

## JOB DESCRIPTION HEAD OF MATHEMATICS

<b>Employment Conditions</b>	<b>Full-time, ongoing subject to successful completion of 6 month probation period</b>
	<b>In accordance with the St Mary's Anglican Girls' School Enterprise Agreement 2018</b>
<b>Reports to</b>	<b>Dean of Studies</b>
<b>Last Revised</b>	<b>July 2021</b>

The Senior School Mathematics Department offers the following programs:

- Compulsory subject for all girls in Years 7 to 10.
- Year 11 and 12 Maths courses include Maths Essentials (General), Maths Applications ATAR, Maths Specialist ATAR and Maths Methods ATAR.

Within the Mathematics Department there are well-appointed classrooms with extensive computing capabilities in a one-to-one environment. Students and staff have access to a wide variety of online resources as well as an excellent supply of teaching aids and reference texts.

### ROLE

The Head of Mathematics (Years 7 to 12) provides educational leadership within the Mathematics Department and the wider School community. This leadership encompasses curriculum, pedagogy and professional growth and development of staff. The Head of Department is accountable to the Principal through the Dean of Studies for the effective leadership and management of the Department. Responsibilities are to be carried out in accordance with the School ethos, values, policies, priorities and procedures.

A love of teaching and learning, initiative, an optimistic outlook, great organisational skills, excellent interpersonal skills and a commitment to professional learning are all pre-requisites for the position.

### RESPONSIBILITIES

#### Teaching and Learning

- Promote effective instructional practices and communication that support high impact instruction using research based, data driven practices with effective consultation and program evaluation.
- Ensure a high quality supportive learning environment where learner engagement and academic improvement are priorities.
- Be an active member of the Senior School Curriculum and Pedagogy committee.
- Oversee the assessment policy, evaluation procedures and allocation of student grades and ensure that SCSA guidelines are adhered to.
- Oversee the analysis of NAPLAN, OLNA and other data and use this to identify adjustments that need to be made to teaching and learning programs. Evaluate and summarise the effectiveness of these adjustments.

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- Liaise with Junior School teachers to ensure that there is a seamless transition between the programs offered in Mathematics from Junior School to Senior School, with adherence to Western Australian Curriculum requirements.
- Liaise with other departments to promote and be involved in STEM activities.
- Liaise with the Gifted and Talented Math Co-ordinator and Learning Support to ensure that programs embrace academic inclusivity and diversity in order to cater for the needs of all students.

### Staffing

- Develop staff through facilitation of mentoring, professional dialogue and professional learning. Development of staff is focussed on:
  - high impact and engaging classroom practice
  - capacity to respond to individual student needs
  - quality formative and summative assessment design
  - curriculum knowledge and design
  - self-management
  - administrative accountabilities
  - digital practices
  - developing high quality feedback for students
- Lead department implementation of annual professional learning goals.
- Liaise with the Principal and Dean of Teaching and Learning in relation to appointment of new staff.
- Provide guidance and facilitate development of newly appointed teachers.
- Co-ordinate the work of the department through well planned and regular meetings.
- Be responsible for the overall efficiency, professional attitude and morale of the department, and be responsible for helping staff to know how they can best contribute to the well-being of the students they teach.
- Be responsible for annual performance reviews of teachers in the department, including reflection, goal-setting and professional learning needed to improve student outcomes.
- Be responsible for overseeing teacher programs, mark books and assessment details, and for the overall development and co-ordination of the department.
- Be a conduit, when appropriate, for teachers within the department in regard to subject matters needing to be discussed amongst senior staff or to be passed down from Curriculum and Policy meetings.
- Be responsible for co-operation and co-ordination between departments.

### Resource Management

- Work with staff to ensure compliance with, and understanding of, responsibilities in relation to School policies and guidelines.
- Allocate students to classes in collaboration with Maths staff and Dean of Administration.
- Oversee and manage Maths Department budgets and teaching resources.

### Pastoral Care

- Actively participate in pastoral care and well-being programs and other co-curricular activities. Some co-curricular activities will occur outside normal school hours.
- Communicate with students, colleagues and parents/guardians in a respectful, clear, caring and professional manner.

### **Other duties**

- Participate in school functions including Speech Night and Parent Teacher evenings.
- Carry out supervisory duties as required.
- Engage in professional reading and development as part of an expectation of continual professional learning.
- Participate in department meetings and whole staff meetings. Some of these may occur outside of normal school hours.
- Other duties as prescribed by the Principal.

The above is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

## **EDUCATION, EXPERIENCE, SKILLS AND PERSONAL QUALITIES**

### **Education/Qualifications**

#### *Essential*

- Relevant tertiary qualifications or equivalent.
- Registration with the Teacher Registration Board of Western Australia.

### **Experience and Skills**

#### *Essential*

- Wide-ranging teaching of maths in a variety of school settings.
- Marking experience for organisations external to the School eg SCSA.
- Familiarity with the Western Australian Curriculum in Mathematics from K to 12.
- Expertise in teaching Mathematics Specialist.
- Use of ICT to enhance instructional practice.
- A comprehensive understanding of current educational issues, particularly the education of girls.
- Analysing and using data to inform teaching and learning requirements.
- Ability to design, implement and review high quality assessment tasks.
- Well-developed conflict management skills.

### **Personal Qualities**

#### *Essential*

- Proactive, resilient and able to work productively in a high performance work environment.
- Ability to exercise confidentiality.
- Ability to use different points of view to assess situations.
- Ability to work collaboratively as part of a team.
- Ability to successfully manage a number of diverse tasks in a busy school environment.
- A commitment to ongoing professional learning and the desire to be part of a dynamic educational team.
- Willingness to participate in co-curricular activities.
- Good sense of humour with a positive outlook.

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### WORKING RELATIONSHIPS

#### Internal

Principal  
Executive staff  
Deputy Head of JS - Curriculum  
Administrative staff  
Head of Learning Support  
Heads of Department  
Assistant Head of Mathematics  
Boarding Academic Co-ordinator  
Maths Gifted and Talented Co-ordinator  
Teachers  
Students

#### External

Parents, guardians or relatives of students  
AISWA  
SCSA

### OUR COMMITMENT TO CHILD SAFETY AND CHRISTIAN VALUES

St Mary's Anglican Girls' School is a child safe environment. Our school actively promotes the safety and wellbeing of all students, and all school staff are expected to be committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations and in accordance with our Child-safe Framework. A valid Working with Children Card and National Police Clearance are required for all employees at St Mary's Anglican Girls' School.

St Mary's is an Anglican school and applicants should be able to demonstrate empathy with and support for the School's Christian values.

St Mary's is a non-smoking campus and all staff are expected to adhere to this.