

Position Description

Curriculum Leader: Mathematics & Numeracy



To work in a Loreto school is to be part of a vibrant tradition reaching back to 1609 when Mary Ward established the Institute of the Blessed Virgin Mary (IBVM).

The Loreto Schools of Australia Mission Statement (2010) embodies this vision:

Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.

Position Overview

The Curriculum Leader: Mathematics & Numeracy is responsible for the leadership of the Mathematics and Numeracy pedagogy, curriculum, assessment, reporting, budgeting, resourcing, and staff mentorship.

This role also includes a responsibility to support the strategic intent of the College. The Curriculum Leader: Mathematics & Numeracy is responsible for developing and sustaining expert teaching teams through lesson observations, sharing evidence-based practice, and providing feedback for growth using coaching methodology.

The Mathematics & Numeracy faculty includes, but is not limited to, the following subjects:

- Years 7 to 9: Mathematics (Foundation, Core and Extension)
- Year 10: Introduction to General Mathematics, Introduction to Mathematical Methods and Introduction to Specialist Mathematics
- Years 11 to 12: General Mathematics, Mathematical Methods, Specialist Mathematics, Essential Mathematics and Short Course Numeracy

The College's Numeracy program is also part of the Mathematics & Numeracy faculty.

Contract Term

The appointment shall be for an initial four years. A further four-year appointment will be made subject to a continued designation of the position and a satisfactory performance review at the conclusion of the previous four years.

Remuneration

The position attracts a Tier 3 in addition to the substantive rate.

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Key Relationships

Position	Curriculum Leader – Mathematics & Numeracy
Responsible to	Principal
Reports to	Deputy Principal Curriculum
Works with	Deputy Principal Operations and School Development Director of Academics Assistant Curriculum Leader: Mathematics & Numeracy Program Leader Learning Enrichment Program Leader eLearning
Leads	Assistant Curriculum Leader: Mathematics & Numeracy Mathematics & Numeracy faculty teachers
Updated	July 2022

Key Expectations

Staff at Loreto College are selected based on outstanding professional and personal qualities.

Expectations include:

- Promotion of the Mary Ward ethos and a commitment to the mission of the College as a Catholic School in the Loreto tradition
- Support of the College's vision
- Support of the College's strategic plan and a willingness to operationalise this plan within curriculum area of responsibility
- Active involvement in the College's Professional Learning Teams and Program
- A commitment to ongoing learning
- Demonstration of high standards of personal presentation
- Professional communication with staff, families, and other stakeholders
- Adherence to the policies, procedures, and practices
- Maintenance of confidentiality and integrity in all work-related matters
- Excellent time management skills, initiative and organisational ability including the ability to prioritise tasks to achieve set outcomes
- Demonstrated knowledge of information communication technology as appropriate
- Compliance with and understanding of the College's Student Protection Policy & Processes
- Registration with the Queensland College of Teachers.

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Key Responsibilities

The Curriculum Leader: Mathematics & Numeracy is responsible for:

- Leadership of the curriculum for the Mathematics & Numeracy faculty
- Application of contemporary learning and teaching research to classroom practice through professional development of teachers engaged in the Mathematics & Numeracy faculty
- Supervision of teachers engaged in the Mathematics & Numeracy faculty
- Induction of new teachers within the Mathematics & Numeracy faculty (or supervision of induction where it is undertaken by another experienced teacher)
- Pastoral care of staff engaged within the Mathematics & Numeracy faculty
- Other appropriate duties as required by the Principal and consistent with the level of expertise indicated above.

Key Attributes

The Curriculum Leader: Mathematics & Numeracy will demonstrate the following:

- A clear vision of and support for the College's mission and its underlying values and ethos
- Leadership capacity - a broad vision that extends beyond subject boundaries, initiative, perseverance, acceptance of responsibility, effective organisational skill, ability to communicate appropriately and ability to foster cooperation and collegiality
- Ability to analyse Mathematics and Numeracy data to determine areas of success and areas for improvement and to develop plans to address these
- Success as a classroom teacher
- An appropriate level of professional qualification both formal and informal and/or relevant experience
- Professional activity through membership of professional associations and on-going professional development.

Typical Duties

Including, but not limited to:

- Co-ordination and/or development of Mathematics and Numeracy curriculum according to national, state and local requirements
- Co-ordination of assessment, moderation, and reporting programs, and the keeping of appropriate records

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- Keeping abreast of developments within the area of responsibility through on-going professional reading and research and providing for the professional learning of staff in line with these developments
- Engaging in professional discourse with staff on an individual and faculty basis through regular meetings
- Supervising the quality of teaching practice through activities such as collegial planning, moderation, classroom observation, and facilitation of reflective teaching practice
- Supervising the quality of student learning through analysis of student performance data and addressing areas of concern through appropriate interventions
- Contributing to the leadership of the school through active participation in staff and middle leadership meetings
- Managing financial and material resources within the area of responsibility including the formulation of budgets and the expenditure of allocated funds
- Regularly communicating with stakeholders about issues of legitimate interest and/or concern.

Selection Criteria

Commitment to the Catholic mission and Mary Ward ethos of Loreto College Coorparoo

Understands the mission and values of the College and models this in practice

Commitment to the vision and strategic goals of Loreto College Coorparoo

Understands the vision to be the leading school in the education and empowerment of young women

Know students and how they learn

Leads colleagues to select, develop, and evaluate teaching strategies and programs to ensure they meet the needs of a diverse range of students

Plan for and implement effective teaching, learning and assessment strategies

Demonstrates exemplary practice and lead colleagues in planning, implementing and reviewing a range of teaching and learning strategies, resources (including ICT), quality assurance processes and curriculum programs

Engage in professional learning

Plans, initiates, and leads professional learning opportunities that address the professional learning needs of colleagues and are focused on improved student learning outcomes

Engage professionally with colleagues, parents/carers in the community

Models exemplary ethical and professional behaviour and judgement in supporting colleagues, engaging with parents/carers, and taking leadership roles in professional networks

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Leadership and Management Responsibilities

- Foster positive working relationships through coaching and supervising direct reports in their roles and supporting them to achieve personal and professional excellence
- Work collaboratively with the Deputy Principals and the Director of Academics to provide direction in relation to professional learning for staff
- Lead and build the strategic capacity of our learning and teaching leaders
- Lead any support staff who support the Mathematics & Numeracy faculty
- Provide input into timetabling of Mathematics & Numeracy subjects
- Chair Mathematics & Numeracy faculty meetings
- Participate in relevant committees.

Compliance Responsibilities

All staff are required to comply with all policies, procedures, and requirements for:

Student Protection

Student protection is everyone's responsibility. At Loreto College all persons undertaking work for or on behalf of the College, have a shared responsibility for contributing to the safety and protection of children. All persons are required to be familiar with the content of our Student Protection documents, including but not limited to Policies, Procedures, Codes of Conduct and Guidelines and their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse. All individuals are required to fully participate in and understand the content of any training provided.

Risk Management

Risk Management is the responsibility of all persons undertaking work for or on behalf of the College. Workers must comply with the risk management roles and responsibilities associated with their position and adhere to Loreto College's Risk Management Procedures.

The Curriculum Leader: Mathematics & Numeracy is responsible for the management of risk and compliance within their faculty, including the oversight of risk assessments.

Work, Health and Safety

Actively participate in the promotion of a safe and healthy workplace by performing all tasks in accordance with safety instructions, adhering to responsibilities as outlined in the Workplace Health & Safety Policies, and proactively identifying and reporting all hazards, incidents, and injuries to managers.

Code of Conduct and Dress Code

Comply with all Loreto College Code of Conduct and dress code standards. It is expected that a professional standard of presentation will be maintained at all times.

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Qualifications, Skills & Experience

Job Specific

Relevant professional expertise, including:

- Tertiary level graduate qualification in Education (essential) and post-graduate (desirable)
- Meet all compliance requirements as an educator in Queensland.

Management and Leadership

Management and leadership experience including:

- Ability to lead, manage and develop cohesive staff teams
- Vision and success in the development and management of operational aspects of a high school
- Strong sense of self-awareness and the ability to use it to lead by example.

Communication and Interpersonal Skills

Excellent communication and interpersonal skills, including:

- Proven track record of working collaboratively within a team
- Excellent oral and written communication skills
- Ability to model optimism and a growth mindset
- Driven by a genuine service ethos and able to inspire the same in others
- Supportive of Loreto College's heritage and willingness to be part of the total life of the School.