



## POSITION DESCRIPTION and WORK PROFILE

### Head of Department – Mathematics

#### ROLE

The Mathematics Department is one of the key Departments of the Secondary School at Ormiston College.

The Head of Department – Mathematics will demonstrate strong pedagogy, employing a repertoire of teaching strategies. An ability to plan and deliver classroom instruction that focusses on 21<sup>st</sup> Century Learning is highly desirable. The College places strong emphasis on the meaningful integration of ICTs into the teaching and learning processes. The ability to teach Specialist Mathematics will be highly regarded.

The Head of Department – Mathematics will be a person who brings obvious energy, enthusiasm and passion to the role. As a leader, the ability to articulate a clear Department Vision within the Mission Statement of Ormiston College is essential.

As well as demonstrating high level administration skills, the Head of Department – Mathematics will be a person who demonstrates strong interpersonal and team leadership skills. This includes possession of well-developed communication skills and the ability to create and maintain positive relationships based on respect and trust with students, parents, colleagues and the wider College community.

The Head of Department – Mathematics will willingly contribute to the co-curricular program of the Secondary School.

#### MANDATORY REQUIREMENT

Registration or eligibility for registration with the Queensland College of Teachers.

#### SELECTION CRITERIA

Selection of the successful candidate will be based upon responses to the following selection criteria, and to information provided in the work profile. Applicants should provide evidence to demonstrate:

- SC1 Competence and capacity to provide educational leadership in the facilitation of all aspects of a high calibre Mathematics program.
- SC2 Ability to support staff to achieve excellent outcomes through the adoption of quality practices, modelling the achievement of challenging goals, and continuous learning and performance improvement in the teaching of Mathematics.
- SC3 Effective and efficient management and use of resources to achieve agreed educational goals.
- SC4 Skill in establishing and developing effective and productive interpersonal relationships.
- SC5 An understanding of, and commitment to, the aims, objectives, and ethos of Ormiston College, in both its curricular and co-curricular programs.

## WORK PROFILE

### REPORTING RELATIONSHIPS

The Head of Department – Mathematics reports directly to the Heads of School and the Headmaster (or their delegates).

### CURRENT RESPONSIBILITIES

The Head of Mathematics provides:

#### Leadership by:

- Demonstrating outstanding teaching of allocated classes.
- Implementing the Ormiston College Teaching and Learning Framework within the Mathematics Department.
- Implementing the meaningful use of ICTs within the Mathematics Department.
- Guiding the future direction of the Mathematics Department.

#### Efficient Management by:

- Directing and evaluating the implementation of the College's Mathematics program, and associated policies, procedures, and budgets.
- Effectively supervising Mathematics Department staff, including performance appraisal and professional development.
- Maintaining high standards of student involvement and performance.

#### Positive Relationships by:

- Working collaboratively with staff, parents and students to ensure excellent outcomes in Mathematics
- Nurturing the profile of Ormiston College and our Mathematics program within the wider community.

#### Outcomes by:

- Targeting activities and programs towards maximising the potential of all students.

### KEY DUTIES of this position are to:

- Organise and lead
  - Performance, development, and outcomes of the team of Mathematics teachers.
  - Curriculum development and effective teaching across the Mathematics Department to optimise student achievement.
  - Professional and in-service needs of teachers and taking leadership in sharing with the College and our teachers the responsibilities for the professional development of staff.
  - Mathematics programs and students.
- Manage
  - Classroom teaching at all levels.
  - Student files and folios.
  - Assessment and reporting program, including setting and administration of assessment items, and standardized Student Reporting.
  - Internal and external moderation processes.
  - QCAA and other legislative requirements.
  - Compilation of Annual Operational Plan, and other policies, procedures and handbooks.
  - Materials, resources, and budgeting.
  - Excursions and local and national competitions.

- Coordinate and liaise with others to
  - Optimise staff and student performance, and deal with problems in these areas.
  - Assist with timetabling teachers and teaching spaces.
  - Compile the annual budget.
  - Align the Mathematics Program with the College's academic goals and curriculum philosophy.
  - Facilitate Department meetings.
  - Maximise benefits of community relationships.
  - Fulfil Department's role in College events such as Parent Information Evenings.
- Perform other duties as required by the Heads of School or the Headmaster.

## **APPLICATION PROCESS**

Applications should include a brief resume detailing qualifications, responses to the Selection Criteria, and the names and contact details of two professional referees.

Applications should be emailed to: [humanresources@ormistoncollege.com.au](mailto:humanresources@ormistoncollege.com.au)

Please include the Position Title in the Subject Line of your application email.

The successful candidate will be chosen through a process of interview of shortlisted applicants.

## **ADDITIONAL INFORMATION**

This is a fixed term, full time contract position for a maximum of five (5) years. The preferred commencement date is the start of Term 3, 12 July 2021 though this is negotiable with the successful applicant. A competitive salary will be offered in line with qualifications and experience.

Other conditions of employment, including entitlements, are as per the Ormiston College Enterprise Agreement, a copy of which will be available upon request should your application progress to interview.

Further information about the College can be accessed at [www.ormistoncollege.com.au](http://www.ormistoncollege.com.au). More detailed information regarding this position may be obtained by contacting the Head of Secondary School, Mr Paul Hornibrook on 3821 8999.

Applications for this position close at **3pm on Monday, 17 May 2021**.