



POSITION DESCRIPTION

HEAD OF LEARNING AREA – MATHEMATICS

Santa Maria College is nestled in picturesque gardens overlooking the Swan River in Attadale, Western Australia. It is a Years 5 – 12 Catholic school for girls, both day and boarding with 1280 students including 150 boarders. Santa Maria offers a quality education inspired by Jesus Christ and the vision of Catherine McAuley.

ROLE DESCRIPTION

The Head of Mathematics is a key leadership role within the College that is responsible for the delivery of innovative, engaging and relevant teaching and learning. This leadership role has a strong focus on supporting our College Mission, team leadership, staff development and the delivery of outstanding learning opportunities, including programs, pedagogy and assessment.

1. SELECTION CRITERIA

- Commitment to the ethos and values of Catholic and Mercy education
- A proven ability to provide effective leadership
- Understanding of current research relevant to the education of girls.
- Exemplary knowledge and proven practice in contemporary teaching and learning of Mathematics including the ability to teach senior courses.
- The capacity for innovative thinking to ensure the relevance and engagement of students in Mathematics.
- Ability to effectively guide the continued growth and development of staff.
- Exemplary interpersonal and communication skills to develop collaborative teams.
- Expertise and confidence in resolving issues
- Demonstrated commitment to ongoing professional learning
- Excellent organisational skills

2. MAIN RESPONSIBILITIES

2.1 Mission

- Advocate a strong sense of purpose consistent with the College Mission and Vision.
- Model Gospel and Mercy values and promote their importance.
- Support the Director of Mission to provide opportunities that enable our student and staff to develop their faith through opportunities such as Masses, Rosary, prayer, retreats and reflection days.
- Enable students to attain the knowledge and beliefs that will enable them to develop understanding and connection to their faith and to see its relevance in their daily lives.
- Involve students in planning and organising programs that enhance social justice, community service and promoting positive relationships in the community.
- Encourage all teachers to respect the dignity and uniqueness of each student

2.2 Leadership

- Foster a supportive and collegial professional environment.
- Provide leadership and encourage innovation in all areas of curriculum development, in both the WACE courses and lower school courses.
- Be an active member of the Academic Council who represents the Learning Area.
- Model and advocate a commitment to ongoing professional learning among Learning Area staff.
- Participate in external professional networks such as professional associations, School Curriculum and Standards Authority, WACE examination panels or marking, Course Advisory Committees and network meetings.
- Demonstrate the ability to make informed decisions while encouraging the active involvement of staff in decision-making.

2.2 Staff Development

- Mentor, support and challenge Learning Area staff to continually strive for improvement.
- Develop the professional expertise of Learning Area staff through their active participation in professional development opportunities.
- Lead the appraisal process of Learning Area staff
- Assist in the recruitment, induction and development of new staff.
- Provide support for staff in matters of classroom management, academic or pastoral concerns.
- Establish clear professional expectations for Learning Area staff.

2.3 Teaching and Learning

- Demonstrate a comprehensive understanding of current educational issues.
- Model and advocate contemporary practice in teaching and learning.
- Oversee content, pedagogy and assessment of courses being taught in Mathematics.
- Facilitate and develop exciting, innovative programs that cater for all abilities through differentiation.
- Liaise with the Deputy Principal Teaching and Learning in regard to all aspects of learning to ensure programs are innovative and reflect our Connecting Learning to Life Strategy.
- Liaise with Enrichment Centre staff to ensure that individual students receive support or extension appropriate to their academic needs.
- Demonstrate leadership in the use of Information Communication Technology to enhance learning.
- Ensure the Deputy Principal Teaching and Learning is kept regularly informed regarding issues, events and achievements of staff and students within the Learning Area.
- Collaborate with other Learning Areas to establish and develop cross-curricular programs.

2.4 Administration

- Determine grade distributions in consultation with the Deputy Principal Teaching and Learning and use this data to develop an awareness of student performance and progress.
- Ensure Senior School courses are implemented according to the School Curriculum and Standards Authority and provide all required data according to specific timelines.
- Oversee assessment programs, ensuring that standards and consensus across assessment items are maintained.
- Facilitate effective Learning Area meetings that promote growth of staff.
- Oversee events, activities and excursions (and any associated compliance requirements), that promote the Learning Area.
- Effectively manage the annual Learning Area budget and resources
- Submit information relevant to the Learning Area for the News Blog, College App, or Social Media.
- Update information for Curriculum Handbooks and promote the courses offered by the Learning Area.
- Collaborate with staff and Deputy Principal Teaching and Learning in determining recipients of student awards.
- Provide an annual report to the Principal addressing Learning Area achievements, challenges and suggested staff development.

2.5 General

- Support the Executive Team in all aspects of College life.
- Attend all Academic Council meetings.
- Attend staff meetings, College and Year Masses, Assemblies, Camps and College functions as required
- Participate in all school-based professional learning activities.
- Perform other duties as required.