



The School

St Luke's Anglican School is one of Queensland's highest performing regional schools. Located in Bundaberg, Queensland, St Luke's is a co-educational day school, educating over 1000 students from Junior to Year 12. St Luke's has a strong reputation for academic excellence, fostering spirituality and the development of each student's full potential.

The School employs 125 full-time, part-time and casual staff, covering all School functions including academic, co-curricular, administration and support services. Professional development and wellbeing of the staff are both important to the culture of the School.

Position Vacant

Head of Faculty - Mathematics

Full-time position

Commencing January 2022 with staff in-service from 19 January, 2022

Position Summary

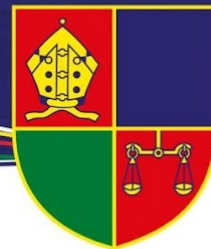
St Luke's Anglican School is actively seeking an innovative and exceptional Head of Mathematics Faculty to lead and inspire the teaching and learning of Mathematics across the School.

This educational leadership position will be initially offered on a 5 year fixed term contract. There may be the opportunity to extend this position for a further 5 years by mutual agreement.

The successful applicant must be a qualified and experienced secondary school teacher with the capacity to teach across all year levels including Specialist Mathematics. As part of their duties they will be expected to lead the teaching of Mathematics from Years 7 to 12 and will be expected to be actively involved in Mathematics curriculum development from Preparatory to Year 12. The successful applicant will be expected to lead the development of the Mathematics curriculum, building the profile of Mathematics at St Luke's, within the region and across the state.

Applicants should address the following criteria in their application

- SC1 Demonstrated teaching competence and capacity to provide curriculum leadership leading to the achievement of quality learning outcomes for all students.
- SC2 Demonstrated strong interpersonal skills and the capacity to develop and sustain productive relationships within and beyond the school community.
- SC3 Capacity to use analytical skills to contribute to educational outcomes at the school level.
- SC4 Capacity to implement innovative strategies and to manage effectively human, financial and physical resources to deliver high quality outcomes.
- SC5 Demonstrated support for and the capacity to develop and maintain an organisational culture based on ethical professional and personal behaviours and corporate values.



SC6 Examples of how you cater for students with special needs and enrichment across the year levels.

Competencies and Characteristics

Essential

- A demonstrated high achiever, who is a motivated and career orientated “self-starter” who can work effectively and exceed expectations with minimal supervision.
- Exhibits a positive outlook with exceptional interpersonal, written and verbal communication skills.
- Possesses high emotional intelligence, with a demonstrated ability to build authentic, collaborative and productive relationships with internal and external stakeholders including teachers, support staff, parents and students.
- Is a creative and critical thinker, who is curious, questioning and open to new possibilities.
- The desire and ability to communicate an infectious passion for St Luke’s Anglican School, in and outside the School.
- Accountable for their work and their actions, and possesses a high concern for the quality of their own work, reflected in a high attention to accuracy and detail.
- Strong and effective organisational and time management skills.
- Ability to meet deadlines and coordinate multiple tasks.
- Ability to work effectively and efficiently under pressure.
- Possesses an ability and willingness to work collaboratively with other staff on a range of issues.
- Is a curious, excited and invigorated learner, who makes their own learning visible in a continuous and autonomous manner.
- An ability to actively support the School’s ethos, vision and values.
- Demonstrates a high level of confidentiality, loyalty and discretion to deal with confidential information in a diplomatic manner.
- Present personally in a professional, confident, affable and diplomatic manner with a high level of grooming and deportment.

Education / Professional Qualifications

- Registration with the Queensland College of Teachers
- Current First Aid Certificate is desirable

Role Statement

The role statement for the Head of Faculty - Mathematics is available at www.stlukes.qld.edu.au.

Applying for the Position

Pre-employment checks form part of the appointment process and cover such matters as Student Protection, Workplace Health and Safety, School Procedures and Policies etc. Further information about these policies and procedures is available on the School’s website.



The St Luke's Anglican School Staff Recruitment and Selection Policy and the Staff Code of Conduct apply to this position.

Applicants should apply by submitting an application, which clearly provides details on each of the following:

- Provide a covering letter outlining your reason/s to apply for this position (a maximum of 500 words).
- The selection criteria (where required) must be addressed to be considered for the role. Please provide an account of your experiences and achievements for each selection criteria (a maximum of 3-4 pages).
- A copy of your resume including your education qualifications relevant to the duties and selection criteria, relevant work and education history, as well as the name and contact details of three professional referees (a maximum of 3-4 pages).

Preferably, please submit your application via email to: employment@stlukes.qld.edu.au

Alternatively, you may post your application to:

The Principal
St Luke's Anglican School
4 Mezger Street
Bundaberg Qld 4670

Applications close at 10.00am on Monday 11 October 2021

Benefits and Culture

St Luke's Anglican School offers the opportunity to work with exceptional educators and staff, dedicated and passionate about enabling and empowering students to be the best they can be.

You will experience an innovative and creative teaching and learning culture, supported by your colleagues and the Executive Leadership Team and a commitment to your professional development.

Our staff enjoy a highly competitive remuneration package, discounts on school fees for children, park like grounds, modern facilities, free before and after school care during term time and a gymnasium.

The opportunity to enjoy the sub-tropical lifestyle and health benefits associated with living outside of a capital city.

Child Protection Statement of Commitment

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- Every child: made in the image and likeness of God.
- Every child: loveable and loved, unique and unrepeatable.



FAITH • PERFORMANCE • HONOUR

- Outstanding education for the flourishing of people and the good of community.

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practiced.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- place emphasis on genuine engagement with children and young people;
- create conditions that reduce the likelihood of harm to children and young people;
- create conditions that increase the likelihood of identifying harm where it exists; and
- respond swiftly and appropriately to any concerns, disclosures, allegations or suspicions.

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.



Head of Faculty

Position Summary

The Head of Faculty role is responsible for leading and managing the implementation of all aspects of the curriculum including the preparation of work programs, development of resource materials, monitoring of student progress, the development of staff practices, and the ongoing collaborative review of subject programs and practice in alignment with the strategic direction of the School.

The role is an educational leadership position of added responsibility and subject to the current Queensland Anglican Schools Enterprise Agreement requirements.

Key Responsibilities

General

- Lead the implementation of all aspects of the curriculum including the preparation of work programs, development of resource materials, monitoring of student progress, the development of staff practices, and the ongoing collaborative review of subject programs and practice in alignment with the strategic direction of the School.
- Ensure the curriculum takes into account the Queensland Curriculum and Assessment Authority and National Curriculum requirements with regards to course specifications, mandatory hours, assessment tasks, assessment criteria and accurate record keeping; the diversity of needs, interests and abilities of students.
- Provide a role model of an effective classroom teacher who draws on relevant, contemporary best practice engaging students in the learning process and encourages staff to do so.
- Work in collaboration with staff in the faculty in the development of curriculum and programming.
- Ensure that all faculty planning and practices fall clearly in line with the school's Strategic and Annual Improvement Plans.
- Take initial responsibility for the professional development of all staff within the faculty.
- Work collaboratively with other faculties.
- Provide pastoral support for staff, in particular staff in the faculty.
- Take responsibility for the behaviour management and discipline of students studying subjects within the faculty, working closely with the House Co-ordinators, Pastoral Care Teachers and the Heads of Middle and Senior School as required.
- Ensure effective communication occurs in both an upwards and downwards direction.
- Act as the spokesperson for the faculty.
- Provide advice to students regarding subject choices.
- Communicate effectively with parents, staff and students as appropriate.
- Take responsibility for the faculty budget as negotiated with the Business Manager.
- Convene regular meetings of faculty staff with a focus on continuous improvement.
- Attend meetings as required by the Principal.

Workplace Health and Safety

- Take full responsibility for compliance with the school's Workplace Health and Safety policy, safe work procedures, instructions and rules, particularly in the correct use of equipment.
- Identify any unsafe behaviour, or unsafe or unhealthy conditions, and report these to the Principal.
- Adopt risk management strategies to minimise risk of injury to people and property in the workplace.
- Be responsible for your own health and safety and for the health and safety of others in the workplace who may be affected by your acts or omissions at work.

ROLE STATEMENT



St Luke's
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- Co-operate with the Principal or other person so far as is necessary to enable compliance with any requirements under the Work Health and Safety Act 2011 and the regulations that are imposed in the interests of health, safety and welfare on the Diocese or any other person.

General Terms of Appointment

- Be supportive of the Anglican ethos of the school.
- Support the Strategic Plan and the School Improvement Plan.
- Take full responsibility for compliance with the Staff Code of Conduct.
- Take full responsibility for compliance with all school policies and procedures.
- Hold a current Blue Card for child related employment.
- Attend meetings as required by the Principal or appointed delegate.
- Comply with all requirements of Student Protection in Anglican Schools Policy and Procedures.

Immediate Supervisor

Head of Senior School

Key Relationships

Effective working relationships with the Principal and the Executive Team.

Given the dynamic environment in which the school operates, the Principal may alter the roles and responsibilities of this position at his discretion in order to most effectively serve the needs of the School.

Approved

Date of Approval

By

July 2021

Principal