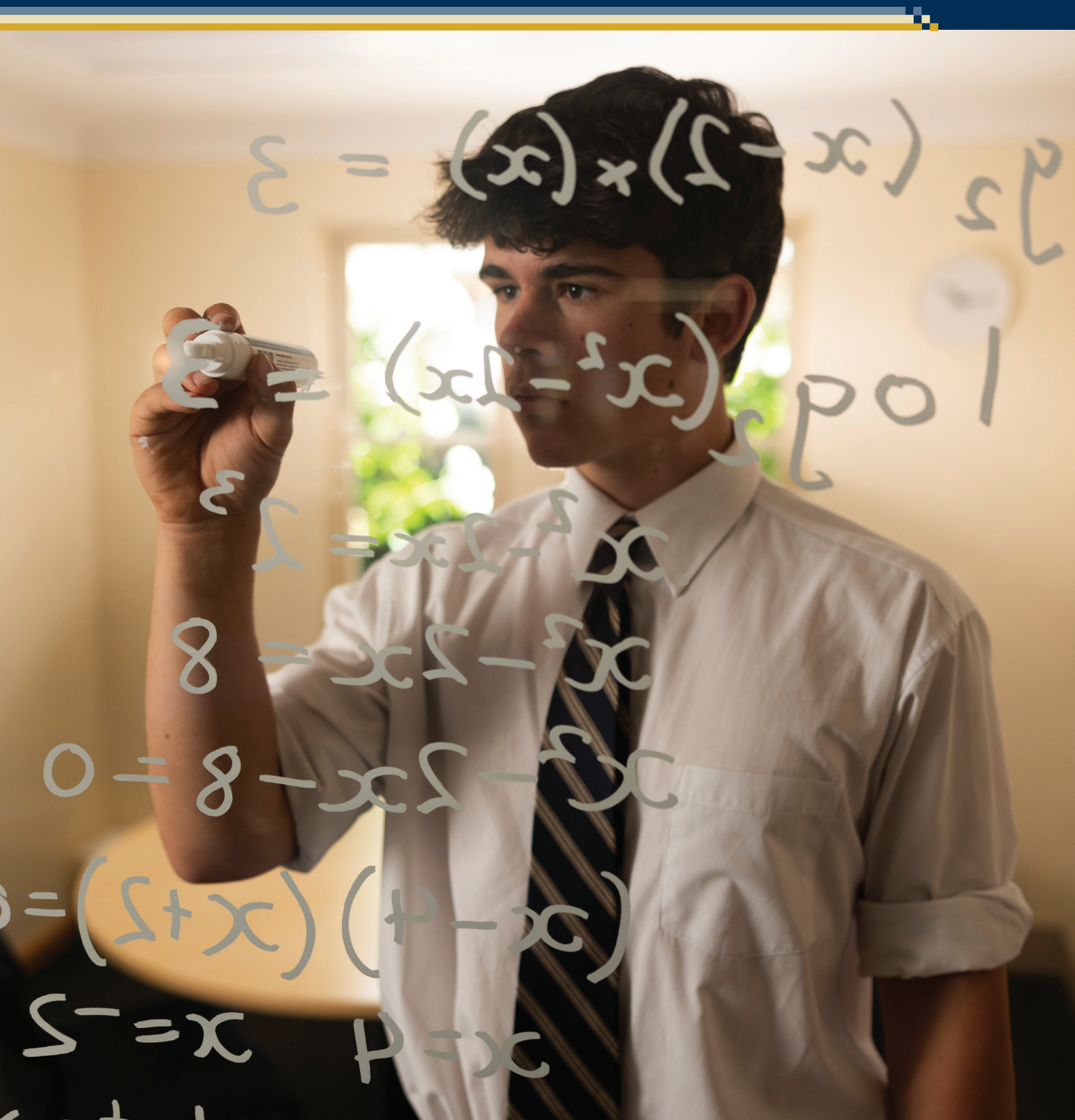


Position Description

Head of Department - Mathematics



TAS
THE ARMIDALE
SCHOOL



Position Description

Head of Department - Mathematics

The Armidale School

The Armidale School ('TAS') is a co-educational Anglican boarding and day school with a Junior School (Transition to Year 5), and Middle School (Year 6-8) and Senior School (Year 9-12). The School has an enrolment of approximately 670 students, including over 220 boarders.

TAS values and actively pursues individual academic performance and effort, but a TAS education is a comprehensive one, presenting every student with the experiences that create character and resilience, promote creativity, initiative and leadership and prepare them for life. We are proud of our history and traditions and membership of the GPS, yet at the same time we are liberal and progressive.

TAS staff are intrinsically involved in all aspects of the co-curricular program, allowing them to build greater understanding and rapport with each student.

The Armidale School's Vision is ***Excellence inspired by Character, Built through Challenge, Developing Graduates who are Capable, Kind and Confident.*** All Staff are expected to actively contribute to this Vision, and model the School's Values of ***Connection, Courage and Commitment.***

Role Statement

The Head of Department – Mathematics leads the delivery of education within the Mathematics Department across the Middle and Senior School (Years 6 to 12). They support the strategic direction of TAS through the leadership of effective teaching and learning programs, fostering an inclusive and engaging learning environment within and beyond the classroom.

Position Overview

The Head of Department is considered to be the leader of their Faculty. The primary focus of the role is to provide leadership that promotes excellence in teaching and learning facilitating professional growth in staff and enabling all students to achieve their personal best. Additionally, the position has the following responsibilities

- » Translating the strategic goals of the School into measurable academic outcomes
- » Management and development of the academic program for their subject area
- » Oversight and support in ensuring academic provisions are provided to students with diverse learning needs by staff within the faculty
- » Engagement with students, staff, and broader learning community in helping shape an effective curriculum
- » Identify and implement evidence-based, authentic, pedagogy across the faculty
- » Manage the faculty budget
- » Role model approach to the 'life of the School' through engagement with Advisor group, grounds supervision, co-curricular involvement, staff briefings and student assemblies.

Responsibilities related to an engaging curriculum - in conjunction with the Director of Teaching and Learning:

- » Manage the academic requirements of NESA to assist faculty teachers to discern the outcomes for student skills and understanding and the direction needed for student inquiry into those outcomes
- » Identify trends in ICT software, curriculum, teaching strategies and new resources related to the faculty.

Responsibilities related to Assessment

- » Manage the faculty Assessment Schedules
- » Ensure that all students are aware and prepared for the requirements of all external assessments (HSC, NAPLAN, ICAS, and HSC Minimum Standards)
- » Ensure curriculum units of work are designed to cater for the diverse needs of learners.

Responsibilities related to results

- » Manage the continual monitoring of student achievement and progress and propose interventions
- » Lead Mathematics enhancement initiatives across the Middle and Senior School
- » Manage the regular review of results, followed development, and planning for improvement
- » Analyse performance data to ensure desired outcomes are being achieved through curriculum mapping across the sub-schools.

Responsibilities related to Leadership of Staff - in conjunction with the Director of Teaching and Learning

- » Provide strategic and operational leadership for teaching staff
- » Organise and lead faculty staff meetings
- » Attend and actively participate in Heads of Department Meetings and other Academic Leadership meetings as required by the School
- » Assist/supervise teachers working towards NESA or ISTAA (through the Association of Independent Schools) levels of teacher accreditation
- » Lead the Mathematics faculty staff through formal and informal, group and individual meetings to assist with their professional growth
- » Identify professional development opportunities for staff within faculty that align with strategic goals of the school and in the interest of lifting academic outcomes for students.

Requirements of the Role

- » Supportive of the Christian ethos of the School
- » Relevant teaching qualifications and accreditation as required by NESA Teacher Accreditation
- » Proven leadership skills in curriculum development and management
- » Experience in teaching Mathematics Extension 2 is preferred, but not essential
- » Outstanding communication and interpersonal skills with the capacity to build strong relationships and engage with students, staff, parents and the community
- » Willingness to be actively involved in the full life of the School, including sport and other co-curricular activities
- » NSW Working With Children Check prior to commencement on site.

This role requires an outstanding educator with a commitment to nurturing the academic, social and emotional development of all students and staff within their care.

The Armidale School's Statement of Commitment to Child Safety and Wellbeing

All children and young people who come to The Armidale School have a right to feel and be safe. We are committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe, and are able to actively participate in decisions that affect their lives.

We have a zero tolerance for child abuse and other harm and are committed to acting in students' best interests and keeping them safe from harm.

The School regards its Child Protection responsibilities with the utmost importance and is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintaining a child safe culture.

Each member of the School community has a responsibility to understand the important and specific role they play individually, and collectively, to ensure that the wellbeing and safety of all students is at the forefront of all that they do, and every decision they make.

The School's Statement of Commitment to Child Safety has been designed to reflect the National Principles for Child Safe Organisations.

In accordance with Child Protection legislation all people seeking child-related employment are required to complete a Working with Children Check clearance prior to employment at the School. Please see:

<http://www.kids.nsw.gov.au/Working-with-children/New-Working-with-Children-Check>

Employment with The Armidale School is subject to school policies including, not limited to:

1. The School Child Safety obligations (including Mandatory reporting and Working with Children's Checks Policy)
2. Staff Code of Conduct
3. Work Health & Safety
4. Bullying and Harassment.

It is important to note that this document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document. All staff are expected to demonstrate behaviours that align with The Armidale Schools core values, Code of Conduct and Equal Employment Opportunity principles. The Position Description is subject to review and modification by the Principal in response to the changing needs of the School.



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