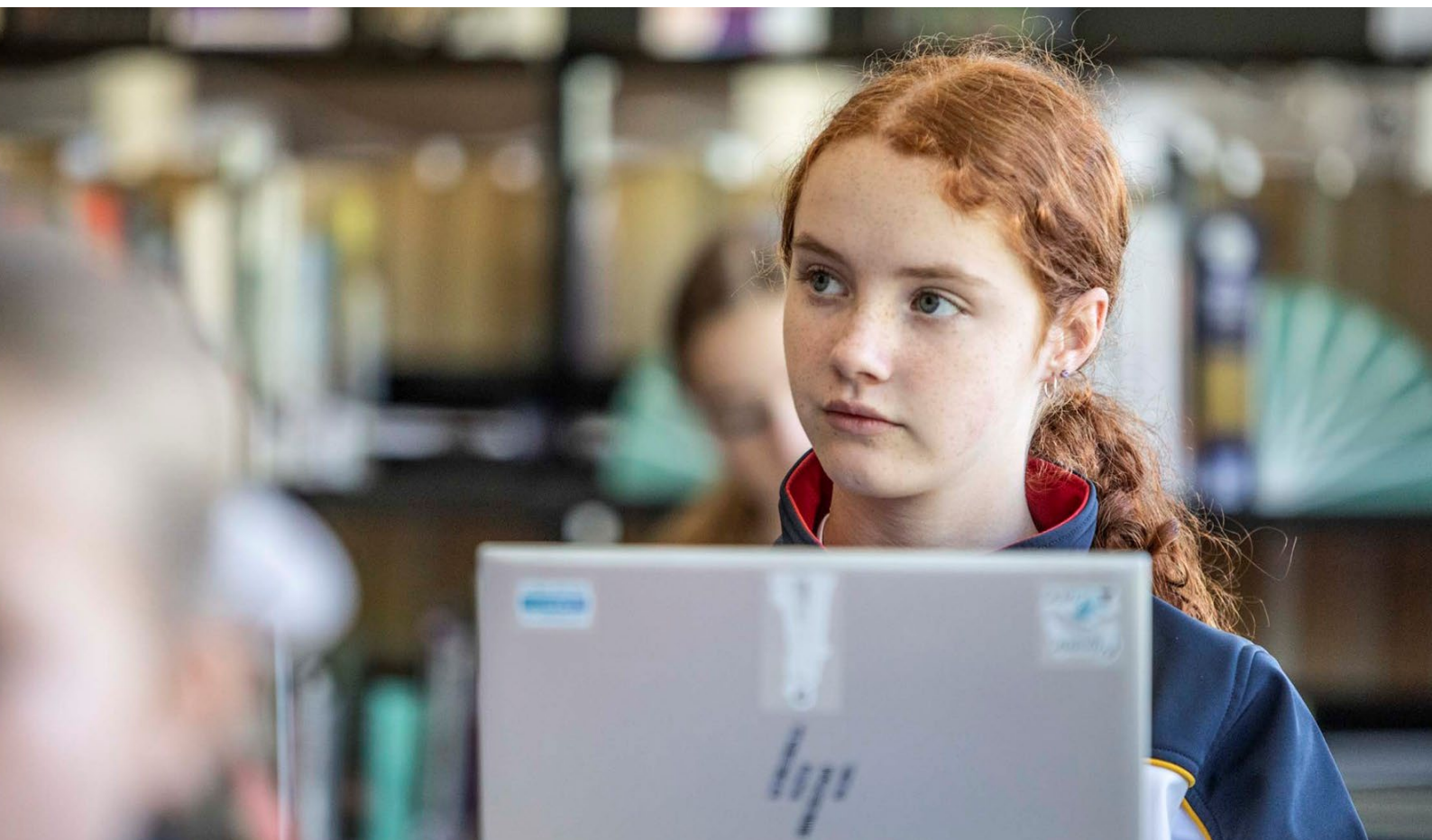
The Position

From Kindergarten to Year 12, our students are encouraged to defy limitations, aspire to excellence, and make a genuine difference in the world around them.

The Kerferd Library is a central hub for learning and discovery within the School community, serving students from Years 5 to 12. With a collection of more than 54,700 volumes, it supports both academic and recreational reading, while contributing to the School's strong tradition of learning and scholarly pursuit.

Designed as a dynamic space for study, collaboration, and intellectual exploration, the Kerferd Library provides flexible learning environments that foster inquiry, curiosity, and discovery.

As Head of Kerferd Library, you will bring the School's vision to life by leading a library that sits at the very heart of Mentone Girls' Grammar. This is a unique opportunity to shape a vibrant, inclusive and welcoming space for students and staff – a place that inspires curiosity, nurtures a lifelong love of learning, and champions a whole-school culture of reading.



Responsibilities and Duties

- Lead the strategic vision and daily operations of the Kerferd Library to ensure it is a dynamic, inclusive, and engaging hub for teaching, learning, wellbeing, and reading.
- Promote a strong whole-school reading culture through engaging programs, timetabled reading sessions, and School-wide literature events.
- Collaborate with teaching staff and curriculum leaders to design and deliver inquiry-based, information-rich learning experiences across the curriculum.
- Oversee the development and curation of physical and digital collections aligned to curriculum needs, student interests, and broader learning goals.
- Lead and mentor the Library team, ensuring a collaborative culture, professional growth, and alignment with school strategic priorities.
- Manage physical and digital library spaces to meet diverse learning needs – quiet study, collaboration, celebration, and creativity.
- Partner with IT and Digital Learning leaders to maintain an effective library information ecosystem, including the LMS, LibGuides, and federated search tools.
- Deliver professional learning to staff in information literacy, academic integrity, resource access, and digital tools.
- Champion the use of library systems and technologies to improve student research, literacy, engagement, and independence.
- Advocate for the Library's role in fostering student wellbeing by ensuring it is a safe, welcoming, and student-centred space.
- Lead the School's copyright education efforts and promote academic honesty across teaching and learning programs.
- Represent the Kerferd Library at curriculum and leadership meetings and promote its impact through community engagement, publications, and events.

Qualifications and Relevant Experience

- Accredited Teacher Librarian Qualification and current VIT registration, with demonstrated excellence in teaching practice aligned to the AITSL Standards (2014) for teacher librarians.
- Extensive experience in reading promotion and literature programs, particularly in young adult literature, with a passion for fostering a whole school reading culture.
- Proven ability to integrate information literacy and inquiry-based learning into curriculum design and delivery, in collaboration with teaching staff.
- Strong curriculum knowledge aligned to Victorian and Australian standards, with the ability to develop engaging, resource-rich learning experiences.
- Leadership experience in school libraries, including program development, collection curation (physical and digital), staff supervision, and budget management.
- Expertise in educational technologies and library ecosystems, including library management systems, federated search tools, LibGuides, eResources, and digital curation.
- Experience developing instructional resources to support information literacy, academic integrity, and ethical use of information (e.g., referencing, plagiarism, copyright).
- Commitment to evidence-informed practice, with experience using action research, design thinking, or data analysis to continuously improve library services.
- Effective presenter and professional learning facilitator, with a track record of delivering staff development related to reading, research, and resource use.
- Active involvement in professional associations (e.g. SLAV, ALIA Schools) and ongoing professional learning in teacher librarianship, pedagogy, and innovation.
- Highly developed interpersonal and communication skills, with the ability to build strong relationships across staff, students, and the wider school community.
- Strong understanding of the role of the library in student wellbeing, and ability to create a welcoming and inclusive environment for diverse learners.
- Current First Aid/CPR certification.

Conditions of Employment

Commencement	Tuesday 27 January 2026
FTE	Full time
Position of Responsibility	3-year tenure
Other Conditions	0.40 teaching load Regular contact with the general public and attendance at evening and weekend functions is required.
Date Prepared	September 2025

Mentone Girls' Grammar is committed to and promotes the safety, wellbeing, inclusion and participation of all children, including Aboriginal children, children with a disability and children from culturally and/or linguistically diverse backgrounds. This pledge is embedded in our policies and procedures which ensure a commitment to zero tolerance of child abuse.

