

The Ridgeway Campus

HEAD OF SENIOR YEARS MATHEMATICS (Years 10 - 12)

Position Description

In an environment of major curriculum change and innovation, an exciting new leadership position has become available for a Head of Senior Years Mathematics (Years 10 -12). This important position will commence in January 2011.

The Faculty Head will be responsible for the implementation of the School's 2015 vision for Mathematics through exemplary and visionary leadership and management.

The successful applicant will be an exemplary teacher of Mathematics and be able to teach one or more of Further Mathematics, Mathematical Methods and Specialist Mathematics at Years 10 – 12 levels.

Secondary Academic Staff at The Ridgeway Campus are responsible to the Head of Campus to ensure the effective delivery of all academic programs and co-curricular activities. The successful candidate must have the capacity to work independently and as a member of one or more faculty and pastoral teams.

AREAS OF RESPONSIBILITY AND KEY TASKS

- Lead the development of the Faculty area in line with VCE/IB, MYP and the proposed national curricular framework
- Lead the development and implementation of teaching and learning practices within the subject area which reflect a commitment to student learning and achievement
- Monitor student achievement and ongoing evaluation of the effectiveness of teaching practices within the Faculty area
- Control, evaluate and requisition resources required for effective teaching and learning within the Faculty area, including liaising with library, information technology and audio visual service personnel as is deemed necessary
- Ensure subject compliance with any requirements of the MYP for Year 10 and VCAA and IBO for the Diploma Program
- Prepare the annual subject budget submission and manage the allocated funds
- Review annually and redraft the appropriate sections of on-line curriculum handbooks
- Advise the Head of Campus on staffing allocations within the Faculty area as required
- Participate in an Annual Review of VCE and IB Results
- Ensure Internationalism is embedded into the curriculum at Year 10 across all subjects within the Faculty

Teaching and Learning

- Personally demonstrate good practice in the subject area, using a range of teaching methods consistent with Senior Schooling
- Work with colleagues to ensure continuity and progression in the subject area by identifying the appropriate sequence of teaching content and skills, and setting clear learning objectives for each subject within the Faculty

- Evaluate the effectiveness of teaching within the faculty area through ongoing monitoring of unit planning and analysis of data and student work including student feedback, and VCE and IB data analysis
- Ensure assessment and reporting practices within the subject are consistent across all subjects within the Faculty
- Oversee the application and integration of the MYP Areas of Interaction, the IB Learner Profile, and the MYP fundamental concepts into unit planning and teaching within the Faculty at a Year 10 level
- Ensure any subject-related statutory requirements of the National and/or State Curriculum are adhered to (for example, assessment and reporting requirements)
- Ensure all teachers of the subject use the school's preferred Unit Planner and curriculum mapping software to document the desired outcomes, assessment methods and teaching strategies for each unit of work
- Lead teachers in the use of curriculum maps for the purpose of ongoing evaluation of teaching and learning practices and student achievement within the subject
- Assist teachers of the subject to differentiate for differences in student learning needs when planning, teaching and assessing units of work
- Develop, implement and review policy statements covering short and long-term objectives for the faculty
- Encourage the use of information technology within teaching and learning of the subject where appropriate
- Promote and organise specialist discipline-based events, and competitions for Senior Years students
- Plan and promote extension opportunities for Senior Years students within the Faculty's area of discipline
- Ensure Mylvanhoe reflects current curriculum, teaching and pedagogy in each subject area within the Faculty

Leading and Managing Staff

- Support the professional growth of all subject teachers through leadership, example, advice, feedback, provision of resources and coaching
- Build and maintain an effective team environment within the faculty
- Monitor and encourage the involvement and participation of staff within the learning area
- Participate in professional development to ensure up to date personal knowledge; and arrange for similar professional development for other teachers of the subject as deemed appropriate
- Assist teachers of the subject to evaluate the effectiveness of their teaching in relation to student learning and achievement
- Participate in performance reviews for all teachers within the Faculty
- Lead regular team meetings for teachers of the Faculty
- Comply with all School policies in the ongoing leadership and management of the Faculty
- Attend and contribute to Senior Years Teaching and Learning Meetings as required
- Assist the Head of Campus, Director of Senior Academic Programs and the Principal with processes relevant to the selection and appointment of new staff
- Lead regular team meetings for teachers of the Faculty and provide minutes of the meetings to all members of the Faculty and the Director of Senior Academic Programs

Communication

- Liaise regularly with the Director of Senior Academic Programs to ensure compliance with Senior Studies principles and practice is adhered to
- Liaise with leaders of this faculty in the Middle Years to ensure continuity of content and skills across the year levels
- Liaise with leaders of other subjects to ensure the connectedness of subjects across each year level remains a focus
- Liaise with individuals and organisations, as appropriate, outside the School to enhance learning programs within the faculty
- Communicate relevant subject-related matters with the whole staff as appropriate
- Communicate with parents as required through participation in information evenings and occasional items in newsletters
- Participate in subject forums on the Online Curriculum Centre as is deemed appropriate

Knowledge, skills and experience relevant to this position

The successful applicant will:

- be an outstanding classroom teacher
- demonstrate the ability to work as one of a team in a leadership capacity
- have a passion for curriculum and pedagogical innovation
- have an understanding of developmentally appropriate programs for Senior Years students
- demonstrate exemplary communication and organisational skills
- demonstrate collaborative and proactive approaches to handling day to day matters
- have up to date knowledge of broader educational developments and best practice
- Active membership of professional associations

All members of staff at the School are expected to be competent in the use of technology in the classroom, active in the pastoral management of students, supportive of the School's Christian ethos and able to contribute to the sporting and wider co-curricular program.

Applications close on Monday, 26 July 2010 and should be addressed to:

Head of School
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