

Head of Mathematics Learning Area

ROLE DESCRIPTION

Position Title:	Head of Mathematics Learning Area
Team:	Academic Council
Accountable to:	Deputy Principal
Date Last Updated:	September 2021
Accreditation Level:	Accreditation to Teach in a Catholic School

1. INTRODUCTION TO THE COLLEGE

Irene McCormack Catholic College is a co-educational secondary College. The College serves the Catholic Parish of St Andrew's, and was established in 2002. The College was named after Sr Irene McCormack. The heart of the College mission is to nurture the formation of the full humanity of the individual student as reflected in the College motto – 'Prayer, Service, Justice'. This mission is encompassed in all learning activities including the Christian Service Learning program. The College has effective Pastoral Care and Student Leadership programs and structures. Striving for excellence permeates all facets of College life and our students consistently rise to the challenge.

2. LEADERSHIP AT THE COLLEGE

Those in leadership roles at the College are expected to work collaboratively focusing on teachers providing students with learning environments that are engaging and challenging, so that students develop a strong desire to achieve well and for ongoing learning. They must also understand the implications of the Mandate set for Catholic schools by the Bishops of WA.

Within the context of Christian leadership, those in leadership positions should be excellent communicators who promote collegiality and harmony amongst all members of staff.

They also must be visionary, pro-active and responsive to the overarching vision and direction of the College.

3. CORE REQUIREMENTS

- Be supportive of the Catholic ethos of the College.
- To develop leadership in accordance with the CEWA leadership framework.
- Act according to requirements of the College Code of Conduct and TRBWA Teacher Student Boundaries Resource for WA teachers.
- Embrace and implement the College Vision for Learning
- Be willing to contribute and participate in Extra Curricular activities.
- Accreditation to Teach Religious Education is desirable.
- Hold a current TRBWA registration.
- Professional standard of dress and grooming.

4. PROFESSIONAL COMPETENCIES

- Provide clear vision and example for the Learning Area.
- Outstanding classroom practice. Provide evidence of dynamic, engaging and relevant pedagogy.
- Be able to support quality teaching and learning with members of the Learning Area.
- Be able to articulate expectations regarding quality learning and teaching.
- Be able to oversee the development and implementation of Outcomes in the programming, assessment, feedback and reporting of the Learning Area.
- Demonstrate a working knowledge of the Western Australian Curriculum.
- Foster a sense of collaborative teamwork within the Learning Area and the College.
- Demonstrate ability to manage departmental resources including the Learning Area budget.

5. PROFESSIONAL RESPONSIBILITIES

- Provide a leadership role which provides knowledge, skills and understandings required to lead and manage the Learning Area.
- Assist with the efficient operation of the College.
- Work with and support the College Executive and other members of the Academic Council promote, implement and review the educational policies of the College.
- Ensure efficient administration for the achievement of the College's educational mission.
- Ensure necessary requirements of external agencies, such as the SCSA, are met.
- Develop and support teacher practice in the learning team.
- Work with the Deputy Principal to develop learning programs and school wide pedagogy that assists all students to reach their potential.
- Develop, implement and coordinate the College curriculum for the Learning Area.
- Prepare and implement differentiated learning for students.
- Develop strategies and practices for the utilisation of digital technologies for learning.
- Identify appropriate support materials for designated learning areas, including documents, policies, resources and equipment.
- In partnership with the College Deputy Principal, observe and monitor teaching and learning in the Learning Area for the purposes of supportive feedback, staff formation and development.
- Utilise student performance data to develop and implement strategies for improved student performance.
- Model effective teaching to team members and teaching staff.
- Foster a sense of collaborative teamwork within the Learning Area and College.

6. TASKS

- Work with and provide information to the Assistant Deputy Principals for the academic tracking of students.
- Establish effective learning opportunities for both staff and students.
- Ensuring AITSL standards for teacher appraisal are effectively understood and used.
- Engage in support programs for teachers including systematic professional development and the annual teacher target setting.
- Maintain readily accessible records of individual teaching programs.
- Ensure SCSA, CEWA, College and other policies, guidelines and other requirements are efficiently met.
- Monitor all marks, grades and reports and maintain accurate and readily available records of student assessments, marks and grades.
- Monitor teaching practices and procedures.
- Ensure the provision of necessary teaching and learning resources.
- Establish and monitor an annual Learning Area budget.
- Ensure the security and maintenance of the Learning Area and equipment.
- Assist the Principal with the selection and deployment of staff.
- Advise on the placement of students in courses.
- Assist teachers with strategies to promote student learning and implement the student management policy.
- Encourage staff participation in College activities such as staff prayer, Mass, functions and events such as the College Awards Night.
- Ensure safe working environment and procedures.
- Liaise with parents as required regarding the Learning Area programs and student progress.
- Attend all Academic Council meetings.
- Prepare a Learning Area report be included with the Annual College Report.
- Chair Learning Area Meetings as calendared, organise meeting Agendas and minutes and provide the Deputy Principal with a copy of the minutes.
- Other duties as prescribed by the Principal and Deputy Principal.

7. PERSONAL QUALITIES

The position requires the staff members to possess:

- Effective interpersonal skills enabling the Leader of Learning Area to relate with harmony and authority with staff, students and parents.
- Professional expertise combined with educational vision and strong sense of purpose consistent with the Mission of the College.
- Ability to deal with people in a way which respects and builds personal integrity.
- Exemplary leadership skills.

8. EXPERIENCE AND SKILLS PROFILE

- Model and maintain the Catholic ethos and traditions of the College.
- Provide exemplary Christian leadership for all members of the College community.
- Vision and strong sense of purpose consistent with the College Mission.
- Capacity to envision the total College picture and commitment to implement this.
- A comprehensive understanding of current educational issues and requirements.
- Educational leadership skills and experience.
- Ability to listen, challenge and act with justice, integrity and care.
- Working knowledge of contemporary leadership principles and practices.
- Excellent communication and interpersonal skills including team building and mentoring.
- Demonstrated ability to work independently and as part of the Academic Council.
- Demonstrated outstanding classroom practice pedagogy.
- Minimum four year degree status, with appropriate tertiary qualifications.
- Eligibility for registration as a teacher in Western Australia.
- At least 5 years teaching experience.