

Information for Applicants

POR 1 Mathematics and Numeracy Coordinator + 1.0 Permanent Mathematics Teacher

Thank you for your interest in a teaching position at St Aloysius College. Below you will find position details and instructions to follow when submitting your application. On the following pages you will find the Position Information Documents for the Mathematics & Numeracy Coordinator and for a teacher at St Aloysius College.

Position Details:

We are seeking an experienced Mathematics teacher with a genuine interest in leading curriculum and building foundation to senior secondary mathematics and numeracy programs.

The successful applicant will inspire and engage girls in Mathematics through contemporary and innovative pedagogy, lead a collaborative team and adapt curriculum to meet diverse learning needs.

- Commencing 21 January 2025
- POR 1 Mathematics (R-12) and Numeracy (Secondary) Coordinator
 - This is a tenured position – POR1 Positions are appointed every year
 - If held for 4 years, the position will be advertised in the fourth year
- 1.0 Permanent Mathematics Teacher (Year 7-12)

Application:

Your application (*5 pages maximum*) should include the following:

1. A cover letter (*1 page*)
2. A Professional Statement addressing the application criteria and outlining a vision for the role* at St Aloysius College as it is described in the Position Information Document (*maximum 2 pages*)
**Please place greater emphasis about your vision for the Mathematics and Numeracy Coordinator role*
3. Your Curriculum Vitae, including a list of three recent referees relevant to the position (*maximum 2 pages*)

Employment Declaration:

Please ensure that you also complete the [CESA Employment Declaration Form](#) and include it with your application.

Please submit your application via email to hr@sac.sa.edu.au and address it to:

Ms Paddy McEvoy
Principal
C/-HR Office
St Aloysius College
53 Wakefield Street
ADELAIDE SA 5000

Applications close on Thursday 3 October 2024 at 9:00am.

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Position Information Document

Mathematics (R-12) & Numeracy (Secondary) Coordinator

School Context

St Aloysius College is a Catholic school for girls shaped by the tradition of Mercy. St Aloysius College was established in Adelaide in 1880 by the Sisters of Mercy to educate girls to realise their own potential and to contribute fully to the wider community. The College's Mercy Lights Strategic Plan calls us to find new and creative ways to embody Mercy and to take up the challenge to empower young women to play a vital part in our world.

Our mission: *With faith and courage, we nurture in our students an enduring zest for all aspects of life and learning, inspiring them to be confident individuals who make a difference in the world.*

The Mercy Values of St Aloysius College underpin all that we do:

Compassion ♦ Hospitality ♦ Justice ♦ Service ♦ Respect ♦ Courage

Position Overview

The Mathematics and Numeracy Coordinator works collaboratively with colleagues, families and the wider education community to facilitate learning to improve education outcomes.

The Mathematics and Numeracy Coordinator is directly responsible to the Principal, and through the Deputy Principals for:

- the development and implementation of the designated area of responsibility
- the teaching of this area to designated groups of students
- ensuring the health and safety of students and fellow employees
- maintaining any place or equipment designated or chosen for specific activities or associated with the role

Position Details

Position Title	Mathematics (R-12) & Numeracy (Secondary) Coordinator
POR Level	1 <i>Terms and conditions in accordance with the South Australian Catholic Schools Enterprise Agreement (2020)</i>
Key Working Relationships	Direct Line Manager: Deputy Principal (Teaching and Learning) Students and Families Teaching Staff Support Staff Curriculum Coordinators

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MATHEMATICS COORDINATOR ROLE SPECIFICATIONS

Curriculum

- Review programs and facilitate ongoing development and implementation of programs as applicable
- Work with staff on curriculum issues
- Consult and work with Deputy Principals, Primary Coordinators and Curriculum Coordinators on new initiatives or directions proposed
- Take responsibility for collecting teaching programs
- Attend Curriculum Committee meetings
- Coordinate faculty information and curriculum articles for the newsletter and school magazine

Staff

- Call regular meetings
- Set agenda according to staff needs or requests
- Encourage staff to participate in professional development activities
- Monitor subscriptions to professional magazines/journals/newsletters and distribute to staff
- Conduct WHS safety training appropriate to the faculty at the start of each year and as required during the year

Students

- Work with faculty staff to monitor student progress and provide subject support for students and families where necessary
- Encourage students to participate in activities related to the curriculum area
- Distribute information regarding activities for students that run outside of the school and follow-up where necessary
- Organisation of in-school activities and excursions as appropriate to the curriculum area

Resources and Budgets

- Monitor and approve expenditure within allocated budget
- Monitor curriculum and consumable resource levels
- Decide on resource needs in consultation with faculty members
- Develop budget submissions

Facilities

- Oversee use and condition of specialist areas used by the faculty
- Monitor equipment needs
- Report safety issues to the WHS Committee

Mathematics specific matters

- Monitor and provide support for students undertaking the compulsory requirements for SACE Stage 1 Mathematics
- Promote extra-curricular activities and opportunities for students to undertake Mathematics enrichment
- In conjunction with subject teachers, provide additional Mathematics support and extension to students through the organisation and supervision of the Maths Club
- In collaboration with Curriculum Coordinators, promote and develop Mathematics within an integrated school STEM plan

NUMERACY COORDINATOR ROLE SPECIFICATIONS

Coordination

- Develop a school numeracy action plan, working in consultation with the Primary Teaching and Learning Coordinator and the Deputy Principal (Teaching and Learning)
- Ensure that curriculum offerings meet the needs of our students for the compulsory numeracy requirement of the SACE
- Consider NAPLAN data and consequent recommendations after examination of individual and class or year level trends
- Coordinate the numeracy assessment of students in collaboration with teachers
- Develop a plan to maintain individual student data re numeracy
- Conduct an audit of resources
- Match resources with teachers
- Organise student materials and identify deficiencies
- In collaboration with teachers and within the allocated budget, purchase new resources as required
- Coordinate information and curriculum articles for the newsletter and school magazine

Professional development

- Coordinate professional development in numeracy for staff
- Assist teachers with planning and programming
- Locate and keep informed of relevant professional reading and articles

Meetings

- Attend meetings for key numeracy teachers as required.
- Report the ongoing progress of numeracy to the school community

PROFESSIONAL RESPONSIBILITIES

Professional Responsibilities

- All professional and key responsibilities as per the St Aloysius College General Teacher Position Information Document
- Lead a team of teachers and Education Support Officers to achieve best practice in the designated leadership role
- Participate in professional development activities which lead to improved student outcomes and strengthen the professionalism of staff
- Engage in activities that develop the Catholic identity of the College and action the Strategic Plan
- Model ethical behaviour and Mercy values which support the vision and mission of the College
- Exercise informed judgement when dealing with students, parents and the community
- Demonstrate senior leadership through presence at all significant events in the life of the College
- Attend Leadership meetings as required to inform the Leadership team of relevant developments in the learning area
- Undertake any other duties as assigned by the Principal

Special Conditions

- All staff accepting a Position of Responsibility may be required to conduct enrolment interviews outside of regular school hours.
- Staff accepting a Position of Responsibility agree to participate in and cooperate fully with an appraisal of their leadership. POR1 Positions are appointed every year. If someone has held the position for 4 years, the position will be advertised in the fourth year. Once POR staff have held one or more POR position/s for a continuous period of more than two years, an appraisal should occur every third year that the leadership position is held.

Work Health and Safety

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must:

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety in the workplace that has been notified to workers

Reference: Division 4, Section 28 WHS Act 2012

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

PID Reviewed: August 2024

Position Information Document

Teacher

School Context

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Position Details

Position Title	Teacher
Key Working Relationships	Principal and School Leaders College Staff Students, Parents/Families/Caregivers and other members of the community
Broad Purpose	<p>Work collaboratively with colleagues, families and the wider education community to facilitate student learning and engage in educational reform.</p> <p>The teacher is directly responsible to the Principal, through the Deputy Principals, for:</p> <ul style="list-style-type: none">• applying curriculum knowledge and teaching methods which facilitate successful learning• responding to learners' needs• developing and maintaining positive and effective working relationships• providing a balanced and challenging program relevant to the needs of students (including developing Individual Learning Plans, as appropriate)• assessing, recording and reporting learner achievement using required programs and systems• establishing structures and processes to achieve a productive learning environment• employing behaviour management strategies that ensure a safe, orderly and successful learning environment• ensuring confidential information is managed appropriately• carrying out other non-instructional responsibilities as required

Terms and conditions in accordance with the South Australian Catholic Schools Enterprise Agreement (2020)

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ROLE SPECIFICATIONS

Key Responsibilities

The teacher will:

- apply curriculum knowledge and teaching methods which facilitate successful learning
- respond to learners' needs
- develop and maintain positive and effective working relationships
- provide a balanced and challenging program relevant to the needs of students (including developing Individual Learning Plans, as appropriate)
- assess, record and report learner achievement using required programs and systems
- establish structures and processes to achieve a productive learning environment
- employ behaviour management strategies that ensure a safe, orderly and successful learning environment
- ensure confidential information is managed appropriately
- carry out other non-instructional responsibilities as required

Professional Responsibilities

- Fulfil all requirements of the Australian Professional Standards for Teachers
- Operate in accordance with the Charter for Teachers in SA Catholic Schools
- Actively commit to uphold and contribute to the ethos of Catholic schools in general as well as that of St Aloysius College
- Comply with relevant legislation as well as South Australian Commission for Catholic Schools (SACCS) and the school's policies, guidelines and procedures
- Meet and teach students at designated locations and times
- Appropriately assist students who are hurt, sick or in distress
- Diligently undertake supervision duties, including regular yard duty
- Complete administrative tasks accurately and on time including record keeping
- Attend staff and other required meetings, Parent-Teacher-Student Learning Reviews and other school-related activities as required

Content of Teaching and Learning

- Plan a comprehensive learning program in line with Australian Curriculum
- Address students' varying intellectual, emotional and physical abilities in teaching practice
- Identify individual learning needs and styles and plan learning experiences that enable all students to achieve success (use of ILPs)
- Know and understand a range of learning methodologies and technologies and their application to the classroom
- Demonstrate best practice in teaching and learning, remain current in knowledge and update/adjust practice as required

Classroom Management and Behaviour Education

- Establish positive and effective relationships with students
- Establish and maintain a task oriented learning environment
- Ensure students adhere to set timelines for completion of work
- Negotiate and implement consequences if expectations are not met
- Arrange student furniture to suit the learning activity
- Work with students to create an attractive and welcoming classroom environment
- Maintain standards of tidiness and orderliness
- Ensure necessary equipment and facilities are accessible, available and ready for planned activities
- Apply behaviour management skills in line with school policy
- Make all reasonable efforts to manage the behaviour of students effectively within the directions of the relevant SACCS policies and procedures

- Consistently maintain behavioural expectations and respond appropriately to student behaviour by applying behaviour management skills as per school policy
- Identify factors contributing to prolonged, repeated or severely irresponsible behaviour and seek resolutions
- Apply effective consequences and strategies to assist students who interfere with teaching and learning

Assessment and Reporting of Student Learning

- Maintain accurate and comprehensive records of student progress and achievement
- Use a variety of assessment and reporting methods to regularly monitor the learning process
- Use assessment tasks that are purposeful and relevant to the teaching and learning program and the learning needs of students
- Provide students with positive feedback on performance that reinforces student achievement and focuses on improvement
- Provide parents/caregivers and students with detailed, accurate and informative written and oral reports at appropriate times, as required by the school

Interaction with the school and broader community

- Demonstrate effective communication skills with students, colleagues, parents/caregivers and others at all times
- Work effectively as a member of the school team to actively and positively support school activities
- Participate in partnerships with colleagues to reflect upon and improve teaching and learning practice in designated curriculum areas
- Positively engage in and undertake professional development, training and professional reviews when required
- Perform other duties as required by the Principal (or delegate)

PERSON SPECIFICATIONS

Skills and Knowledge

- Demonstrated skills, knowledge and experience relevant to the role requirements
- High level interpersonal skills to interact positively with the school community and be a positive role model and professional representative for the school at all times
- Excellent written and verbal communication skills and able to work collaboratively within a team environment and effectively teach students to achieve required learning outcomes
- Be self-directed and utilise initiative and judgement to fulfil role requirements
- Excellent organisational skills with ability to problem solve and ensure required timelines are met
- Adeptly reflect upon and improve teaching and learning practice in designated curriculum areas in partnership with colleagues
- Proficient ICT skills and knowledge and ability to fully utilise required systems and programs, or ability to quickly learn and use effectively
- Willingness to actively and positively uphold and contribute to the culture and ethos of the School

Experience/Qualifications/Training

- Current Teacher Registration with the Teachers Registration Board of South Australia
- Current Provide First Aid in an Education and Care Setting (HLTAID012) Certificate
- Current Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) Certificate
- Current Department of Health Services Working with Children screening clearance
- Current Screening and Verification Catholic Clearance Card (Catholic Archdiocese of Adelaide)
- Teacher Accreditation in Catholic Education SA

WORK HEALTH AND SAFETY

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- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

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Last reviewed: August 2024