



St Norbert
College

ST NORBERT COLLEGE ROLE DESCRIPTION

**TITLE: HEAD OF LEARNING AREA
MATHEMATICS**

It is the vision of St Norbert College to create a Christian community which lives the Gospel values, offers a nurturing and inclusive school life for young people, and where our teaching staff provide an education which fosters the growth of our students pastorally, academically and socially and equips them with the means for life-long learning.

To be successful in the role you will be a supportive and active contributor towards the realisation of our vision, playing an important part in the culture of the College and the future of our students.

The Head of Learning Area has the leadership responsibility for the area of Mathematics, engaging the teachers within the Learning Area into a highly motivated team directed toward the achievement of the College Learning Outcomes. This requires the capabilities of educational leadership focused on catholic identity, strong academic leadership, building relationships and administrative expertise.

This is a fulltime ongoing position commencing 1 January 2018.

CORE REQUIREMENTS:

- Be committed to the teachings and values of the Catholic Church.
- Integrate a Catholic vision in all areas of responsibility.
- Be supportive of the Norbertine ethos of the College.
- Hold the necessary Accreditation to teach in a Catholic school.
- Hold current TRBWA registration.
- Have a current Working with Children Card.
- Have five years relevant educational experience.
- Be able to provide leadership in the development and implementation of curriculum.
- Be willing to contribute and participate in Co-Curricular activities.

PROFESSIONAL COMPETENCIES

- Enunciate a clear vision and example for Mathematics learning area staff.
- Be able to articulate expectations regarding quality learning and teaching in Mathematics to ensure effective learning is taking place.
- Be available for conferences with individual teachers about teaching and learning.
- Provide evidence of dynamic, engaging and relevant pedagogy including ICT.
- Ensure all teachers in the learning area provide programs that reflect careful planning and preparation.
- Determines student assessment procedures within the learning areas of Mathematics.

PROFESSIONAL RESPONSIBILITIES

- Lead the Mathematics learning areas in line with the Australian Professional Standards for Teachers.
- Co-ordinate and oversee the development of the College's Mathematics curriculum and encourages and develops new programs.
- Participate in administration and decision-making as a member of the College Academic Board.
- Monitors learning area teaching, learning and assessment programs and together with assessment tasks makes these available on the College intranet.
- Involves all Mathematics learning area staff members in curricula development and activities that enable students to excel.
- Develop courses for students for all Mathematics subjects offered in the College in consultation with relevant teachers.
- Assist the Deputy Principal in preparing learning area timetables.
- Responsible for the selection of text books and other teaching materials, within the learning area.
- Demonstrate ability to manage a budget for the learning and teaching needs of the learning area.
- Works with the Academic Board to ensure effective learning and teaching practices reflect on current research and promote positive learning outcomes for students.
- Promote Mathematics and engage students in competitions and activities.
- Counsel students to assist them to develop their full potential.
- Conduct learning area meetings as per the College calendar.
- Promote and participate with teachers in professional learning.
- Assists in the development of College policies.
- Contributes to the operation of the whole College program.

PERSONAL QUALITIES

- Possess integrity, commitment and a sense of humour.
- Have the ability to listen.
- Be a team player.
- Display generosity.
- Excellent organisational skills.

We look forward to receiving your application