



## **Title of Position: Head of Mathematics**

### **Type of Appointment: Permanent.**

#### **1. Conditions**

Established in 2001 in a picturesque setting in Caloundra on the Sunshine Coast, Pacific Lutheran College is a leading K-12 learning community that is innovative, dynamic and progressive. Firmly underpinned by the values and traditions of excellence of Lutheran Education in Australia, students have achieved outstanding success in the academic, sporting and cultural dimensions of their lives. Enrichment programs in all three areas have enabled students to explore their potential.

Pacific has established a strong academic culture, which promotes thinking, deep understandings and creativity based on the learnings of Harvard's Teaching for Understanding and Visible Thinking frameworks. The synergy of these programs with the research of positive psychology and Lutheran theology provides for a rich whole of life learning culture.

Unique experiences provided through the College's excellent outdoor education, pastoral care and personal development programs, and the opportunities provided through academic, sporting and cultural learning, support an enriching whole of life education. Active involvement in local and international community service projects broaden young people's world view and sense of efficacy.

Our staff take advantage of flexibility in physical and virtual spaces to support an increasingly personalised approach to learning for our young people. Pacific has a seamless curriculum across Kindergarten to Year 12 with teams of teachers working across the four subgroups of the College. Staff are expected to learn collaboratively to contribute to a whole school approach as they lead learning in the Foundation College (Kindergarten – Year 2), Junior College (Years 3-5), Middle College (Years 6-9) and Senior College (Years 10-12).

Salary and related conditions are as per the Queensland Lutheran Schools' Single Enterprise Agreement 2020.

#### **2. Role Description**

Heads of Department are key leaders of academic learning across the College and are responsible for the curriculum, administration, supervision and professional development of staff within their department. Heads of Department have a particular focus on the Middle and Senior College. In consultation with the Head of Teaching and Learning K-5, they are responsible for the oversight and development of the curriculum within their KLA across P-12.

The Head of Department is directly answerable to the Director of Learning and is responsible for the following:

##### **2.1. Strengthening Lutheran Identity**

As a leader within a Christian school, the Head of Department is expected to:

**2.1.1.** Support and contribute to the growth of a strong Christian faith community through personal example and professional leadership. This includes participation in chapels, staff devotions and retreats.

**2.1.2.** Support the Lutheran ethos of the College.

## **2.2. Enhancing Excellence in Teaching and Learning**

As a leader of academic learning in the College, the Head of Department is expected to work with the Director of Learning, Head of Learning Middle College, Head of Learning K-5 and other Heads of Department to:

- 2.2.1.** Place learning at the centre of the KLAs strategic planning to ensure that there is a diverse and flexible curriculum that is underpinned by national and state curriculum directives and supported by creative, responsive approaches to teaching and learning, together with an effective learning environment that aims to optimise student learning.
- 2.2.2.** Support staff to plan and implement teaching and learning programs using contemporary knowledge and understanding of curriculum, assessment and reporting requirements that is in keeping with the College's pedagogical approach.
- 2.2.3.** Lead the pedagogical development of staff within the department and assist them to select from a flexible and effective repertoire of teaching strategies to suit the physical, social and intellectual development and characteristics of students.
- 2.2.4.** Support staff to develop and apply a comprehensive range of assessment strategies to diagnose learning needs, comply with curriculum requirements and align with College expectations.
- 2.2.5.** Use and equip teachers to use formal and informal data to monitor and plan for effective teaching and learning. This includes the use of external data generated by the QCAA Senior Assessment practices, NAPLAN and the use of data longitudinally to track and enhance the learning outcomes of individual students and cohorts.
- 2.2.6.** Enhance the capacity of teachers to use formative and summative assessment in the personalisation of learning.
- 2.2.7.** Support staff to implement effective teaching strategies to improve students' literacy and numeracy achievement.
- 2.2.8.** Enhance student ownership and direction of their learning, ensuring that there is student voice in the direction, review and enhancement of student learning outcomes.
- 2.2.9.** Assist staff to create, select and use a wide range of resources, including ICT, to engage students in their learning.
- 2.2.10.** Foster an encouraging and challenging learning environment that focuses on the development of the whole person across the College's Four Pillars of Learning.
- 2.2.11.** Lead the growth of a Culture of Thinking that places high value on academic learning.
- 2.2.12.** As a classroom teacher, model high levels of pedagogical expertise, collaboration and teamwork in the enhancement of student outcomes.
- 2.2.13.** Collaborate with colleagues across departments to create learning opportunities that allow students to engage in authentic experiences where connections between subjects are made.

## **2.3. Engage in Ongoing Improvement and Innovation**

As a member of the academic learning leadership team in the College, the Head of Department is expected to:

- 2.3.1.** Engage in ongoing learning and development and model engagement in ongoing growth in the academic, spiritual and wellbeing dimensions in line with the College's goals and priorities. Engage with current research associated with effective teaching and learning.
- 2.3.2.** Enhance an effective culture of professional learning that is in alignment with the College's teaching and learning framework and goals. This includes the provision of professional development and coaching of members of the department and the support of teacher engagement in reflection, collaborative planning, monitoring and review.
- 2.3.3.** Ensure the vision and strategic plan for teaching and learning within the department has a focus on the improvement of student learning outcomes and that its goals and intentions are aligned with whole school goals. Model and facilitate reflection and action to improve outcomes.

- 2.3.4. Initiate and engage in professional discussions with colleagues in a range of forums to evaluate and enhance professional knowledge and practice and improve educational outcomes for students.

## **2.4. Community Building**

As a leader within the College, the Head of Department is expected to:

- 2.4.1. Develop and maintain positive partnerships and collaboration with Lutheran Education Queensland, QCAA, Independent Schools Queensland, students, parents, carers and the wider community. This includes links and partnerships with other learning agencies, universities and professional education networks.
- 2.4.2. Promote and value the department and College as a rich and effective learning community within the College and in the broader community, including the promotion of the department and its subjects through the College website.
- 2.4.3. Professionally enhance, encourage and support the teaching and learning leadership team, staff, students and parents to enhance student learning outcomes and wellbeing.
- 2.4.4. Demonstrate responsiveness in all communications with parents/carers about their children's learning needs.
- 2.4.5. Actively promote and support the broad range of co-curricular offerings of the College.

## **3. Leading Effective Organisation and Management**

A Head of Department is expected to:

- 3.1.1. Model effective leadership and be committed to their own ongoing professional development.
- 3.1.2. Have an awareness of personal health and wellbeing for themselves and their team.
- 3.1.3. Model and share with colleagues a flexible repertoire of strategies for classroom practice to ensure all students are engaged in purposeful learning activities.
- 3.1.4. Ensure that consistent and comparable judgements of student learning are made. This includes the moderation of student work across and within year levels, Years 6-12.
- 3.1.5. Produce and implement a Middle and Senior College program that is consistent with QCAA requirements and follows the pedagogical approach of the College.
- 3.1.6. Support the P-5 program in consultation with Head of Learning K-5 and key teachers.
- 3.1.7. Monitor academic progress of individual students, classes and cohorts within the department.
- 3.1.8. Ensure that the department meets all QCAA and Lutheran Education requirements and College curriculum policies. This includes senior certification processes.
- 3.1.9. Produce and implement a departmental development plan that aligns with the teaching and learning goals of the College.
- 3.1.10. Conduct an annual departmental review, providing a written report to the Director of Learning.
- 3.1.11. Lead departmental meetings, providing minutes to the ALE team.
- 3.1.12. Ensure departmental routines and procedures are established, documented and adhered to.
- 3.1.13. Establish and maintain departmental resources across Year 6-12, including an annual stocktake.
- 3.1.14. Prepare and oversee departmental budget across Years 6-12.
- 3.1.15. Attend Subject Selection Evenings to provide subject specific information to students and parents.
- 3.1.16. Respond to and address parental, staff and student concerns.
- 3.1.17. Ensure that new staff are inducted into the department.

#### **4. Selection Criteria**

The successful applicant will need to demonstrate or have the demonstrated capacity to develop the capabilities described below:

**SC 1.** Demonstrated ability to support the Christian ethos of the College.

**SC 2.** Demonstrated professional skills in the leadership of a team of Mathematics teachers which includes the supervision and development of staff and the fostering of learning partnerships with students, parents, staff and members of the wider community. High levels of pedagogical expertise including the ability to model and lead the ongoing integration of 21<sup>st</sup> Century skills into learning will be expected.

**SC 3.** Demonstrated ability to grow and promote the standing of Mathematics within the College and the wider community.

**SC 4.** Demonstrated skills and knowledge in the writing and implementation of work programs across the Middle and Senior College. Knowledge of QCAA senior schooling processes will be an advantage.

**SC 5.** Demonstrated capacity to administer a Mathematics Department which includes budgeting, maintenance of stock and resources and compliance with Work Place Health and Safety requirements.

**SC 6.** Demonstrated levels of confidence, flexibility, teamwork, innovation and perseverance required to build a strong department that supports the development of 21<sup>st</sup> Century learning and contributes to a highly effective K-12 learning culture. This includes a commitment to ongoing professional learning and growth across all dimensions of College life.

**SC 7.** Demonstrated skills to support the College's co-curricular program.

#### **5. Knowledge and Qualifications**

Teachers must possess or be eligible for registration within Queensland.

Please feel free to contact the Principal in relation to any queries regarding your application.

Applicants **must address the selection criteria** and email their application to [admin@pacluth.qld.edu.au](mailto:admin@pacluth.qld.edu.au) attention Dr Bronwyn Dolling, Principal, Pacific Lutheran College, by Thursday 29<sup>th</sup> September 2022.