HEAD OF DEPARTMENT: MATHEMATICS

Note: This position is being readvertised. If you have already applied for this position, there is no need to reapply as we already have your application on file.

THE SCHOOL

St Mary’s Anglican Girls’ School is an independent day and boarding school for over 1400 girls from Kindergarten to Year 12. The school is located close to the ocean in the northern suburb of Karrinyup, Perth, Western Australia and, during term time, is home to over 185 boarders.

Founded in 1921 in West Perth by the Reverend C.L.Riley, St Mary’s moved to Karrinyup in the 1960s. The school is proud of its Anglican tradition, ethos and connections, and has a proud tradition of providing a rich and rewarding education for young women to live, learn and grow. The school strives to ensure each student is nurtured as an individual and feels she is an important member of the St Mary’s family.

St Mary’s has a range of excellent facilities including the Lady Wardle Performing Arts Centre, the Lady Treatt Music and Dance Centre, Dannatt and Hearn Halls for sport, and the Sir Thomas Wardle Swimming Pool Complex. St Mary’s also has a 100-acre property at Metricup, north of Margaret River, where a state-of-the-art outdoor education facility has been developed.

ROLE

The Head of Department (Years 7 to 12) provides educational leadership within the Maths Department and the wider school community. The Head of Department is accountable to the Principal through the Dean of Curriculum for the efficient and effective leadership and management of the department. Responsibilities are to be carried out in accordance with the School ethos, values, policies, priorities and procedures.

Love of teaching and learning, an optimistic outlook, great organisational skills and excellent interpersonal skills are all pre-requisites for the position.

We are seeking a dynamic, enthusiastic and experienced educator to take on this important leadership role, which directly influences the quality of teaching and learning throughout the school.

MATHEMATICS AT ST MARY’S

The Senior School Mathematics Department offers the following programmes:

- Compulsory subject for all girls in Years 7 to 10, following the Western Australian Curriculum, with differentiated programmes for each year, designed to cater for all levels of ability.
- The School Curriculum and Standards Authority ATAR courses of Applications, Methods and Specialist Mathematics and the General course Essential Mathematics in Years 11 and 12.

St Mary’s Anglican Girls’ School is a one to one laptop school.
**MAIN DUTIES**

The responsibilities of the Head of Department Mathematics are:

- Ensure that teaching in the Mathematics department is contemporary and innovative, and maintain high standards and expectations.

- Co-ordinate the work of the department through well-planned and regular meetings.

- Be an active member of the Senior School Curriculum and Policy committee.

- In association with teachers in charge of year level courses, relate the teaching programme to the curriculum, and devise the framework on which the teachers base their detailed programmes of work.

- Take supervisory responsibility for aims, content, methods of teaching, methods and frequency of assessment, recording and reporting in the department.

- Oversee the assessment policy, evaluation procedures and allocation of student grades and ensure that SCSA guidelines are followed.

- Be responsible to the Principal for the overall efficiency, professional attitude and morale of the department, and be responsible for helping staff to know how they can best contribute to the well-being of the children they teach.

- Be responsible for annual performance reviews of teachers in the department, including reflection, goal-setting and professional learning needed to improve student outcomes.

- Be responsible for seeing teachers’ programmes, mark books and assessment details, and for the overall development and co-ordination of the department.

- Be a conduit, when appropriate, for teachers within the department in regard to subject matters needing to be discussed amongst senior staff or to be passed down from Curriculum and Policy meetings.

- Update subject handbooks and booklists each year.

- Liaise with Junior School teachers to ensure that there is a seamless transition between the programmes offered in Mathematics from Junior School to Senior School, with adherence to Western Australian Curriculum requirements.

- Liaise with other departments to promote and be involved in STEM activities.

- Ensure that exam papers are set to a sufficiently high standard, and that all relevant instructions are attached before they are sent to the Principal. Where necessary, allocate the marking of exam papers. Similarly, sight the marked papers before they are sent to the Principal.

- Be responsible for procedures for excursions, incursions, competitions and any other special arrangements for the department.
• Provide guidelines to students for subject selection, and allocate students to classes where appropriate.
• Communicate with parents as required, including managing and alleviating any parent concerns relating to student progress or relationships with teachers.
• Accept responsibility for appearance, tidiness and behaviour in the department and discuss any problems with the Principal.
• Be responsible for co-operation and co-ordination between departments.
• Assist the professional growth of staff by advising on teaching technique and assessing skills, professional reading, attendance at meetings or courses, and in general, encourage a collegial atmosphere among the staff of the department.
• Be responsible for the guidance and development of newly appointed teachers working in the department and where appropriate, organise an appropriate mentor for staff new to the profession, or to the School.
• Together with the Principal and the Dean of Curriculum, be involved in the appointment of new staff to the department.
• With the Principal and Dean of Administration, be responsible for the allocation of staff to particular classes.
• In consultation with teachers in charge of subjects, be responsible for budgeting procedures, purchasing books and equipment for the department.
• Work with the second-in-charge to ensure the smooth running of the department.
• Work with the Gifted and Talented Maths Co-ordinator to ensure that high-achieving and able students are offered diverse experiences.
• Delegate duties and responsibilities as appropriate.

General Duties:
Head of Department duties include the same as those for all Heads of Departments at St Mary’s, and other duties as prescribed under the following headings in the job description.

• Departmental Administration including budget preparation, Annual Report and management
• Staff care, standards, professional development and appraisal
• Professional committees and meetings
• Department facilities and equipment
• Extracurricular involvement

The above is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.
EDUCATION, EXPERIENCE, SKILLS AND PERSONAL QUALITIES

Education/Qualifications:

Essential
- Tertiary degree with a major in Mathematics
- Education degree or diploma

Experience:

Essential
- Wide-ranging teaching of maths in a variety of school settings
- Marking experience for organisations external to the School e.g. SCSA
- Familiarity with the Australian Curriculum in Mathematics from K-12
- Expertise in teaching Mathematics Specialist
- Use of ICT to enhance instructional practice

Skills/Attributes:

Essential
- A comprehensive understanding of current educational issues, particularly the education of girls
- Excellent classroom teacher
- Excellent organisational and time management skills
- Ability to use different points of view to assess situations
- Ability to work collaboratively as part of a team
- Ability to successfully manage a number of diverse tasks in a busy school environment
- Ability to communicate positively and effectively with all members of the School community
- A commitment to ongoing professional development
- A commitment to extracurricular activities
- Good sense of humour with a positive outlook

St Mary’s Anglican Girls’ School is a child safe environment. Our school actively promotes the safety and well-being of all students, and all school staff are expected to be committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations and in accordance with our Child-Safe Framework.

St Mary’s is an Anglican school and applicants should be able to demonstrate empathy with and support for the School’s Christian values.

St Mary’s is a non-smoking campus and all staff are expected to adhere to this.
WORKING RELATIONSHIPS

Internal
Principal
Dean of Curriculum
Dean of Administration
Dean of Teaching
Dean of Students
Head of Learning Support
Other Heads of Department
Boarding Academic Co-ordinator
Senior School teachers
Students

External
Parents, guardians or relatives of students
AISWA
SCSA

CONDITIONS

The role of Head of Mathematics is a full-time position, commencing Term 1, 2019.

Our selection process is rigorous and multi-faceted. Candidates can expect to be interviewed by a panel and possibly teach a full demonstration lesson. They may also be asked to a second interview.

Reports to: Principal

Teaching component: Approximately 0.8

Responsibility allowance: This position carries a financial responsibility allowance.

Location: St Mary's Anglican Girls' School, Elliott Road, Karrinyup

Period: Ongoing, following successful completion of the probation period (one year)

Conditions: In accordance with the St Mary’s Anglican Girls’ School Enterprise Agreement
APPLICATIONS

Applications, outlining your suitability for the position and including a curriculum vitae and the names and telephone (mobile) numbers of three referees, should be returned to:

The Principal
St Mary’s Anglican Girls’ School
PO Box 105
Karrinyup  WA  6921

Your application should include a covering letter which should be a maximum of two typed pages.

Applications can be submitted online at the St Mary’s website and close on Tuesday 21 August 2018.

Thank you for your interest in the Head of Department: Mathematics position at St Mary’s Anglican Girls’ School.