



Villa Maria College
T E W H A R E O M E R I
L E A R N T O P R I Z E W H A T I S O F V A L U E

JOB DESCRIPTION

HEAD OF FACULTY MATHEMATICS

REPORTING TO THE PRINCIPAL

RESPONSIBLE FOR: LEADING THE MATHEMATICS FACULTY

ABOUT THE COLLEGE

We are a Catholic College; the foundation for everything we do is our Catholic faith, which we express through our Mercy charism.

Villa Maria College aims to offer spiritual formation, pastoral care, and education in the tradition of Catherine McAuley, and the Sisters of Mercy who founded the College in 1918.

Mission Statement: Empowering each young woman to determine her potential, live Gospel values, confidently embrace life-long learning and as a Mercy woman be inspired to make a difference.

Motto: That you may learn to Prize what is of Value – Ut Probetis Potiora

Mercy Attributes: At the heart of our College are the attributes of Mercy:

- Education that is grounded in the Gospel
- Respect for the dignity, worth and potential of every human being
- Concern for the poor and the disadvantaged
- Concern for justice

PURPOSE OF THE POSITION

- Leadership of the Mathematics Faculty
- Ensure that the Special Character of the College is reflected in the Mathematics Curriculum delivery.
- Implementation of the Mathematics Curriculum across all year levels – Years 7-13.
- Appraisal and Professional Development of all staff within the Faculty
- Ensure that Assessment and Reporting are in line with College policy and procedures.
- Maintain responsibility for budget and resourcing
- Promote the Mathematics Faculty in the College community

RESPONSIBILITIES AND DUTIES

ENSURE THAT THE SPECIAL CHARACTER OF THE COLLEGE IS REFLECTED IN MATHEMATICS CURRICULUM DELIVERY

KEY TASKS	EXPECTED OUTCOMES
The Catholic character of the College is positively supported.	<ul style="list-style-type: none"> The teaching of Mathematics reflects the Special Character in respect to learning and excellence. Where possible Special Character themes are integrated into the delivery of the Mathematics curriculum. Understanding of Gospel values. Teachers' Professional Growth includes Special Character competency.
Students and staff are treated with respect.	<ul style="list-style-type: none"> Staff/Student relationships are positive and respectful. Empathetic approach to problem solving.
Special Character is specifically mentioned in schemes of work.	<ul style="list-style-type: none"> Specific content and/or skills at each year level that reflect Catholicism/Faith are integrated where appropriate.

IMPLEMENT THE MATHEMATICS CURRICULUM ACROSS ALL LEVELS

KEY TASKS	EXPECTED OUTCOMES
To foster learning in Mathematics programmes	<ul style="list-style-type: none"> Scheme reflects cultural responsiveness and engagement. To model appropriate teaching techniques and act as mentor for staff in Faculty. All schemes of work are linked to the national curriculum statements and course objectives. Schemes of work are working documents and updated each year. Regular review of programmes to meet the learning needs of students, using student data.
Ensure that all students have the opportunity to study Mathematics	<ul style="list-style-type: none"> Provide NCEA courses to meet students' needs. The mathematics programme is developed to meet the needs of Year 7 to Year 13 students. Ensure that within budget adequate resources are provided for students and teachers.
Demonstrate curriculum leadership	<ul style="list-style-type: none"> Provide leadership and direction in meeting the faculty's objectives. Encourage sharing of resources and ideas. Encourage teamwork within Faculty. Responsibilities are delegated to empower members of Faculty. Encourage membership of the local and national Mathematics associations. Alignment/Refresh New Zealand curriculum knowledge and implement. Liase and oversee Year 7 to Year 10. Oversee student enrichment and competitions.

	<ul style="list-style-type: none"> • Develop targets aligned to Faculty College Strategic Goals.
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PROFESSIONAL GROWTH AND PROFESSIONAL DEVELOPMENT OF ALL STAFF WITHIN THE FACULTY

KEY TASKS	EXPECTED OUTCOMES
Responsible for Professional Growth	<ul style="list-style-type: none"> • Designated staff members are measured each year against the appropriate professional standards for teachers and/or Registered Teacher Criteria. • College performance management procedures are implemented. • On-going commitment to build teacher capacity within the faculty. • Supporting staff to develop, where areas of need are identified within practice.
Ensure that curriculum is being implemented	<ul style="list-style-type: none"> • Classrooms are visited regularly, and Lesson Observations are completed and recorded appropriately. • Students' work is sighted and affirmed.
Staffing of Faculty	<ul style="list-style-type: none"> • Recommendations are made to Principal regarding the staffing of courses each year. • The skills and abilities of staff are used as effectively as possible. • Teaching of senior specialist classes is available to qualified teachers. • The needs of students are met.
Assist with the appointment of Faculty staff	<ul style="list-style-type: none"> • Faculty and student needs are clearly identified prior to appointments being made. • Work with Principal to shortlist best candidates for positions. • Participate in interviews of prospective Faculty members.

ENSURE ASSESSMENT AND REPORTING ALIGN WITH COLLEGE POLICY AND PROCEDURES

KEY TASKS	EXPECTED OUTCOMES
Monitor implementation of curriculum.	<ul style="list-style-type: none"> • Students are well prepared for national and local external and internal assessments.
Monitor assessment procedures over all subject areas within Faculty.	<ul style="list-style-type: none"> • Assessment activities are based on the national curriculum objectives. • Assessment activities are valid, fair and consistent. • Appropriate assessment methods are used. • Appropriate assessment tasks are used for NCEA.
Implement College assessment policies and procedures	<ul style="list-style-type: none"> • Senior students receive course outline and assessment schedule at the beginning of the year. • Procedures for Authentication, Reassessment and Appeals are followed. • Ensure all faculty markbooks are set up and maintained accurately.

	<ul style="list-style-type: none"> • Assessment tasks are marked promptly and returned to students as soon as possible. • Moderation is carried out across each year level and all teachers. • Annual process of self-review of moderation occurs. • As required assessment tasks are collected and stored securely. • Students' marks are stored in KAMAR Markbook as assessment is completed. • Exemplars of student work representing levels of achievement are filed by HOF. • Correct and current Achievement Standards are communicated to DP Curriculum entered on KAMAR Markbook.
Adequate, honest and timely reporting	<ul style="list-style-type: none"> • Accurate and up to date records of all results are maintained. • Reports are based on accurate information on each student. • Be available to parents and caregivers who wish to follow up classroom or learning issues.
Junior Assessment and Reporting	<ul style="list-style-type: none"> • Oversee reporting. • Summative feedback and reporting refers to learning outcomes/objectives, with constructive feedback and "next step" comments. • Data is recorded on KAMAR. • Longitudinal tracking of students at risk and priority learners.

MAINTAIN RESPONSIBILITY FOR BUDGET AND RESOURCING

KEY TASKS	EXPECTED OUTCOMES
Develop teaching resources appropriate to schemes of work.	<ul style="list-style-type: none"> • Teaching resources link clearly to schemes of work. • A variety of resources including online cater for the different learning and teaching needs.
To maintain accurate finance records, approving expenditure within allocated budget.	<ul style="list-style-type: none"> • Budget is prepared annually in liaison with the Executive Officer. • Faculty resources are effectively managed and accounted for. • College procedures are followed for Orders, Invoices and Payment. • Maintain relationships with external providers.

LEAD MATHEMATICS IN THE COLLEGE COMMUNITY

KEY TASKS	EXPECTED OUTCOMES
Oversee Faculty Meetings	<ul style="list-style-type: none"> • Faculty meetings occur within College cycle. • Minutes of meetings are provided to the Deputy Principal Curriculum and Principal.
Faculty Leadership	<ul style="list-style-type: none"> • Promote Mathematics at Curriculum meetings, HOF meetings and with the DP • Develop numeracy Collegewide.

	<ul style="list-style-type: none"> • Implement College policy and procedures from the meetings as required. • Be available to parents and students at Subject Information Evening. • Be available to confirm senior student courses – end of preceding year / beginning of current year. • Report to the Board annually.
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RELATIONSHIPS

Functional relationships with the Principal, Deputy Principal Curriculum, Heads of Faculties, LIRC Manager, Learning Support Centre, Executive Officer, Teachers in the Mathematics Faculty, all staff, and the wider College community.

HEALTH AND SAFETY

All employees, including full-time, part-time, casual and contractors, have a role in health and safety at Villa Maria College.

Responsibilities of employees include but are not restricted to:

- Taking care of their own health and safety and that of other people who may be affected, including avoiding practical jokes that could harm people and not taking short cuts which could reduce safety.
- Following workplace safety policies and procedures including reporting incidents, near miss incidents and potential hazards.
- Maintain First Aid training.
- Using protective equipment supplied by the employer.
- Not recklessly interfering or misusing safety devices or controls.