



MANDURAH CATHOLIC COLLEGE

Mandurah Catholic College is a K-12 Catholic co-educational day school, with approximately 1650 students enrolled in 2017. Established in 1992, the College is located on a picturesque, 12-hectare bushland site situated two kilometres from the Mandurah town centre.

The Principal of Mandurah Catholic College invites applications from suitably qualified persons for the position of

HEAD OF LEARNING AREA - MATHEMATICS

**Full-time, ongoing
Commencing January 2018**

This position requires a suitably qualified individual who will be responsible for meeting the specific needs of the Mathematics Learning Area and the learning outcomes of all students of Mathematics from Years 7 to 12. The successful person will be enthusiastic, innovative and student-centred and work collaboratively as part of a team. They will also be a committed member of our College and will be prepared to contribute in all aspects of College life.

The College offers excellent support to teachers to enable them to develop on their professional journey through the Mandurah Catholic College Professional Growth Program. All staff are required to be involved in the pastoral care of our students and need to be able to demonstrate a commitment to the ideals and ethos of Catholic Education and be willing to participate in the extra-curricular program at the College.

All applications are required to have a Statement of Service, Working with Children check and TRBWA registration. Successful applicants will be well qualified, dynamic and supportive of the Catholic ethos. Details of the College can be viewed at www.mcc.wa.edu.au or by contacting the College Human Resources Officer on 9531 9507.

Resume, College application form and covering letter addressed to the Principal with the names and telephone numbers of three referees (one of whom should be your Parish Priest) should be submitted to:

Human Resources Officer
Mandurah Catholic College
PO Box 615
MANDURAH WA 6210

Fax: 9535 8558

E-mail: MCCHumanResources.mcc@cathednet.wa.edu.au

Applications close on Monday, 21 August 2017



*“Our College is a learning community
seeking truth by living out the Gospel values through the Catholic faith and
By promoting the holistic and optimal development of each person”.*

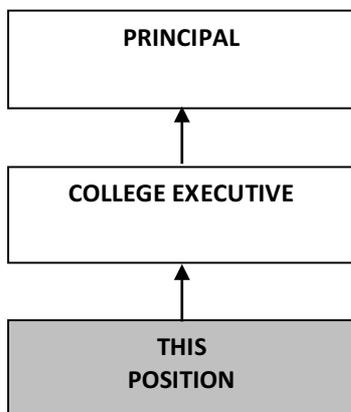
ROLE DESCRIPTION

1. POSITION IDENTIFICATION

SECTION :	Teaching
POSITION :	Head of Learning Area- Mathematics

2. POSITION RELATIONSHIPS

Responsible to:



Key Working Relationships:

- Principal
- Deputy Principal Teaching & Learning
- Deputy Principal Staff & Formation
- Directors in Ministry and Learning Technologies
- Head of Learning Enhancement
- Learning Area Teachers
- Heads of Learning Areas
- Head of Primary School
- Business Manager

3. PURPOSE OF THE POSITION:

The Head of Learning Area (HoLA) - Mathematics is responsible for meeting the specific needs of Mathematics and the learning outcomes of all Mathematics students from Years 7-12. Central to this is developing a scope and sequence in Mathematics from Years 7-12 that is dynamic, creative and engaging for all students regardless of their ability.

The HoLA - Mathematics assists in implementing the College philosophy and modelling and supporting the goals of the College Mission and Strategic Plan. It is an expectation that this position will support the vision and goals of the College as a learning community and to participate in ongoing professional development and learning.

4. CORE RESPONSIBILITIES:

The HoLA - Mathematics has a responsible and persevering attitude towards College policies, maintenance of College tone and attention to essential records and routine matters. Decisions made by the College Executive should be supported by HoLA's in a positive manner. The HoLA's should:

- Keep abreast of current developments in the areas of specialisation, maintain appropriate standards and endeavour to be a source of initiative, inspiration and encouragement to all staff;
- Be members, and encourage staff to be members, of the appropriate professional subject association or network groups;
- Hold regular meetings for teachers within their area of responsibility. During these meetings, the HoLA must contribute positively to the discussion of current problems, both in curriculum and in the nature and conduct of the learning environment, encouraging teachers to show initiative and to help, share, and learn from one another;

- Notify and pass on relevant data about programmed regional and in-service meetings and arrange for teachers within their areas to attend such meetings, when appropriate, and after discussion with the Principal and approval by the Deputy Principal - Staff & Formation.

4.1 Work with Learning Area Staff to:

- Devise assessment and homework policies. These must reflect School Curriculum and Standards Authority (SCASA) and Catholic Education requirements and be in keeping with general College policies;
- Keep abreast of changes in curriculum and in the teaching and learning processes that involve the Learning Area;
- Initiate curriculum review and change within the Learning Area;
- Appoint a teacher in each of Years 7-12 to co-ordinate the curriculum in that Year group and to work towards integrating the curriculum across Learning Areas;
- Ensure that the vertical sequencing of the curriculum adequately covers all requirements of the Australian Curriculum, WACE Courses, Catholic Education Western Australia (CEWA) and the College and prepares students for the post compulsory years;
- Maintain a positive profile for the Learning Area within the College;
- Define learning outcomes for classes within the Learning Area;
- Plan and program courses that ensure best practice is observed;
- Ensure appropriate course outlines and assessment outlines are available to all students at the start of each course;
- Ensure that copies of course outlines and assessment outlines are kept on files and available for inspection;
- Ensure that standards are consistent between different classes doing the same course;
- Ensure that assessment tools are relevant and of high standards;
- Oversee the administration of SEQTA within their Learning Area.

4.2 Administration

Be informed of matters at a College, system and Learning Area level by:

- Attending HoLA meetings;
- Belonging to relevant professional associations.

Work with the Deputy of Teaching & Learning to:

- Allocate teachers to classes after subject selection process.

Work with Learning Area staff to:

- Allocate students to classes after the subject selection process;
- Decide on suitable texts for courses within the Learning Area;
- Order teacher reference materials and classroom materials;
- Ensure that the appropriate representative for a Learning Area/Subject attends network meetings;
- Communicate issues and information from curriculum meetings, SCASA, Catholic Education etc;
- Check subject area results and to fairly allocate grades to students.

Other Administrative Duties:

- Conduct Learning Area meetings as required to ensure staff have an opportunity to discuss curriculum issues. An agenda should be prepared, together with minutes and circulated to all members of the Learning Area as well as to the members of the College Leadership Team;
- Oversee the preparation and management of subject area budgets;
- Ensure responsibility for safety within classes.

4.3 Head of Learning Area Meetings

The HoLAs and Subject Co-ordinators, together with the appropriate College Executive attend Heads of Learning Area meetings.

Meetings should:

- Be regular and at other times as arranged;
- Have agendas produced and minutes kept;
- Determine the manner of communication of decisions to other staff members; and
- Take whatever steps are necessary to consult with other staff on relevant curriculum issues affecting them.

4.4 Liaison with the Head of Information Services

The Head of Learning Area is involved with assisting the Head of Information Services in:

- Supplying the titles of books recommended for addition to the Library;
- The co-operative programming, teaching and reinforcement of Information Skills throughout their Learning area;
- The selection/recommendation of resources to be added to the Library;
- The dissemination of information from the Library throughout their subject area; and;
- The provision of feedback/responses to the Library, based upon feedback from staff within their subject area.

4.5 Staff

- Assist the Principal and College Executive with the selection and appointment of staff;
- Communicate issues and information from curriculum meetings, the Curriculum Council, CEO etc to staff within the Learning Area;
- With the Deputy Principal Staff and Formation and other Head of Learning Areas develop regular performance appraisal to ensure the highest standards of teaching;
- Monitor Learning Area staff performance. Assist when and where possible;
- Encourage staff to attend regular Professional Development;
- Approve Professional Development for staff members;
- Provide assistance and support to new/beginning teachers at the College;
- Ensure staff are familiar with the expectations of the College's Staff Code of Conduct.

4.6 Students

- Assist in subject selection procedure for both lower and upper school and ensure pre-requisites are observed;
- Communicate with parents if student's choice of subject is inappropriate or in relation to other curriculum related issues;
- Encourage students to participate in educational competitions, appropriate external educational activities and excursions and to disseminate information relating to activities;
- Co-ordinate Learning Area awards/prizes for Speech & Awards Night;
- Ensure the learning needs of all students are met as appropriate in terms of both support and extension. This involves consultation with the Head of Learning Enhancement where appropriate;
- Attend Parent Information Evenings in an advisory capacity.

4.7 Management of Resources

- Take responsibility for ordering textbooks;
- Ensure adequate teacher resources and classroom materials are available;
- Maintain an inventory of resources and classroom materials within the Learning Area;
- Co-operate with other Learning Areas to ensure the most effective use of resources for the library;
- Ensure responsibility for safety and maintenance of all equipment;
- Ensure that all textbooks and curriculum content is in accordance with CEO requirements.

5. POSITION EXPERIENCE AND SKILLS REQUIREMENT PROFILE:

- Have highly developed organisational and interpersonal skills.
- Possess ability to be a proactive and collaborative member of a team.
- Be prepared to participate in Co-curricular activities.
- Be an experienced educator of Mathematics and of leading a team.
- Model and maintain the Catholic ethos and traditions of the College.
- A warm, welcoming and friendly disposition.
- Maintain a high standard of confidentiality.