

POSITION DESCRIPTION

Whitsunday Anglican School is devoted to providing for students in a caring environment, a first class education aimed at developing their best qualities, broadening their horizons, preparing them for the ever-changing demands of a career, and equipping them to meet and enjoy the challenges of life in the twenty-first century.

The major functions of the School Board are the appointment of the Principal, the fixing of the annual budget and the fixing of school policy. The day to day running of the school is the responsibility of the Principal, in the role of Chief Executive Officer. All staff are responsible for carrying out their duties.

In performing their duties, all members of staff are expected to:

- Promote and foster the effectiveness of the School
- Reflect and nurture the vision of the School in the course of their work
- Demonstrate commitment to Christian leadership through vision, service and example
- Motivate and energise staff, students and parents by fostering quality relationships and community development through dynamic and collaborative leadership
- Provide effective leadership through the use of well-developed conflict resolution and negotiation skills
- Promote the need for integrity, confidentiality and professionalism at all times and lead by example.
- Maintain professional competence and current knowledge in educational trends.
- Consistently demonstrate commitment to the school core values of Christianity, Tolerance, Excellence, Dignity and Trust.
- Demonstrate loyalty, confidentiality and support for the Principal and the School at all times.

Position: HEAD OF FACULTY - MATHEMATICS

Reports to: PRINCIPAL through the EXECUTIVE LEADERSHIP TEAM

SCHOOL'S VISION STATEMENT: Learning through Love, Living by Faith, Leading with Service.

SCHOOL'S MISSION STATEMENT: Within a framework of Christian values provide an engaging and supportive learning experience that achieves the best outcome for the individual.

The Role of the Head of Faculty - Mathematics

The Head of Faculty is appointed by the Principal in consultation with other members of the School Leadership Team. The appointee is responsible to the Principal.

The responsibilities of the Head of Faculty – Mathematics are to manage, resource and deliver quality academic and innovative education within the Faculty from Years 7 – 12, including the subjects of Mathematics, Mathematics A, Mathematics B and Mathematics C.

Liaison with the Head of Curriculum and Heads of Sub-School to ensure Mathematics is appropriately integrated and interfaced from P – 12 is an important part of this role.

Liaison with the Head of Curriculum and Heads of Sub-School on matters where pastoral, daily organisation and curriculum matters overlap is another important part of this role.

It is important that the Mathematics Faculty is managed and led in such a way that the teaching program for subjects of each year level are prepared, communicated and delivered so that remediation may occur before moving on to the next topic if students have not demonstrated a satisfactory understanding of the topic at hand. It is also important that the teaching program for subjects at each year level are planned and delivered with differentiation for ability levels as a core principle.

SPECIFIC ACCOUNTABILITIES:

MANAGEMENT:

- Encourage high ethical standards in staff and students.
- Participate in the evaluation of staff for employment, appraisal, development and promotional purposes.
- Make effective use of available personnel to provide excellent service to the School's clients.
- Ensure that the School policies on written work, practical work, testing, homework, Workplace Health and Safety, and behavioural management are enacted.
- Call faculty meetings regularly, and in the spirit of collegiality, invite agenda items.
- Oversee all aspects of budget preparation, and the requisition and maintenance of all resources for the Faculty cognisant of the School procedures.
- Attend curriculum meetings, as required, chaired by the Head of Curriculum.

STAFF DEVELOPMENT:

- Encourage staff to keep abreast of relevant research and development in their discipline.
- Provide staff development opportunities in these areas to encourage innovation.
- Institute and encourage the application of IT in teaching and learning.
- Provide guidance and support for all staff.
- Furnish regular feedback to staff on performances and appraisal of teaching and other duties.
- Encourage staff membership of professional and local organizations.
- Enable communication with teachers of the same subject in other schools.

TEACHING AND LEARNING:

- Encourage a love of learning, learner-driven-learning and self-paced learning.
- Individualise learning for students to develop lifelong learning.
- Encourage the pursuit of excellence in staff and students.
- Promote a broadening of learning and the development of across-faculty linkage.
- Interpret current and emerging syllabuses within the stated goals of the School and develop work programmes.
- Engage regularly in a process of curriculum review.

EVALUATION AND MEASUREMENT:

- Organise and supervise the programmes of assessment of students within the faculty.
- Develop a wide variety of evaluation instruments, to be maintained as a resource bank.
- Engage in an ongoing review of evaluation instruments.
- Provide tests that allow for the full range of measurement of students' abilities.
- Oversee ratings of students for School based reporting purposes.
- Prepare, maintain and submit subject documentation as required by the QCAA and Australian Curriculum framework for verification, endorsement, confirmation and external assessment.
- Oversee the production, collection and revision of the necessary monitoring and verification materials.

WHOLE SCHOOL DEVELOPMENT:

Heads of Faculty are to liaise with the Head of Curriculum:

- To ensure seamless transition of curriculum across the subschools.
- As requested, to organise whole school events.
- To assist subject teacher teams in writing updated units of work, including assessment, that reflect the requirements of the Australian Curriculum.
- To provide Junior and Middle School teachers with professional support in curriculum development.
- To assist in the construction of subject budgets.
- To assist in curriculum review.

ADMISSIONS:

- Support the School's Admissions programme by publicly and privately supporting the School to past, present and future families.
- Support the Admissions programme wherever possible by staffing specific events.

OTHER:

- Carry out other duties as required by the Principal.
- General expectations as prescribed in the "Teacher" Position Description.

All staff at Whitsunday Anglican School are to:**1. DUTY OF CARE:**

- Be responsible for and supervise matters relating to Risk Management within the area of responsibility as detailed in the Safety Management System. This includes ensuring staff are operating in accordance with School policy in this area and that appropriate evaluation processes are in place and operative.
- Act as an appropriate role model for students and staff.
- Actively support the School Code of Behaviour and Rules and insist on acceptable standards of behaviour in students and staff.
- Encourage students and staff to take responsibility for their own actions and make them aware of the need to show respect for others in interpersonal relationships.
- Know and implement Emergency and Accident procedures.
- Follow Workplace, Health and Safety procedures.
- Report irresponsible or improper behaviour to the relevant manager or Head, indicating what action you took.
- Report student or staff problems (academic/work related/personal) to the relevant manager or Head, indicating what action you took.
- Report continuing or significant behavioural problems and academic or work related problems to the relevant manager or Head at the earliest opportunity.
- Be punctual to work and work related commitments.

2. PASTORAL CARE:**Provide supportive and effective Pastoral Care by:**

- Insisting on just actions and encouraging gentleness, kindness and integrity in interpersonal relationships.
- Encouraging students and staff to use pastoral care and personal development opportunities provided.
- Reporting students' and staff needs promptly to the relevant manager or Head.
- Ensuring that the School environment remains clean and pleasant.
- Participating in the holistic life of the School.

3. CLASSROOM / CURRICULUM:**Provide dynamic, flexible and effective instruction in the classroom to students to ensure high quality learning by:**

- Teaching the timetable of classes allocated.
- Noting and reporting absent students.
- Supervising other classes as required.
- Striving for good teacher practice.
- Being innovative where appropriate.
- Using technology as a tool for teaching.
- Catering for individual differences (in ability, personality and need) in students.
- Catering for different learning styles.
- Giving students regular feedback (oral and written) on academic performance and behaviour.
- Keeping abreast of changes in your discipline/s methodology and assessment procedures for evaluation and measurement.

