



St Leonard's College

Teaching Staff Position Description

POSITION TITLE:	Head of Mathematics – Primary
Prepared:	January 2018
REPORTS TO:	Head of Years 5/6 and Head of Learning – Mathematics
Prepared by:	Head of Human Resources

POSITION PURPOSE

The Head of Mathematics - Primary will teach Mathematics in Years 5 and 6 and will continually develop and enhance the 5/6 Mathematics curriculum. They will contribute and lead the professional development of other staff members within the school by sharing knowledge, ideas and resources, and working as a member of a team. They will have a strong focus on the overview of the Mathematics curriculum for prep to year 6. They will also work closely with the Head of Learning - Mathematics (secondary) to ensure effective and seamless transition between the primary and secondary sections of the College.

For this role the person must be able to demonstrate knowledge and experience in teaching primary and early secondary Mathematics and have a passion for extending, motivating and inspiring students. The integration of Information and Communications Technology (ICT) in the curriculum forms an integral part of student learning and engagement, therefore extensive skills, knowledge and experience in using ICT for educational learning is essential for this role.

POSITION STATUS

This is a permanent full time position, commencing Monday 16 April 2018. While the teaching component is full time, as with all positions of responsibility at the College the Head of Mathematics - Primary is tenured for three years.

The face-to-face academic teaching time for this role is equivalent to 1800mins per two week timetabled cycle. There will be an expectation that the person will also work with students in the Talent Development programs including Tournament of Minds (Maths/Engineering) and the METTA extension program.

There is also a responsibility allowance for the role.

OVERVIEW

St Leonard's College is committed to the International Baccalaureate Primary Years Programme (IBPYP), from Prep to year 4, and the Understanding by Design (UbD) framework is implemented in years 5 to 10.

The mentor is responsible for the pastoral and academic progress of each individual student in their care. Teachers are expected to create an attractive and positive learning environment, actively engage children in the learning process and use a variety of teaching strategies to cater for learning styles and mixed abilities. Strong and open communication with the Head of Years 5/6 and, where necessary, parents, is an integral part of the role of teacher and mentor at St Leonard's College.

Teachers are expected to undertake supervisory duties which are allocated in a roster either before school, at recess, lunchtime or after school. They are also expected to be involved in cocurricular activities, which may reflect particular skills and interests or as designated by the College. Teachers also undertake pastoral care responsibility. With each of these tasks it is the practice of the College to share the responsibilities as evenly as possible amongst the teaching staff so that there is no unreasonable load on any member of staff.

All teachers are expected to attend weekly staff meetings and other ad hoc meetings as arranged. It is also an expectation that all members of teaching staff attend the College's major functions throughout the year.

Duties and responsibilities:

- To enthuse and lead students and staff alike by creating a culture of enquiring mathematical minds.
- Take an active part in the general life of the school and support it formally and informally within and beyond the school.
- Apply curriculum knowledge and effective teaching methods which facilitate successful student learning.
- Demonstrate essential teaching skills which include exposition, questioning, discussion, giving instructions and explanation.
- Strive to ensure participation of all students in the learning and reflective process.
- Create a productive and positive learning environment which stimulates learning and promotes excellence.
- Employ appropriate behaviour management strategies to ensure a safe, orderly and success orientated learning environment.
- In dealings with students demonstrate a support of school rules at all times.
- Carry out the administrative requirements associated with classroom teaching and responsibility for a class.
- Keep abreast of current developments in educational thinking, curricula and teaching practice.
- Regularly assess using a variety of techniques and provide feedback on students' work.
- Maintain accurate records of student achievement including student profiles.
- Follow the curriculum documentation and develop and review curriculum in cooperation with fellow teachers.
- Plan with year level colleagues on a year, term and weekly basis.
- Plan and assess units of inquiry.
- Liaise with specialist staff regarding Units of Inquiry and the progress and needs of each child.
- Liaise with the Learning Support teachers and College counsellors to ensure individual needs are catered for.
- Any other tasks as deemed appropriate for this role.

The person will:

- have proven leadership;
- demonstrate initiative;
- be reliable and punctual;
- maintain an up-to-date work program;
- demonstrate evidence of reflective thinking;
- maintain confidentiality;
- demonstrate flexibility in teaching;
- carry out extra duties as required;
- use observation as a basis for planning;
- set objectives which are developmentally appropriate;
- plan, taking into consideration the needs, interests and developmental stage of children, e.g. cognitive, physical, social, emotional, language and perceptual needs as well as socio-economic, cultural and religious background of all children.

OTHER FUNCTIONS & RESPONSIBILITIES

The responsibilities of a St Leonard's College teacher include, but are not limited to:

- Preparing and executing well-planned, academically rich and innovative lessons;
- Developing a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs;
- Employing a variety of effective teaching strategies to effectively implement the curriculum;
- Ensuring that classrooms are places where technology is seamlessly, yet actively, employed to assist in effective learning;
- Reporting on academic achievement to parents via the Continuous Reporting system and make appropriate levels of contact with parents as necessary;
- Developing learning relationships with students that assist in developing the confidence and learning of St Leonard's College students;
- Giving appropriate time to the planning of lessons and collaboration with other teachers as part of teaching teams;
- Actively contributing to a culture of teaching and learning where teachers learn with, and from, each other and actively inquire into effective pedagogical practice;
- Engaging in active and continuous professional learning that is relevant to their area/ subject discipline as well as concerns and debates in the education sphere more generally;
- Being thoroughly versed in the policies of the College and abide by the policy directives;
- Supporting Pastoral staff in ensuring that the expectations of student behavior and dress are met;
- Engaging with students in a variety of activities outside the classroom, including House and co-curricular activities.

GENERAL RESPONSIBILITIES

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all teachers provide a Victorian Institute of Teaching (VIT) registration before their position will be confirmed.

- The College:
 - is an equal opportunity employer;
 - complies with the requirements of the Privacy Act;
 - has a strong commitment to OH&S;
 - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards:
 - Communication – effective, helpful and positive;
 - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students);
 - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support;
 - Accountability – we do our work with honesty, integrity and enthusiasm;
 - Performance – we perform to the best of our ability;
 - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

Teachers at St Leonard's College are dynamic, enthusiastic professionals who are committed to:

- the development of learning and teaching programs with clearly defined outcomes;
- the maintenance of effective assessment recording and reporting strategies;
- the integration of ICT into teaching and learning in the classroom;
- meeting all curriculum and assessment requirements;
- engaging in cocurricular and pastoral programs of the College.

CHILD SAFETY AND PROTECTION RESPONSIBILITIES

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safety and Protection Policy and procedures including being compliant with the Child Safety Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.