



LEADER OF RESEARCH AND RESOURCES (POR 2)

Overview

The Leader of Research and Resources (LRR) plays a critical role within the 2025+ Strategic Plan. This entails creating and maintaining contemporary and future-focussed physical and online learning environments to match the development of Thomas More College students who have the *Wisdom to Seek, Courage to Thrive* and *Power to Change*. The LRR will play an important role in exploring, understanding and leading a whole-school application of Student Agency and (Research) Information Literacy across Years 7-12; leading and conducting contemporary educational research; promoting the use of contemporary resources; as well as the maintenance of the Resource Centre as a facility that enhances Research for all students across all learning areas.

The Leader of Research and Resources is responsible for the direction and management of Research and Resources, and their broad application to all Learning Areas and classes across Years 7-12. They will lead the development of physical and online educational environments that promote student agency in their learning across the breadth of the Middle and Senior School.

They will lead and manage the dynamics of the Resource Centre and its personnel and play a leading role in the development of Information Literacy and Student Agency in the College. Ultimately, their focus is improving student and staff learning through contemporary and future-focussed research and resources.

1. Overarching Areas of Work

The Leader of Research and Resources will:

- Streamline (Research) Information Literacy across the college in line with the TMC Learner Behaviours and Wellbeing Values to enable staff and students to make explicit connections to the SACE and ACARA Capabilities
- Research, co-construct and lead Student Agency (Students as owners of their own Learning and Data) across Years 7-12 in line with TMC Learner Behaviours and Wellbeing Values to make explicit connections to the ACARA Capabilities and SACE Learner Profile.
- Research, co-construct and lead the Resource Centre for whole school use across classes in Years 7-12

2. Specific Areas of Work

(Research) Information Literacy

- Assist students and staff across the college to use a range of resources and relevant technologies.
- Assist student across Years 7-12 to seek, critically evaluate, and present information.
 - Years 7-9 through curriculum and wellbeing classes.
 - Years 10-12 through Learn to Learn (L2L), curriculum and wellbeing classes.
- Support Leaders of Learning, and staff, to map and plan opportunities to develop information literacy across all learning areas.
- Support staff and students in a whole-school approach to referencing, including recommendations for tools and running training.
- Lead professional learning for staff on effective research practices (i.e., skills needed for online research, accessing and using resources, such as digital databases).
- Support staff with research for HALT process.

Student Agency (Students as owners of their own Learning and Data)

- Keep abreast of contemporary and emerging research on student agency
- Support Leaders of Learning, and staff, to map and plan opportunities to develop student agency across all learning areas and year levels.
- Work in close collaboration with Leaders of Middle and Senior School Innovation and Pedagogy (re TMC Learner Behaviours and student agency; SACE learner Profile) and Leader of Wellbeing Innovation (re student agency and wellbeing) to plan and implement whole school student agency policies and processes.
- Strategy development and oversight of the Leader of Learning for EIF/AIF and Learning to Learn, and teaching staff, to explicitly plan for the teaching of student agency within these subject areas.

Resources

- Liaise closely with Leaders of Learning and teaching staff to ensure curriculum resource needs are met.
- Ensure the Hub (library) is multi-functional and a focal point for flexible student learning.
- Ensure access to a broad range of literature reflecting a variety of cultures, diversity, and themes.
- Expose students to a range of genres in both print and digital formats.
- Develop strategies to foster a love of reading, supporting and encouraging regular borrowing.
- Ensure the development, promotion of and easy access to the collection of college e-resources.
- Use selection tools/reviewing journals to keep informed about current literature for children and young adults.
- Keep abreast of relevant copyright laws and changes to legislation relevant to an educational setting and ensure updates are shared with staff and students.
- Develop and document Hub (Library) policies, develop goals and objectives for the Hub, and evaluate programs according to the changing needs of the college.
- Management of the Information and Resource Hub education support staff(s) and resources; including development and management of the annual budget and, use and maintenance of the Lumination Lab.

Administrative (other)

- Use College, CESA and external data to plan for and respond to emerging issues of Research and Resources.
- Time is allocated for the LRR to attend regular meetings with other leaders identified below in the Key Working Relationships
- Contribute to, and provide leadership of, relevant policy and procedural discussions from emerging technologies and influences in educational settings.
- Support classroom teacher's application of restorative practices in the classroom via the College POR

Process.

These roles are in addition to the roles of a teacher as defined in the TMC Teacher PID (attached). The role will also emerge and encompass any other duties as designated by the Principal (within reason).

3. Key Working Relationships

- Assistant Principal – Teaching & Learning (line manager)
- Line Manage Leader of Learning – AIF/EIF/Learn to Learn

- Leaders of Middle and Senior School Pedagogy and Innovation.
- Director of Innovation in Digital Learning.
- Leadership and Learning Coaches.
- Leaders of Learning.

4. Key Teams

- Teaching & Learning Executive.
- Leaders of Learning.

5. Conditions and Time Allowance

- This position is offered as a POR 2 role in accordance with the South Australian Catholic Schools Enterprise Agreement 2020
- This position is offered for a 3-year period
- This position will attract approximately 640 minutes of non-contact time with due consideration given to the composition and number of classes in teaching load.

6. Work Health and Safety Requirements

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012. As a Worker, while at work you must:

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Reference: Division 4, Section 28 WHS Act 2012

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