



POSITION DESCRIPTION

GLENDALOUGH NUMERACY LEADER

POSITION OBJECTIVES

The Glendalough Numeracy Leader is committed to the College mission and vision and reports directly to the Director of Glendalough. The Glendalough Numeracy Leader has primary responsibility for supporting all students regardless of their development to enjoy and appreciate the skills of working with numbers.

KEY RESPONSIBILITIES

Leadership and Management	<ul style="list-style-type: none"> • Demonstrate commitment to the College vision and mission • Contribute to the strategic direction of the College • Be responsible for the achievement of the College vision and goals through the development and delivery of high quality teaching and learning outcomes for all students • Contribute to the development and implementation of College objectives and planning • Establish and maintain a supportive school environment • Have a broad knowledge of the life of the College, detailed awareness of individual boys and a willingness to give of oneself rather than simply giving of one's time
Promote understanding of best practice teaching and development of numeracy at Glendalough	<ul style="list-style-type: none"> • Work under the direction of the Deputy Director of Glendalough (Teaching and Learning) to promote understanding of best practice in the teaching and development of numeracy at Glendalough • Liaising with the Deputy Director of Glendalough (Teaching and Learning) in order to enhance the co-ordination of a Preparatory – 6 Numeracy program • Purchasing mathematical resources, subject to the needs of individual classrooms and the Numeracy program • Purchasing teacher reference material • Increasing the profile of Numeracy within the curriculum by contributing to College Newsletter, Curriculum News and other publications, planning and co-ordinating 'Maths Day' • Maintaining membership and promotion of the Mathematics Association of Victoria (MAV) and other associations as required • Meeting regularly with the Deputy Director of Glendalough (Teaching and Learning) to discuss relevant issues • Working closely with Glendalough Numeracy Leader colleague
Professional learning of Glendalough staff	<ul style="list-style-type: none"> • Leading and supporting staff to identify, adopt and implement contemporary teaching and learning pedagogy and thereby to improve student outcomes in numeracy • Being responsible for leading professional development and growth of teachers by implementing best practice incorporating assessment schedules, data collection, data analysis and use of Professional Learning Action Team meetings • Facilitating the development of staff as a team to achieve identified numeracy goals
Administration of Literacy at Glendalough	<ul style="list-style-type: none"> • Evaluating current policy and lead the development and maintenance of a P - 6 Scope and Sequence planner • Evaluating the school Mathematics reports and align them with College Policy, Scope and Sequence and Victorian Curriculum documentation • Maintaining and promoting effective resources as tools for engaging students in Mathematics

	<ul style="list-style-type: none"> Ensuring that Numeracy approaches are being implemented effectively and consistently in P - 6 Liaising with other organisations e.g. MACS, MAV regarding numeracy initiatives Maintaining records of P - 6 Numeracy program and student data
Leading the Glendalough Numeracy Program	<ul style="list-style-type: none"> Demonstrating effective teaching approaches in classes and observe teachers in the practice of teaching Mathematics Attending MACS and other relevant Professional Learning days Facilitating professional development for all staff as required Supporting the organisation and conduct of the numeracy program P-6 Working in consultation with Director of Glendalough, the Deputy Director of Glendalough (Teaching and Learning) and the Glendalough Professional Practice Leader to ensure high quality teaching and learning practices are implemented in numeracy Assisting teachers in planning implementing and evaluating numeracy programs Overseeing implementation of pre and post assessments for use by homeroom teachers for data driven instruction (P – 2, Early Years Interview and Years 2 to 6 PAT-M) Liaising with Glendalough Learning Diversity Leader overseeing numeracy support for identified students
Facilitating communication at Glendalough	<ul style="list-style-type: none"> Leading staff in the planning of Mathematics units and resourcing Keeping teachers informed of current research findings Preparing and presenting at staff meetings and parent information sessions
Risk Management	<ul style="list-style-type: none"> Ensuring all reasonable steps are taken to identify and manage foreseeable risks relating to the activities and operations of the College, including the development of risk management plans as required in accordance with College policies and procedures
Child Safety	<ul style="list-style-type: none"> Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety Assist in the provision of a child-safe environment for students Demonstrate duty of care to students in relation to their physical and mental wellbeing
Professional development	<ul style="list-style-type: none"> Commit to ongoing professional development in your area of work Be open to researching areas of interest relevant to directions provided in the school's strategic plan Continue development of ICT skills as technologies evolve Be an active member of a relevant professional association
General Duties	<ul style="list-style-type: none"> Abide by the EREA Code of Conduct Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures Attend school meetings, conferences and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal Be available on call during the term break and other 'out of school hours' times for emergency situations that may arise Other duties as directed/negotiated with the Principal The College reserves the right to alter this position description as required to reflect emerging priorities

SELECTION CRITERIA

Commitment to Catholic Education	<ul style="list-style-type: none"> A demonstrated understanding of the ethos of a Catholic school and its mission A demonstrated understanding of the mission and vision of the College
Commitment to Child Safety	<ul style="list-style-type: none"> A demonstrated understanding of child safety

	<ul style="list-style-type: none"> • A demonstrated understanding of appropriate behaviours when engaging with children • Be a suitable person to engage in child-connected work • Must hold or be willing to acquire a Working with Children Check Card and must be willing to undergo a National Police Record Check
Education and Experience	Essential: <ul style="list-style-type: none"> • VIT Registered • Exemplary classroom practitioner • Demonstrated leadership competence
Skills and Attributes	<ul style="list-style-type: none"> • Ability to work as part of a team with the ability to cultivate credibility, respect and honesty • Presents a professional and positive demeanour and is a solution orientated person • Proven ability to work collaboratively and energetically within a dynamic organisation, by being proactive, demonstrating initiative and a willingness to accept responsibility • Proven ability to think creatively • Demonstrates a respect for and acceptance of difference in students, parents and staff • Well-developed decision making skills • Good oral and written communication skills, including ability to build rapport and communicate with children, parents and the College community • Strong collaboration, conflict resolution, negotiation and persuasion skills • Demonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions • Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing priorities • Ability and willingness to accept policy directives

Position Reports to: Director of Glendalough

Job level/classification: KLR Level 3