



# MLC

## METHODIST LADIES' COLLEGE POSITION DESCRIPTION

Position:	Deputy Head of Mathematics [Years 7 -12]
Reporting to:	Head of Mathematics
Department:	Mathematics
Date:	June 2022

### **Primary Purpose**

The Deputy Head of Mathematics shares responsibility with the Head of Mathematics, for the curriculum leadership and direction and management of staff and resources for the Mathematics Department.

In line with the strategic directions of the College; this role will further enhance MLC's position as an innovative, challenging, enriching and exciting learning environment.

In addition to supporting the Head of Mathematics in the day-to-day management of Mathematics Department, the role of the Deputy Head is to be a key driver of growth in the Department.

### **Position in Context**

MLC is comprised of four sub-schools: Junior School (MLC Kindle – Year 6), Junior Secondary School (Years 7 – 8), Middle School (Years 9 – 10) and Senior School (Years 11 – 12).

The Mathematics Department is a dedicated and dynamic team. Mathematics is a core subject at Years 7-10. VCE mathematics subjects offered are Foundation Mathematics, General Mathematics, Mathematical Methods and Specialist Mathematics. IB mathematics subjects offered are Maths: Application and Interpretation and Maths: Analysis and Approaches.

The Deputy Head of Mathematics will work with the Head of Mathematics to lead a team of teachers who ensure that the curriculum promotes best practice with innovative learning opportunities for students and that there is high quality teaching in every classroom based on a pedagogy of engagement and responsiveness.

## **Key Contacts**

### **Internal**

Director of Learning & Curriculum  
Heads of Schools  
Curriculum Coordinators and Administrators  
Director of Staff Development & Research  
eLearning Coordinator  
Learning Technology Consultants  
Learning Support Department  
Centre of Computing & Communication

## **Major Duties and Responsibilities**

### **Curriculum**

- Assist the Head of Department with leading innovative and age-appropriate learning opportunities for students
- To oversee the department's implementation and use of CANVAS and continuous reporting
- Ensure staff are familiar with College policies and procedures relating to internal and external course requirements, assessment approaches and reporting procedures
- Actively contribute to the broader College Learning and Curriculum initiatives.
- Support the Head of Department in facilitating a cycle of curriculum review
- Participate in curriculum and pathway meetings and information evenings

### **Excellence in Teaching**

- Develop staff capabilities and foster collegiality and collaboration in the department.
- Assist with classroom observations and teacher mentoring
- Assist in leading the design, development and implementation of assessment practices
- Assist with the facilitation of incursions/excursions within the department
- Attend Learning and Curriculum Group meetings in the absence of the Head of Department

### **Administration**

- Support the planning and running of department and subject team meetings
- Coordinate the formation of booklists
- Provide support in the induction and orientation of new staff
- Help communicate with our community the success of students involved in competitions
- Facilitate the adoption of new and integrated technology
- Assisting the Head of Department in any matter that arises.
- Oversee the subject selection process for the department, with special focus on the Foundation and Plus programs
- Coordinate the various Maths Competitions

## **Person Specification**

### ***Essential Criteria (competencies, qualifications, knowledge and experience)***

- Excellent interpersonal and communication skills.
- Proven ability to build and maintain positive relationships
- Outstanding teaching with demonstrated excellence in improving student learning
- Effective planning and organisational skills, including time management.
- Collaborative team member.
- Proven competence with use of technology in a learning environment and in implementing curriculum.
- An understanding of current educational issues at the local, national and international level.
- Acts professionally and maintains appropriate confidentiality.
- Appropriate qualification and demonstrated expertise in relevant subject area(s).
- Current Victorian Institute of Teaching Registration.
- Participation in co-curricular activities and trips.
- Adherence to all College policies and demonstration of behaviours in accordance with the Child Safe Standards.

## **Allowances**

The current responsibility allowance for this position is 4ppc and \$2,000 per annum. This allowance is subject to change at the discretion of the College and will be reviewed as per the Teacher Allowances Review Procedure.

MLC performs thorough assessments of potential and existing employees. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks and Working with Children Checks.

## **MLC's commitment to child safety**

MLC is committed to the safety, participation and empowerment of all children. All members of our community, including employees, contractors, agency staff and volunteers, have an important role in providing students with a safe and nurturing environment in which to prosper and thrive. MLC has zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently within our policies and procedures.

MLC is committed to preventing child abuse through identifying risks early, and removing and reducing these risks. We have robust human resources and recruitment practices, supported by regular training and development.

We support and respect all children, as well as all members of our community. We are committed to the cultural safety of Aboriginal students, the cultural safety of children from a culturally and/or linguistically diverse background, and to providing a safe environment for children with a disability.

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