

EMPLOYMENT PACKAGE

The School

St Luke's Anglican School is a co-educational day school located in Bundaberg, Queensland. Founded in 1994, the School educates over 830 students from Kindy to Year 12 and has a strong reputation for academic excellence, fostering spirituality and the development of each student's full potential.

The School employs 122 full-time, part-time and casual staff, covering all School functions including academic, co-curricular, administration and support services. Professional development and wellbeing of the staff are both important to the culture of the School.

POSITION VACANT

Head of Mathematics Faculty

Full-time, permanent position

Commencing January 2018 with staff in-service from Tuesday 16 January 2018

St Luke's Anglican School is actively seeking an innovative and exceptional Head of Mathematics Faculty to lead and inspire the teaching and learning of Mathematics across the school.

The successful applicant must be a qualified and experienced secondary school teacher with the capacity to teach across all year levels including Mathematics C. As part of their duties they will be expected to lead the teaching of Mathematics from Years 7 to 12 and will be expected to be actively involved in Mathematics curriculum development from Preparatory to Year 12. The successful applicant will be expected to lead the development of the Mathematics curriculum, building the profile of Mathematics at St Luke's, within the region and across the state.

The position attracts a significant Head of Faculty salary and allowance. Applicants must be eligible for Queensland College of Teaching registration and the successful candidate will need to be registered to teach in Queensland at the time of employment.

Applicants should address the following criteria in their application:

- Demonstrated teaching competence and capacity to provide curriculum leadership leading to the achievement of quality learning outcomes for all students
- Demonstrated strong interpersonal skills and the capacity to develop and sustain productive relationships within and beyond the school community
- Capacity to use analytical skills to contribute to educational outcomes at the school level
- Capacity to implement innovative strategies and to manage effectively human, financial and physical resources to deliver high quality outcomes

- Demonstrated support for and the capacity to develop and maintain an organizational culture based on ethical professional and personal behaviours and corporate values
- Examples of how you cater for students with special needs and enrichment across the year levels.

In addition to addressing the criteria, applicants must demonstrate how they have met, or could meet roles, as per or similar to those detailed in the attached role statement for Head of Faculty.

Staff should apply by submitting an application which clearly provides a statement of reasons why you are applying for the position together with a short summary of significant relevant and recent professional development.

Applying for the Position:

Applications close at 9.00 am on Monday 21 August 2017



ROLE STATEMENT

[Approved by the Principal – December 2016]

HEAD OF FACULTY

IMMEDIATE SUPERVISOR(S)
Director of Learning and Innovation

IMMEDIATE SUBORDINATE(S)
Teacher – Middle and Senior School

PRIMARY OBJECTIVES

- Develop and promote the ethos of the school as set out in the Annual School Improvement Plan.
- Promote a safety culture in the school.
- Comply with the St Luke's Staff Code of Conduct.
- Promote the culture of student well-being.
- Participate in a teacher professional learning process.
- Maintain an effective teaching and learning environment through appropriate and relevant teaching strategies and practices.

Specific Duties

- Oversee the effective administration of the faculty.
- Provide leadership and direction with regards to professional development of staff within the faculty.
- Take initial responsibility for the professional development of all staff within the faculty.
- Model best practice.
- Encourage staff to aspire to best teaching practice with a clear focus upon engaging students in the learning process.
- Keep abreast of current trends within the teaching areas of the faculty.
- Work in collaboration with staff in the faculty in the development of curriculum and programming.
- Ensure that all faculty planning and practices fall clearly in line with the school's Strategic and Annual Improvement Plans.
- Work collaboratively with other faculties.
- Ensure the implementation and development of the curriculum as outlined by the Director of Learning and Innovation.
- Provide pastoral support for staff, in particular staff in the faculty.
- Take responsibility for the behaviour management and discipline of students studying subjects within the faculty, working closely with the House Co-ordinators, Pastoral Care Teachers and the Heads of Middle and Senior School as required.
- Ensure effective communication occurs in both an upwards and downwards direction.
- Act as the spokesperson for the faculty.
- Provide advice to students regarding subject choices.
- Communicate effectively with parents, staff and students as appropriate.
- Take responsibility for the faculty budget as negotiated with the Business Manager.
- Convene regular meetings of faculty staff.
- Attend meetings as required by the Principal.

Workplace Health and Safety

- Comply with the school's Workplace Health and Safety policy, safe work procedures, instructions and rules, particularly in the correct use of equipment.
- Identify any unsafe behaviour, or unsafe or unhealthy conditions, and report these to the Principal.
- Adopt risk management strategies to minimise risk of injury to people and property in the workplace.
- Be responsible for own health and safety and for the health and safety of others in the workplace who may be affected by your acts or omissions at work.
- Co-operate with the Principal or other person so far as is necessary to enable compliance with any requirements under the Work Health and Safety Act 2011 and the regulations that are imposed in the interests of health, safety and welfare on the Diocese or any other person.

General

- Other duties as directed by the Principal.

Notes:

Teaching and co-curricular responsibilities are part of this position.

The role statement for Middle and Senior Teacher should be read in conjunction with this statement

APPROVED BY
Principal

DATE OF APPROVAL
December 2016

ROLE STATEMENT
[Approved by the Principal – May 2017]

TEACHER – MIDDLE & SENIOR SCHOOL

IMMEDIATE SUPERVISOR(S)

Heads of Faculty; Head of Learning and Innovation;
House Coordinators; Heads of School

IMMEDIATE SUBORDINATE(S)

None

PRIMARY OBJECTIVE

- Develop and promote the ethos of the school as set out in the Annual School Improvement Plan.
- Promote a safety culture in the school.
- Comply with the St Luke's Staff Code of Conduct.
- Promote the culture of student well-being.
- Participate in a teacher professional learning process.
- Maintain an effective teaching and learning environment through appropriate and relevant teaching strategies and practices.

ACADEMIC

- Strive for best teaching practice.
- Meet all Australian Professional Standards for Teachers as set down by the Australian Institute for Teaching and School Leadership.
- Meet planning and assessment guidelines as required by Head of Faculty.
- Develop and maintain a classroom environment that encourages student learning.
- Be cognisant of the responsibilities of a role model, and act accordingly.
- Develop effective communication between fellow staff, students and parents.
- Develop positive relationships with fellow staff, students and parents.
- Ensure all routines and procedures are carried out correctly.
- Take every opportunity to acknowledge student achievement.
- Maintain a high standard of professional dress.
- Work effectively as a team member, maintaining effective communication with members of staff and parents as appropriate.
- Commit to reflective practice and professional renewal.
- Embrace the Art and Science of Teaching pedagogy.

PASTORAL

- Take responsibility for the needs, safety and standards of behaviour of all students.
- Promote and be a part of the co-curricular life of the school in an active manner.
- Plan and teach the school's pastoral care and personal development programs in consultation with the Heads of School and the House Coordinators.
- Implement the Responsible Thinking classroom and Behaviour Management framework.
- Model pastoral care best practice and promote student well-being.
- Approach Pastoral Care as an integral and important part of each student's education.
- Provide care, support and encouragement to each student in the Pastoral Care class.
- Manage the day-to-day operation of the Pastoral Care class regarding attendance, uniform standards, diaries, notices, newsletters etc.
- Act as the first point of contact with other staff, parents etc who may have concerns regarding a member of the Pastoral Care class.
- Write Pastoral Care reports each Semester.
- Attend House meetings or Year level meetings as directed by the House Coordinators or Heads of School.
- Attend all Worship services and assemblies.

WORKPLACE HEALTH & SAFETY

- Comply with the school's Workplace Health and Safety policy, safe work procedures, instructions and rules, particularly in the correct use of equipment.
- Identify any unsafe behaviour, or unsafe or unhealthy conditions, and report these to the Principal.
- Adopt risk management strategies to minimise risk of injury to people and property in the workplace.
- Be responsible for own health and safety and for the health and safety of others in the workplace who may be affected by your acts or omissions at work.
- Co-operate with the Principal or other person so far as is necessary to enable compliance with any requirements under the Work Health and Safety Act 2011 and the regulations that are imposed in the interests of health, safety and welfare on the Diocese or any other person.

GENERAL

- Other duties as directed by the Principal.

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May 2017