



# Appointment of Head of Mathematics

Come and join our vibrant school, located in a growing NSW Regional Centre where lifestyle, affordability, low stress and rich community are realities.

We are seeking an experienced, innovative and enthusiastic leader of Secondary Mathematics who will support the development of a learning culture in this subject and an environment in which students in Years 7 - 12, boarding, day and online, will engage, flourish and thrive.

The successful applicant will possess a passion for Mathematics teaching, collaborative leadership skills, a capacity to grow a Maths team, strong oral and written communication, administrative skills, with a demonstrated commitment to promote strong academic outcomes for young women and men and the Christian mission of Calrossy.

## Location

Calrossy Anglican School, Tamworth – William Cowper (Years 7-9) and Brisbane Street (Senior) Campuses  
Teachers may be required to work across multiple campuses and/or teach the online eCalrossy classes

## Role accountability

- All positions are ultimately responsible to the Principal
- The position functionally reports to the Deputy Principal
- Calrossy is a Childsafe School and all appointees must hold a current Working with Children Check

## Collaborates With

- Secondary Director of Studies
- Director of Teaching and Learning
- Calrossy Heads of Department and Middle Leadership team
- Heads of Calrossy 7 – 9 and Senior Secondary School
- Mathematics Department and Secondary teachers
- Parents and Students

## Our School

Calrossy Anglican School is a leading Day and Boarding School located in Tamworth, a thriving regional centre in the North-West of NSW. It is a ‘coeducational school with a difference’, catering for approximately 950 girls and boys from Pre-School to Year 12. We have moved into our second century with a bold vision of quality Christian education for the young men and women of regional Australia, under the auspices of the Anglican Diocese of Armidale. Whilst a comprehensive school with an open enrolment policy, Calrossy has performed as the top academic school in North-West NSW in the past ten years, regularly achieving HSC results in the top echelon of schools in the state. Past Calrossy students have achieved outstanding results in all Mathematics courses.

## A stimulating learning environment

Calrossy is a forward-thinking school, creating innovative and modern working environments that enhance student learning and fosters a passion and a culture of participation in all aspects of school life. There are a broad range of academic, sporting and cultural activities for Boarding and Day students, promoting success and engagement, both outside and within the classroom.

Well-known for our outstanding and distinctive approach to wellbeing, Calrossy is a place of belonging, in which every student's wellbeing is nurtured, catering for individual special needs and potential.

Calrossy operates on two campuses in Tamworth, with the Junior School and Years 7 – 9 located on the William Cowper Campus in North Tamworth and Years 10 -12 students learning at our Brisbane Street Campus in East Tamworth. Boarding facilities for both girls and boys are provided within the school and nearby. Calrossy operates Tangara Farm as a Trade Training Centre which is home to our renowned Agriculture and Primary Industries programs. In 2020 the school commenced a fulltime, live, distance education program for students in Year 7. This expanding program will cater for students in Years 5 – 9 by 2023, catering to the needs of remote students across NSW and Australia.

## ***Our Vision and Mission***

*Calrossy Anglican School provides excellence in Christian Education and we seek to produce graduates who are creators of hope and change that matters.*

Our school values are ***Integrity, Resilience, Selflessness*** and ***Inclusiveness***. Operational values are ***Integrity, Accountability, Empathy and Courage***.

## ***Special conditions***

The Head of Mathematics is expected to support the Christian aims and ethos of the school and adhere to the School's policies.

Members of the Calrossy staff are expected to contribute to the school's cocurricular programme.

## ***Childsafe Organisation***

As a Childsafe school, we are committed to high standards of care and practices to ensure the safety and protection of children. Every staff member must have a current **Working with Children Check** and is required to actively support our school as a safe learning environment.

***Vaccination status:*** Candidates who are granted an interview will be asked their vaccination status.

## ***Applications***

Please forward applications for this position to the Principal, supported by a letter of introduction, appropriate Curriculum Vitae and the Calrossy application form (on the school's website) via [admin@calrossy.nsw.edu.au](mailto:admin@calrossy.nsw.edu.au).

The successful applicant will commence this role in January 2023 (or earlier by negotiation).

This position is remunerated with a Coordinator 2 salary package, including conditions in line with the Independent Schools NSW Teachers (Hybrid Model) Multi-Enterprise Agreement 2021.

Queries about this position can be directed to the Human Resources Officer Sally-Anne Fielding via [hr@calrossy.nsw.edu.au](mailto:hr@calrossy.nsw.edu.au).

Applications close on Sunday 16 October 2022.

# **Head of Maths Position Description**

## ***The fundamental purpose of the position***

The Head of Maths role is to inspire Calrossy staff and students in their love of learning in Mathematics. The successful applicant will lead the teaching of Mathematics, managing, evaluating and promoting practices that support outstanding teaching within the faculty and promoting positive outcomes for students of all stages and abilities.

## ***Ethos***

- Actively support and promote the Christian ethos of Calrossy in a manner that is inclusive and sensitive to the life experiences of those in the wider school community
- Support the 'One School' focus of Calrossy Anglican School from Pre-School and P - 12
- At all times promote the School's Christian core values in ways that are practical and accessible
- Promote Calrossy as one school with a single mission and vision, operating across campuses

## ***Responsibilities and Expectations of Secondary Maths Teachers***

- Excellence in teaching
- Knowledge of the current Secondary Mathematics syllabi
- Demonstrated ability to Teach Extension 1 and 2 and develop differentiated teaching programs
- Demonstrated willingness to be involved in, and make a contribution to, the Middle Leadership team
- Demonstrated ability to differentiate the curriculum to meet the learning needs of a diverse student body, including gifted and talented students
- Be concerned for the welfare and learning of all students in the class
- An aptitude to enthuse students, both boys and girls
- Develop and co-ordinate assessment schedules in conjunction with faculty staff
- Demonstrate enthusiasm for the subjects being taught
- Develop and co-ordinate whole school marking in a timely manner
- Seek to assist each student in classes regardless of ability
- Be prepared to teach on both campuses and the eCalrossy program, as determined by the Deputy Principal
- Leading, guiding and coordinating the faculty in sharing ideas on teaching, assessment and programming
- Willingness to contribute to the school's extra curricula programs
- Support of the school's Wellbeing program and student Mentor groups
- Perform duties to the best of your ability and be accountable for your performance
- Follow reasonable instructions given by your supervisor or their delegate
- Comply with lawful directions
- WH&S - In accordance with the Workplace Health & Safety Act 2011 employees must;
  - while at work take reasonable care for their own health and safety
  - take reasonable care for the health and safety of others
  - comply with any reasonable instruction from Calrossy
  - follow defined WHS policies and procedures
- Participate in any in-house training programs, as well as other identified job specific training
- Report concerns or problems to Deputy Principal
- Comply with all Calrossy policies and procedures

## ***Assistance to staff***

- Liaise and negotiate with staff in relation to any payroll matters or queries, relating to employee entitlements, according to the Independent Schools Multi-Enterprise agreements
- To act as a conduit, to share concern to senior staff management and vice versa
- Assist staff on HR related issues (such as recruitment, employment relations advice, performance management, workforce planning etc)
- In conjunction with Department Heads, co-ordinate and communicate staff issues to all team members.

## ***Compliance and Staff training***

- Participate in any in-school professional learning programs, as well as other job specific training that is identified as required for this job description
- Conduct staff training in conjunction with and as directed by the Principal and CAS Executive

## **Appraisal and feedback**

- In conjunction with department staff, develop skills and experience of department members
- Develop process and procedure for ongoing staff feedback, appraisal and professional development of staff

## **Grievance and dispute management**

- Assisting with internal grievance resolution procedures

## **General CAS Staff liaison**

- In conjunction with Department Heads develop positive staff communication strategies and practices regarding work activities and staff performance
- Identify practices that will ensure the smooth running of staffing services within the department
- Provide management information and reporting as requested
- Coordinate, manage and contribute to department and team meetings
- Perform your duties to the best of your ability and be accountable for your performance
- Participate in workplace change where required
- Comply with the School's Code of Conduct

## **Personal Qualities**

- Commitment to support the Christian mission for the school
- Strong ICT skills, with clear knowledge of school computing software such as Synergetic, the Hub (SchoolBox), Microsoft software and Apple computer systems
- Excellent communication skills, both written and oral
- Demonstrated capacity to lead a team of teaching professionals to maximise their effectiveness as teachers and the growth of students in all of the faculty's classes
- Well-developed organisational skills
- Ability to meet deadlines and to manage time effectively

## **Qualifications, Skills and Experience**

- Experience in Secondary Mathematics teaching and appropriate tertiary qualifications
- Competence and interest in their classroom practice
- Ability to design and co-ordinate the development of innovative programs to meet NSW NESA requirements
- Demonstrated awareness of contemporary educational pedagogy and AITSL Professional Standards
- Competence in classroom practice and the ability to lead the Mathematics Department in professional development, teaching and learning
- Excellent organisational and administrative capabilities in terms of management of teaching related data (programs, registers, reports, grades, mark files, etc)
- Excellent communication skills
- Knowledge of the current Secondary Mathematics syllabi (particularly 7–12)
- Demonstrated ability to Teach Extension 1 and 2 and develop differentiated teaching programs
- Highly developed communication and interpersonal skills with a capacity to maintain positive relationships, foster team work and engage all levels of the school and wider community
- Demonstrated ability to develop outcomes-based assessment tasks
- Willingness to uphold the Christian mission for the school
- Current Working with Children Check
- Current NESA teacher accreditation

## **Desirable Criteria**

- Demonstrated ability to problem solve and liaise with staff
- Ability and commitment to work as a productive team player exhibiting loyalty and support for colleagues
- Christian commitment
- Ability to work positively, harmoniously and constructively in a team environment
- Honesty, integrity and authenticity in dealings with colleagues, students and staff
- Enthusiastic and positive attitude
- First Aid Certificate
- Proven experience in a complex and multi-faceted environment
- Skills and motivation to teach in an live online environment
- Experience and passion in areas that might contribute to the school extra curricular program