



Position Description

1. Job Title

- 1.1. Head of Department-Mathematics

2. General Responsibilities of all College Employees

- 2.1. Supporting and advancing the mission of the College, *“To provide quality Christian education.”*
- 2.2. Supporting and advancing the core values of the School. *Godliness, Respect, Excellence, Attitude and Teachability*
- 2.3. Model Christian character and good moral behaviour that explicitly supports the Christian ethos of the College.
- 2.4. Demonstrate good communication and inter-personal skills.
- 2.5. Contribute to a happy and productive school environment
- 2.6. Support the Principal and help him translate the wishes of the School Governance and School Management into effective practice

3. Position Overview

The role of the Head of Mathematics is responsible for overseeing all aspects of the Mathematics curriculum. This includes;

- 3.1. writing the academic program
- 3.2. ensuring the curriculum is relevant, engaging for students and compliant with the academic policies of the College
- 3.3. overseeing the assessment program of the subject
- 3.4. overseeing the purchase of resources and monitoring expenses and ensuring that the subject area is appropriately resourced
- 3.5. preparing the subject budget
- 3.6. promoting the subject to the student body and the community
- 3.7. overseeing the teaching and learning quality occurring in the subject

4. Specific Responsibilities

- 4.1. Foster and contribute to a collaborative working relationships with other members of the Curriculum Committee
- 4.2. Act as a conduit for effective communication between teachers and other bodies within and beyond the College
- 4.3. Provide professional leadership through example and keeping abreast of educational issues and developments
- 4.4. Assist with the induction of new staff and student teachers.
- 4.5. Provide an annual written report on such matters as student and staff achievements, learning and teaching approaches, professional development needs, proposals for future development etc.
- 4.6. Contribute to College publications
- 4.7. Participate in evaluation of teachers for employment, developmental and promotional purposes when requested
- 4.8. Recommend allocations of teachers to classes as part of timetable development process in order to utilize staff experience.
- 4.9. Contribute to overall management of the College by regular and effective participation in relevant meetings, programs and policy development.

- 4.10. Ensure the curriculum meets requirements set down by authorising bodies e.g. QCAA, ACARA.
- 4.11. Convene regular meetings to provide a forum for course development and evaluation, debate, discussion and consultation and to receive recommendations.
- 4.12. Organise and supervise the assessment programs of student work including special consideration procedures, internal moderation, QCAA exit procedures.
- 4.13. Develop strong approaches to diagnostic assessment of student work and identification of assessment trends.
- 4.14. Maintain a comprehensive knowledge of expectations of student performance and learning outcomes as indicated by State and National assessment measures.
- 4.15. Encourage teachers to use student performance data when developing teaching and learning activities, programs and assessment tasks.
- 4.16. Encourage the development of a wide variety of assessment instruments to enable students to demonstrate their knowledge and understanding.
- 4.17. Develop strategies for monitoring academic standards, ensuring continuous improvement in student learning outcomes.
- 4.18. Coordinate the moderation student assessment to ensure consistency of teacher judgement in collaboration with teachers.
- 4.19. Meet record keeping, reporting and student profiling expectations and deadlines.
- 4.20. Oversee moderation and verification folios, determining Levels of Achievement and placement of students always in collaboration with subject teachers.
- 4.21. Determine SAls for each subject always in collaboration with subject teachers.
- 4.22. Ensure that records of student results are inputted into the required database by due dates.
- 4.23. Mentor and supervise teachers to ensure high standards of classroom practice and curriculum delivery are met.
- 4.24. Communicate regularly with teachers to ensure that they follow a coherent and consistent approach in their teaching and assessment of student work.
- 4.25. Provide feedback to teachers on their teaching performance and assist them with classroom strategies, organization and control when required.
- 4.26. Support teachers in the effective use of ICT
- 4.27. Encourage teachers to keep abreast of relevant research and development
- 4.28. Identify the professional learning needs of teachers and make recommendations regarding the provision of appropriate professional learning programs.
- 4.29. Encourage collaborative development of learning and teaching resources including units of work
- 4.30. Manage the physical and financial resources of the department within the guidelines provided by the College.
- 4.31. Prepare an annual budget based on forecast needs to enable academic programs to be implemented.
- 4.32. Ensure that physical resources conform to Workplace Health and Safety regulations.
- 4.33. Assist teachers in the organisation of excursions, competitions and other educational activities.
- 4.34. Oversee the formulation of booklists and the ordering of resources in conjunction as it related to the department.
- 4.35. Communicate with parents regarding academic issues related to student performance where appropriate

5. Last reviewed

5.1. 5 July 2017

6. Next review

6.1. 5 July 2018