

## Head of Mathematics and Information Technology (Year 7 to 12)

**Type: Permanent**  
**Mode: Full time**  
**Start Date: Term 1 2018**

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### LOWTHER HALL

Lowther Hall is an inclusive school for girls from Kindergarten to Year 12, committed to excellence for all. Situated in Essendon, it is the only Anglican independent school for girls in the area. The School has a maximum enrolment of 800, a size which enables each girl to be known as an individual. Lowther Hall is a learning community in which staff and students work together to achieve shared goals of improvement and innovation.

### POSITION DESCRIPTION

The successful applicant should be an excellent classroom practitioner whose teaching is informed by contemporary educational research, especially in the areas of differentiation, teaching for understanding and the use of relevant technologies. They will be committed to their own learning and professional development and will have an interest of developing the skills of staff within the faculty. Passionate about their field, they will demonstrate the ability to build a culture of success in and enjoyment of Mathematics by all students. In addition, they will have strong leadership skills and excellent emotional intelligence.

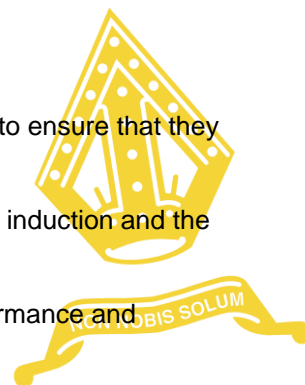
This position includes responsibility for the pastoral care of students and involvement in the co-curricular program of the School.

Experience teaching Units 3 & 4 Mathematical Methods is essential. Experience teaching Specialist Mathematics and Information Technology are an advantage.

Support of the School's values is essential.

### SPECIFIC RESPONSIBILITIES OF THE HEAD OF MATHEMATICS & INFORMATION TECHNOLOGY WILL BE TO:

- provide leadership and direction for the Faculty, ensuring that the programs therein are managed and developed effectively
- ensure high standards of teaching and learning in the Faculty
- create a culture of success in and enjoyment of Faculty Studies by students
- establish the curriculum, policies and practices to operate within the Faculty
- monitor, evaluate, develop and document such curriculum, policies and practices to ensure that they seek to position Lowther Hall as a leading school for girls
- lead Faculty staff effectively, including assistance with recruitment, staff selection, induction and the provision of feedback
- oversee the collection and analysis of data to be used in measuring student performance and improving student achievement



- work in partnership with other staff across faculties and throughout the school, including the Director of information Computer Technology and Learning Resource Centre staff
- liaise with other Heads of Faculty, the Deputy Principal: Head of Senior School, other senior staff and the Principal to ensure the smooth running of the School
- provide advice on the allocation of Faculty resources [human, physical and financial] including preparation and management of annual budgets
- prepare documentation for outside organisations as required
- liaise with parents and students in relation to Faculty matters
- provide advice on all curriculum matters examined by the Curriculum Committee
- organise appropriate representation of the Faculty at school functions and in the wider community as necessary and prompting and celebrating the Faculty within the school

## SELECTION CRITERIA

Applicants should provide a statement of no more than 500 words which outlines the ways in which they fulfil the following criteria:

1. Appropriate undergraduate qualifications as a Mathematics teacher
2. A proven record as an outstanding VCE Mathematics teacher
3. Knowledge of contemporary teaching approaches
4. Knowledge of the Australian Curriculum Digital Technologies and Mathematics areas
5. The capacity to develop, maintain and oversee effective curriculum programs
6. A proven ability to lead and manage a team of staff in a manner which promotes high standards of teaching and learning
7. A proven ability to develop productive relationships with students, staff and parents
8. Excellent organisational, administrative, communication and presentation skills
9. An understanding of the Lowther Hall context and requirements for ensuring child safety

## APPLICATIONS

Applicants for this position, Head of Mathematics & IT, should include in their application the following information:

1. Full name
2. Residential/Postal address, email and phone contact details
3. Religious affiliation (optional)
4. Educational qualifications (a certified copy of Academic Transcript is required)
5. Previous work history
6. A statement of no more than 500 words addressing the selection criteria
7. A colour photocopy of VIT registration card
8. The names, addresses and telephone numbers of three professional referees from whom confidential information may be sought.

**Applications close on Friday 8 September at 9.00am and should be emailed to:**

The Principal  
 Lowther Hall Anglican Grammar School  
 PO Box 178  
 Essendon VIC 3040

Telephone: (03) 9325 5000  
 Facsimile: (03) 9331 1247  
 Email: [employment@lowtherhall.vic.edu.au](mailto:employment@lowtherhall.vic.edu.au)  
 Website: [www.lowtherhall.vic.edu.au](http://www.lowtherhall.vic.edu.au)

