

POSITION DESCRIPTION

Learning Leader: Mathematics & Numeracy



The position of Learning Leader is a leadership position in the College. The Learning Leader is responsible to the Principal through the Deputy Principal (Learning & Teaching) and Curriculum Leaders for the development of experiences that allow all students opportunities to achieve their full potential. The Learning Leader is expected to be transformational, passionate and creative. The Learning Leader is a member of the Curriculum Team.

Leadership Framework

Educational Leaders at Kolbe Catholic College work within a transformational framework:

- Supporting and promoting the Catholic ethos of the College
- Publicly supporting the Leadership of the College
- Building trust, acting with integrity, coaching people, inspiring others, encouraging innovative thinking

And within the guiding conceptions of the Leadership In Catholic Schools Framework: Leadership Action - in the following five key areas:

- The Faith Community
- A Vision for the Whole School
- Teaching and Learning
- People and Resources
- Community

CHILD SAFETY:

Every person employed or volunteering at Kolbe Catholic College has a responsibility to understand the importance and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make ([CECV Commitment Statement to Child Safety](#)).

Such responsibility requires employees to:

- Providing a child-safe environment.
- Being familiar with and complying with the school's child-safe policy and code of conduct, along with other child safety-related policies.
- Proactively monitoring and supporting student wellbeing.
- Exercising pastoral care reflecting school values.
- Implementing strategies to promote a healthy and positive learning environment.

RESPONSIBILITIES:

- Lead the development, documentation and implementation of the Mathematics curriculum for Years 7- 12, ensuring compliance with VCAA requirements
- Foster the continuous improvement in pedagogy, assessment practices and differentiation in the Mathematics curriculum

- Support staff to develop strategies for teaching students of mixed abilities
- Oversee assessment processes for Mathematics including Assessment Schedules, examinations, SACs and Reporting periods in each semester
- Lead Learning Area meetings, with a focus on collaboration and professional learning
- Support the ongoing professional growth and capacity building of teachers in the learning area
- Provide teachers in the Learning Area with feedback to strengthen their ongoing development and/or liaise with the Deputy Principal (Staff) to address performance concerns.
- Review student performance data in Mathematics subjects to identify areas of future growth, and target professional learning and/pr professional conversations to address these needs
- Provide feedback to the Leadership Team, as requested, to inform the allocation of teaching loads
- Participate, as required, in recruitment of new teachers
- Coordinate the development and investigation of all Learning Resources, Apps and ICT Programs and associated staff development needed to enhance learning
- Oversee the management of the Learning Management System with respect to curriculum and assessment for Mathematics subjects
- Where appropriate, support student engagement in opportunities that complement their development such as competitions, incursions and excursions, extra-curricular activities etc.
- Manage the curriculum budget for the learning area, demonstrating responsibility for attaining and distributing resources and maintaining and updating equipment for the Learning Area, in accordance with the overall curriculum budget.
- Participate in the Curriculum Team, demonstrating a commitment to whole-school improvement in learning and teaching and supporting the implementation of the College School Improvement Framework
- As required, oversee the duties of School Officers and their associated work schedules, for those assigned to specific Learning Areas
- Contribute to school publications, such as the College Yearbook, newsletters etc
- Lead the development of electives and subsequent review of curriculum offerings for that particular Learning Area
- Contribute to student subject selection processes
- Contribute to transition experiences and programs for students, including Discovery Days, Pre-Start programs etc.
- Promote the Learning Area throughout the College and throughout the community with displays of student work, handbooks and publications, presentations
- Contribute to school processes related to learning & teaching, such as academic support programs, homework club etc.

Numeracy

- With the Curriculum team, assist with the leadership, design and implementation of the Numeracy Spheres of the Learning and Teaching Strategic Plan
- With the Deputy Principal & Curriculum Leaders, design and implement a targeted College approach/strategy to build student capacity in relation to the Literacies for the World (Literacy and Numeracy) for Years 7-12.
- With the Curriculum Leaders, coordinate the Years 7-12 Numeracy Programs and associated staff

OTHER DUTIES

- Other duties as required by and negotiated with the Principal
- The position will require involvement in College Community activities outside currently designated school hours and participation in planning times during some school holiday times. These will be negotiated with the successful applicant
- The list of duties may be further developed and modified to utilise the individual strengths and initiatives of the incumbent and the developing nature of the College

POSITION CLASSIFICATION:

- Position: Learning Leader: Mathematics and Numeracy POL3
- Remuneration: CEMEA2022
- Tenure: 2025
- Time Allowance: 14 X 50 minute lessons per cycle
- Review Annual Reviews will be conducted throughout the tenure based on self and peer appraisal as well as goal setting.

KEY SELECTION CRITERIA

For inclusion with your application, please attach a brief statement

- addressing your concept of leadership, including goals you would set for the position(s); and
- your response to the following Selection Criteria:

FAITH LEADERSHIP

- Committed to the values and ethos of Catholic education

EDUCATIONAL LEADERSHIP

- Successful teaching experience
- Demonstrated the capacity to initiate improvement in teaching, learning and classroom practice

- Details of recent post graduate study and/or immediate intentions for future study

RELATIONAL LEADERSHIP

- Demonstrated ability to foster and develop appropriate relationships with the staff, students, parents and the wider community
- Demonstrated ability to work collaboratively and cohesively with teams within the school

ORGANISATIONAL LEADERSHIP

- Demonstrated ability to plan and manage resources effectively and equitably to support the education programs of the school.

Through addressing the above criteria, applicants should be able to demonstrate capabilities in areas such as:

- highly developed interpersonal and communication skills and the ability to liaise and communicate effectively with people at all levels and from varying backgrounds
- sound organisational and administrative skills
- ability to work collaboratively and facilitate dynamic teamwork
- proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressure
- commitment to ongoing professional learning
- exemplary teaching skills and practices
- generosity of spirit.