Leading Teacher Position – Head of Mathematics (3 Year Tenure)
Closing Date for Applications: 4/10/2016

Vacancy Details
Vacancy No: 1058775
Start Date: 1/1/2017
End Date: 31/12/2019

Time Fraction 1.0

Location Profile

Werribee Secondary College is a highly regarded school in the Wyndham Education District. A consequence of the College’s standing and its excellent Year 12 results is that applications for enrolments far exceed the College’s intake capacity. The College is a TAASS accredited provider of a Select Entry Learning Program. The College attained accreditation as an International School with the Council of International Schools in 2006 and in 2013 became the first state secondary college in Victoria to be accredited by the International Baccalaureate Organisation and authorised to offer the International Baccalaureate. Werribee Secondary College has instilled a culture which embraces hard work and high achievement. All students wear the traditional uniform of blazer, shirt and tie.

The College has implemented a number of curriculum structures and programs which have further enhanced an exciting teaching and learning environment. A re-building program has upgraded the level of many facilities 6 years ago. These have been augmented by the completion of a new Recital and Performance Centre in early 2016 and the construction of a further $7 million dollar stage set to commence in late 2016.

A broad range of co-curricular activities includes amongst others, music, drama, chess, debating, public speaking and Leadership Programs. Further leadership opportunities for male and female students are provided through the College’s Australian Army Cadet Unit, which was formally inaugurated by the then Prime Minister Julia Gillard in early 2012 and is only the third AAC Unit in a Victorian state school.

Resources, Welfare and other Features

The College has implemented a BYODD program which encompasses years 7 to 11 in 2016. Most of the classrooms in the College are equipped with Interactive Projectors. There is a student Wellbeing and Leadership Program which is implemented through a House system, weekly Tutor groups and a Pastoral Leadership program.

Werribee Secondary College has 60 International Students who have selected the College to complete their secondary education.

Selection Criteria

SC1 Demonstrated high level understanding of initiatives in student learning including the Principles of Learning and Teaching P-12 and Assessment and Reporting Advice and the capacity to provide leadership in the alignment of these areas.

SC2 Demonstrated outstanding classroom teaching skills and the capacity to support colleagues to continually improve teaching and learning.
SC3 Demonstrated high level ability to monitor and assess student learning data at the individual, cohort and whole school level and to use this data to inform teaching for improved student learning.

SC4 Demonstrated high level written and verbal communication skills and high level interpersonal skills including a capacity to develop constructive relationships with students, parents and other staff and contribute to the leadership and management of the school.

SC5 Demonstrated commitment and capacity to actively contribute to and lead whole school improvement initiatives, manage major curriculum or student activities and a commitment to ongoing professional learning for self and others to enable further development of skills, expertise and teaching capacity.

Role
The Head of Mathematics will work closely with the:
- Director of Curriculum
- Director of Teaching and Learning
- Director of Staff Development

The Head of Mathematics will:

1. Provide active leadership throughout the school community in support of College’s Vision and Values, Policies and Strategic Directions

2. Contribute to high level planning as an active member of the Staff Development Team

3. Lead the planning, implementation and review of curriculum and teaching and learning within the Mathematics Faculty, according to VCAA and VRQA requirements

4. Ensure that current versions of the Mathematics Curriculum and Syllabi at each year level are maintained in a centralised online archive within the Extranet (Moodle)

5. Ensure that all relevant student learning elements of the College’s Strategic Plan, Annual Implementation Plan and CIS and IBO Reports are implemented

6. Work with others to plan and administer NAPLAN and On-Demand (Numeracy) Testing and ensure that:
   - The results of the testing are appropriately collated and made available to teachers in a timely manner
   - Teachers are adequately trained in the analysis and use of the results
   - The student results are used effectively to inform teaching and learning within the Mathematics Faculty

7. Undertake specific tasks associated with this role:
   - The curriculum is delivered in accordance with the intent and purpose of the syllabus for that subject and Achievement Group, (including where possible international content or activities)
   - The curriculum is delivered on schedule
   - Common assessment tasks are monitored for appropriate range, rigour and consistency, through a moderation process
d) Assessment is conducted regularly as set out in the course and assessment outline

e) Determine the focus of TLCs and staff allocation in consultation with Director of Teaching and Learning

f) Students are provided with timely and appropriate feedback in relation to their academic performance

g) Student results are posted online regularly and when scheduled

h) Resources for students are posted online for each class

i) Reports, both interim and end of semester are completed on time and are an accurate indicator and summary of student performance, attitude and behaviour

j) Records of attendance at meetings are kept and reported to the Principal

k) All required materials (including Student Reports) are collected from teachers who are going on leave, prior to their departure

l) Ensure that feedback is received from staff who attend Professional Development activities, that this information is presented by that staff member to the Faculty and that implementation is followed up

m) Ensure that work is provided for classes left by a teacher who is absent

n) Class room displays are appropriately developed and maintained to create an interesting and motivating learning environment

o) Meetings (including TLC), are organised and run in a manner which will achieve productive outcomes, and that relevant information is distributed to all personnel

p) The Mathematics Faculty budget is managed prudently and efficiently

q) Responsible for OH&S aspects in relation to the Maths Faculty to maintain a safe learning environment for staff and students

r) Assist the Sub Schools with the organisation and composition of Mathematics groups

s) Plan, implement and review the moderation of student work within the Mathematics Faculty

8. Lead the annual Performance and Development Process with a number of staff members

9. Ensure that all relevant student learning elements within the College’s Strategic Plan, Annual Implementation Plan and CIS and IBO Reports are implemented

10. Maintain a close working relationship with members of the Principal Team

11. Undertake other duties as directed by the Principal
Who May Apply
Teachers currently registered or eligible for registration with the Victorian Institute of Teaching and qualified to teach and/or have demonstrated experience in the curriculum area(s) specified for the position.

EEO & OHS Commitment
The Department values diversity and is committed to workforce diversity and equal opportunity in schools and all education workplaces. The Department recognises that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces.

Child Safe Standards
Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department’s exemplar available at http://www.education.vic.gov.au/about/programs/health/protect/Pages/childsafestandards.aspx

Other Information

Application Instructions
Applicants may structure applications in the manner they choose, but should ensure that the following are addressed and included:

- A Cover Letter
- A response to the key selection criteria and position details. (Maximum of 3 pages)
- a CV with a summary of experience and qualifications
- the names and contact details of three referees in relation to the key selection criteria
- Please include a header or footer with your name and job number on each page

Please submit an application through Online Registration at www.education.vic.gov.au/schooljobs

Applicants may apply with an emailed copy of their application to werribee.sc@edumail.vic.gov.au.

Further information about the College is available on our Website (www.werribeesc.vic.edu.au) including the “College Strategic Plan”. 