

Mathematics Learning Leader - Role Description



*"Guide me in your truth and teach me, for you are God my Saviour,
and my hope is in you all day long." Psalm 25:5*

Title	Mathematics Learning Leader	Year Level	Whole School
POL	3	Time Allocation	8 periods per cycle
Appointment Period	2026 - 2027	Date reviewed	June 2024

OUR MISSION

Our Lady of Sion College is a Catholic College where young women are encouraged to live in fidelity to the Word of God known in the Scriptures and the life of Jesus. These young women inherit the tradition of the Church and the Sisters of Our Lady of Sion, which calls them to actively seek to transform the world.

ALL STAFF SEEKING POSITIONS OF LEADERSHIP SHOULD DEMONSTRATE:

Cultural Leadership

- active and public promotion and support of the ethos, values and vision of Our Lady of Sion College as a Sionian Catholic school
- knowledge of and passion for girls' education
- capacity to articulate a clear vision, as outlined in the College's Vision and Mission Statements
- active promotion and provision of a child-safe environment whilst complying with the Our Lady of Sion Child Safety Policy, Code of Conduct and other policies and procedures relating to child safety
- a willingness to represent Our Lady of Sion College in a public forum and participation in the broader life of the school

Human Leadership

- excellent interpersonal skills and the capacity for effective communication
- an ability to build and work with teams
- dialogical processes that ensure collaboration, consultation, sensitivity and respectful responses
- leadership of innovative and inclusive programs that are responsive to the College's needs
- creation of a climate conducive to professional discourse and contribution to a staff professional learning culture

Organisational Leadership

- leadership, coordination and management of relevant teams, where applicable to the role
- high levels of organisational and administrative skills
- planned, organised and coordinated programs and processes relating to area of appointment

PURPOSE

The Mathematics Learning Leader has a key role in promoting and celebrating the Catholic ethos and Sionian Charism of the school. In accordance with the Mission of the College, the role supports each student to develop knowledge, skills and personal attributes so they can actively and positively transform the world. The Pedagogical Framework and the Learning and Teaching Charter are key drivers for this.

In order to support all students to achieve their personal best, the Mathematics Learning Leader works collaboratively with the Deputy Principal Learning and Teaching and the Directors, leads teachers to design, plan and implement contemporary learning and teaching practices that promote excellence in discipline-based pedagogy and curriculum.

Working closely with the Director Innovation and Learning and the Director Curriculum and Learning, the Mathematics Learning Leader is responsible for leading and sustaining a dynamic, learning culture that promotes innovation and fosters student inquiry which is based on rigorous and current evidence-based research and best practice. They promote and lead the collaborative design of curriculum that is learner-centred and responsive to student needs. The Mathematics Learning Leader is also committed to enhancing a culture of coaching that supports collegial and ongoing collaborative improvement of teaching practices through dialogue and feedback.

The Mathematics Learning Leader will oversee and enhance the teaching and learning of mathematics, promoting high standards of mathematical understanding and its thoughtful application among students. As a member of the

Curriculum Team, the Mathematics Learning Leader is responsible for curriculum and administrative aspects that contribute to the full flourishing of each student.

KEY AREAS OF RESPONSIBILITY

Curriculum

- ensure that learning and teaching programs are aligned with the Victorian Curriculum, VCE and/or VCE VM
- ensure that the Learning Area learning and teaching programs meet the requirements of the College's policies and procedures
- lead the Mathematics Learning Area in support of the College's Learning and Teaching Charter and Pedagogical Framework.
- develop a scope and sequence for subjects within the learning area that demonstrates progressive knowledge acquisition and skill development from Years 7 - 10
- ensure that curriculum is inclusive, and planned for adjustments and modifications
- ensure that all course documentation is reviewed and updated for the commencement of each semester using the agreed course template
- work with the Deputy Principal Learning and Teaching and the Director Curriculum and Learning to ensure curriculum handbooks and book lists are reviewed and updated as necessary
- support the Subject Selection process providing recommendations for students and participating in subject selection interviews, parent and/or student information sessions
- support Notre Dame teachers in completing all administrative requirements of the VCE and VCE VM
- oversee the organisation of excursions, incursions and guest presenters in conjunction with subject teachers, Wellbeing and Growth Leaders and with the approval of the College Organisation Team
- regularly review excursion/incursion experiences to ensure they remain relevant and effective
- supervise SAC resits on a rotating basis
- support the teachers to ensure the completion of SEQTA planner tab
- promote and showcase student learning

Leadership of Learning and Innovation

- work collaboratively with the Deputy Principal Learning and Teaching, Directors and the Curriculum Team to research and promote best practice in learning and teaching and to keep informed of developments in faith, educational thought and curriculum development
- work collaboratively to lead the teaching of general capabilities, literacy, numeracy and digital literacies
- lead the Mathematics Learning Area, with the support of the Director Innovation and Learning to research, plan and implement innovative units or approaches within the Mathematics Learning Area
- work with the Director Curriculum and Learning to ensure that student data is utilised to drive curriculum design, pedagogical practices and improvement in student outcomes
- work with the Deputy Principal Learning and Teaching and the Director Senior Learning to undertake VCE data analysis to identify trends, set goals and implement ongoing improvement strategies
- support Notre Dame teachers in the analysis of subject data and monitor and review their identified goals for improvement
- ensure that the learning and teaching programs are inclusive and use differentiated teaching strategies
- work collaboratively with the Director Learning Enhancement and support teachers in the development of Personalised Learning Plans and all NCCD processes
- work collaboratively with the Numeracy coordinator to develop and implement numeracy intervention programs
- work with the Director Innovation and Learning, the Art, Science and Technology Learning Leaders, to develop and implement initiatives that extend the interdisciplinary STEAMD opportunities offered to students

Assessment and Reporting

- ensure that Mathematics assessment and reporting procedures are adhered to and that timelines are met, including the release of results consistent with continuous reporting via SEQTA
- ensure that Mathematics assessment tasks are reviewed and designed to provide a variety of ways that students can demonstrate their learning
- ensure that rubrics are utilised for assessment tasks in a way that is meaningful to students
- ensure examinations are rigorous, effective and appropriately designed to allow students to demonstrate their knowledge and skills
- ensure moderation and benchmarking of student work at each level to support assessment consistency
- coordinate and oversee Year 10 and Year 11 subject examinations
- work with the Deputy Principal Learning and Teaching, and Director Curriculum and Learning to ensure all reporting data is accurate and that formative and summative comments provide purposeful feedback
- take responsibility for the Mathematics Learning Area's contribution to the College Colours Program

Evaluation

- ensure rigorous and regular evaluation of all courses of study and make recommendations to the Deputy Principal Learning and Teaching and Director Curriculum and Learning, if changes are required
- ensure curriculum proposals are developed in a timely manner and submitted to the Deputy Principal Learning and Teaching in Term 1 the year prior to the proposed implementation
- develop Mathematics Learning Area goals each year and submit an annual report to the Deputy Principal Learning and Teaching

Staff

- model professional practices that enhance the professional learning and wellbeing of staff
- manage concerns related to professional practice of teachers in the Mathematics Learning Area, and seek support, advice and guidance when appropriate
- assist graduate teachers and oversee induction and support of new staff within the Mathematics Learning Area
- provide general supervision and support for pre-service teachers working within the Mathematics Learning Area
- provide recommendations to the Staffing Team regarding teaching loads
- assist the Principal when requested regarding employment of staff

Promoting a Culture of Learning

- lead a culture of coaching within the Mathematics Learning Area that supports feedback and reflection, and assists teachers to continue to improve their teaching practices
- support Mathematics Learning Area staff to identify and source professional learning opportunities and to share individual learning with other team members
- identify and make recommendations for professional learning to the Deputy Principal Learning and Teaching and the Directors
- ensure equitable access to professional learning opportunities

Communication

- meet regularly with the Deputy Principal Learning and Teaching and Directors to identify and discuss goals and emerging needs within the Mathematics Learning Area
- convene Learning Area meetings and provide an agenda and minutes in a timely manner
- communicate regularly with and seek feedback from the members of the Mathematics Learning Area to ensure that all staff are informed of the scope of work of the Curriculum Team and any other matters related to learning and teaching

Budgets and Resources:

- coordinate the preparation of the Mathematics Learning Area's annual budget (recurrent and capital) and oversee the expenditure of all monies
- purchase and store all resources used within the Mathematics Learning Area in cooperation with the LRC where appropriate
- supervise the annual Learning Area stocktake
- maintain a record of all expenditure, capital and recurrent

Other Responsibilities:

- represent the College at events and support the co-curricular life of the College, such as Open Day, Information Evenings etc.
- contribute to Professional Practice Consultations
- participate in regular professional learning
- regularly promote the Learning Area by publishing articles in the College newsletter and on College social media platforms where appropriate
- prepare articles for the College Yearbook
- participate in the Year 5 Enrolment Application Interview Process and the VCE and VCE VM Subject Selection interviews
- work collaboratively with the Technologies Learning Leader, STEM Captain and representatives to organise STEM based events and competitions throughout the year
- other duties as directed by the Principal.

This role description will be developed further to utilise the individual strengths and initiatives of the person appointed to the position in negotiation with the Principal.

TEAM MEMBERSHIP

- Curriculum Team
- Mathematics Learning Areas (Chair)
- Project Teams/action research teams as invited/required
- STEAMD Innovation Team

KEY INTERNAL RELATIONSHIPS

- Deputy Principal Learning and Teaching
- Director Curriculum and Learning
- Director Innovation and Learning
- Director Learning Enhancement
- Director Senior Learning
- Curriculum Team members
- Numeracy Coordinator
- Subject teachers

REPORTS TO

- Deputy Principal Learning and Teaching