

## 7.0 Duty Statement

### Curriculum Middle Leader | Mathematics (Tier 2)

The Mathematics Curriculum Leader has responsibility for the leadership and oversight of the curriculum areas of ACARA Mathematics for Years 7 - 12. This role will require collaboration with the Dean of Studies and E-Learning (7-12) and the Assistant Principal, Teaching and Learning. In the performance of this role, the incumbent will seek guidance from the Executive Leadership Team and operate within the framework set by the current Strategic Plan for the College. This position requires a commitment to the leadership of the College and will require a wide range of skills particularly the ability to guide, mentor, direct or influence people in achieving collective objectives, developing, engaging and inspiring others; thinking clearly; delivering outcomes and building teams.

#### RELIGIOUS LEADERSHIP

At all levels, Catholic education seeks to enable the full dignity of the person via a search for excellence. This is achieved by adhering to five regulative principles:

- Preferential option for the poor and weak
- Academic Knowledge for service
- Education for the Common Good
- Formation in solidarity and community
- Education informed by Faith

All leaders at Mary MacKillop Catholic College are expected to model servant leadership. In St Mark's Gospel, Jesus highlights the importance of servant leadership; 'for the Son of Man himself came not to be served but to serve'. (Mark 10:45). All leaders are expected to actualise these principles and manifest servant leadership via the fulfillment of the Statement of Responsibilities (7.2)

#### 7.1 SCOPE OF THE ROLE

- 1.1 Be a faith role model; assist in College liturgy and prayer life
- 1.2 Facilitate and promote College community service and social justice programs
- 1.3 Support and promote the ideals of Catholic education, the charism of St Mary of the Cross MacKillop, the Catholic church and the College's vision, mission and values
- 1.4 Model best practice in planning, teaching, assessment and reporting
- 1.5 Lead, facilitate and manage the planning and implementation of a seamless curriculum for Years 7 – 12 within their subject area that aligns to the College curriculum plan and meets all Diocesan, state and national accountability requirements
- 1.6 Manage the delegation of tasks amongst staff in their area and liaise with the Deputy Principal with reference to staffing and timetable requirements
- 1.7 Lead, coordinate and support staff in the active implementation of pedagogical practices that are appropriate to their subject area within the context of Mary MacKillop Catholic College.
- 1.8 Manage the performance of teaching staff through ongoing professional discourse, facilitation of reflective teacher practice and support of formal and informal goal setting and appraisal.
- 1.9 Liaise with other curriculum leaders to ensure consistency of approach in the development of cross curricular skills

- 1.10 Monitor standards in their subject area and lead and facilitate practices which ensure consistency of assessment practices and teacher judgements
- 1.11 Lead, develop and implement data driven strategies to monitor trends in student performance in collaboration with other Leaders and assist staff to implement appropriate interventions to redress identified problems

## 7.2 STATEMENT OF RESPONSIBILITIES

- 2.1 Lead and mentor the promotion of the College's Values and Expectations.
- 2.2 Ensure that specific opportunities for student literacy and numeracy development are embedded within the teaching programs within their area. These should reflect areas of specific concern that are identified from analysis of student NAPLAN data
- 2.3 Work with teachers to support students who are not completing work, assignments or homework including calling parents, promoting a reflective academic culture and assisting with study habits etc
- 2.4 Actively seek and disseminate information in relation to curriculum developments appropriate for the subject area. (e.g ACARA)
- 2.5 Collate submissions required by the QCAA in consultation with the Dean of Studies and E-Learning and Assistant Principal – Teaching and Learning
- 2.6 Assist staff with activities, excursions and competitions connected with their area and lead/support extra-curricular activities
- 2.7 Plan, formulate and monitor their budget in accordance with College guidelines
- 2.8 Provide structures for the management of student data, including mark books, folios and resources
- 2.9 Conduct regular staff meetings in accordance with the College meeting schedule and ensure minutes are available to all staff
- 2.10 Support and implement the technological vision for the College
- 2.11 Attend the regular meetings in accordance with the College meeting schedule
- 2.12 Develop and promote appropriate professional development opportunities for department staff
- 2.13 Support and mentor beginning staff in their area
- 2.14 Manage the development, maintenance, storage and use of their area's resources
- 2.15 Arrange suitable work for classes when absent teachers in their area have been unable to do so
- 2.16 Assist in the selection, induction and deployment of teaching and non-teaching staff, where appropriate
- 2.17 Monitor contact with community members and organisations where appropriate for assistance with curriculum delivery (e.g. guest speakers, excursion contacts)
- 2.18 Investigate appropriate opportunities for students with special needs
- 2.19 Investigate appropriate opportunities for students who are gifted and talented
- 2.20 Be involved in the student 'change of subject' process as determined by College policy
- 2.21 Prepare department book lists and stationery lists in accordance with College policy
- 2.22 Coordinate the selection of annual student prize winners for Presentation Night
- 2.23 Prepare material for College publications
- 2.24 Be actively involved in SET planning interviews as required
- 2.25 Comply with all OHS policy, safe work procedures, instructions and rules and promote a positive safety culture at the College.

## 7.3 OTHER DUTIES

Complete other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations.