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**Position Description:**

**Primary Mathematics  
Specialist/Numeracy Coach**

**Reports to:**

Head of Primary School

**Status:**

This is a full-time role  
Permanent

## School Ethos

St Margaret's Anglican Girls School, a School of The Society of the Sacred Advent Schools Pty Ltd, is committed to providing quality educational opportunities for girls within the context of the Anglican Schools Ethos. This extends to providing care for students who live away from home to pursue their education. Staff demonstrate the School Ethos by:

- Reflecting and nurturing the mission and vision of the School
- Demonstrating commitment to leadership through vision, service and example in an Anglican context
- Motivating and energising students by fostering quality relationships
- Maintaining confidentiality and overt support for the School
- Consistently demonstrating professional competence and apply current knowledge and innovations in educational trends
- Consistently demonstrating commitment to the School's core values of faith, integrity, spirit, respect, courage and passion and the St Margaret's Way

## Position Purpose

The Primary Mathematics Specialist/Numeracy Coach supports the Primary Leadership Team (PLT) and the Primary Teaching Staff to guide and maintain excellence in teaching with the ultimate goal of helping staff implement St Margaret's Quality Teaching and Learning Framework through the delivery of the mathematics curriculum in the Primary school. The Primary Mathematics Specialist will work alongside fellow teachers in a coaching capacity as well as taking responsibility for the development and delivery of the mathematics curriculum. The person in this role, therefore, must work effectively as a member of a team within the Primary school and whole of school. All teachers are required to support and participate in the school co-curricular and extra-curricular program.

## **Other Information**

All employees of St Margaret's School are required to:

- maintain a degree of flexibility in working hours from time to time as required for the position
- accept that the School reserves the right to modify the position to meet its operating needs
- assist and relieve in other positions from time to time.
- demonstrate support for the School's philosophy, policies and procedures, core values and commitment to the Anglican ethos
- undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or their representative.

## **Key Responsibilities**

The key responsibilities of a Primary Mathematics Specialist are based on the following:

### **Work with the PLT and the Primary Teachers to implement the St Margaret's Teaching and Learning Framework in relation to mathematics in the Primary School:**

- Modelling and promoting mathematics strategies that maximise student learning and incorporate the principles of contemporary learning
- Researching evolving best practice in teaching and learning and evaluating new initiatives in relation to St Margaret's mathematics program in the Primary School
- Identifying Primary School mathematics teaching and learning needs, barriers and weaknesses through needs analysis and developing effective solutions
- Monitoring mathematics teaching effectiveness and progress using tools and strategies to support the St Margaret's Teaching and Learning Framework
- Working with the PLT to continually encourage Primary Teachers to take a dynamic and progressive approach to their teaching of Mathematics
- Assisting colleagues to further develop their teaching practice of mathematics by:
  - Classroom observations
  - One on one conversations
  - Leading group discussions
  - Modelling mathematics lessons for the Classroom Teacher
  - Assisting with planning for differentiation within mathematics lessons
  - Presenting on new mathematics teaching innovation at staff meetings
  - Facilitating the sharing of teacher resources for mathematics
  - Sourcing and recommending relevant teacher professional development for mathematics to the PLT
- Work with the broader school community to establish links between the Primary and Secondary School in relation to the mathematics program at St Margaret's and the transition of students into the secondary school.
- Providing teachers with constructive feedback in relation to their teaching of mathematics in a meaningful and supportive manner.
- Supporting teachers in the analysis of school performance data relating to mathematics and making suggestions to the PLT to improve the data.

### **Provide dynamic, flexible and effective instruction in the classroom to students to ensure quality learning by:**

- Creating and maintaining a supportive and motivating framework to allow students to achieve their highest level of academic excellence and personal development

- Adopting evidence informed approaches to curriculum, academic and learning processes
- Planning, organising and teaching lessons that reflect a knowledge of and experience with the Australian Curriculum and St Margaret's Framework for Quality Teaching and Learning
- Demonstrating a high level of classroom management to maintain an environment conducive to learning
- Utilising a range of technology to maximise the opportunity for effective teaching and regularly updating resource materials
- Developing and utilising a range of appropriate assessment techniques for formative and summative assessment in order to provide targeted feedback to students and/or parents
- Reporting and commenting on student progress and achievement and other administrative duties as required in an accurate, efficient and timely manner and in line with the School's policy and expectations
- Providing differentiated programs and assistance to support the individual learning needs of students
- Participating in School committees as appropriate to share ideas and contribute to teacher excellence in the school
- Being pro-active in professional learning by regularly participating in their seminars, conferences and workshops, professional readings when possible
- Actively pursuing professional development opportunities in order to maintain a research and evidence-informed approach to teaching and learning
- Communicating effectively, professionally and courteously with colleagues, parents, students and other school staff

**Provide supportive and effective Pastoral Care to students by:**

- Developing a rapport with, and demonstrating genuine concern for all students
- Facilitating pastoral activities and discussions during the allocated time
- Monitoring and supporting the behaviour and attitude of all students
- Supporting and administering school policies relating to discipline, punctuality and dress standards for students. This includes completing daily records
- Checking all students' diaries weekly for homework, signatures, parent comments, condition of the diary and recording of important events and dates
- Acting as a first point of contact for parents and referring parents to the Head of Primary where appropriate
- Liaising with Head of the Primary School, the Assistant Head of Primary - Curriculum and the Assistant Head of Primary - Wellbeing and Operations on operational and other pastoral issues as appropriate

**Support the School's educational philosophy and Anglican ethos by:**

- Consistently role model behaviour and values that demonstrate support for and commitment to Christian and the school values and ethos. This includes demonstrating respect for every member of the School community
- Attending events to support students and parents as appropriate
- Willingly participating in the co-curricular program and utilising the opportunity to engender team and competitive spirit among students
- Embedding the pastoral care program and ensuring the general well-being of all students
- Ensuring communication records are maintained and provided to other staff as required
- Communicating effectively with all teaching staff, parents, students and all other staff

- Playing an active role in supporting the aesthetics and safety of the school site
- Encouraging cooperative parent contact and fostering positive community attitudes toward the School
- Following safe working procedures developed for the School
- Maintain current registration with Queensland College of Teachers and conduct yourself in a manner consistent with maintaining a current Registration under the Education (Teacher Registration) Act 1988 (Qld).

**Act professionally and lawfully by complying with all guidelines, policies and procedures as set out in legislation, the current Anglican Schools Enterprise Agreement and other School policies**

### **Student Protection**

St Margaret's supports the rights of children and young people and is committed to the safety, welfare and wellbeing of students and expect all staff and volunteers to share this commitment. Staff must:

- Be informed of their responsibilities in relation to student protection, including but not limited to, attending all Student Protection training and being familiar with relevant school policies
- Follow all legislative requirements and school policies relating to student protection.
- Wear their name badge at all times
- Immediately report any suspicions of inappropriate, unlawful or unusual behaviour of students, colleagues or outsiders relevant to the School and its duty of care to protect students and staff from harm (self or other)

### **Workplace Health and Safety**

To comply with WHS 2011 legislation, all employees are responsible for the safety of themselves, students, visitors, volunteers and fellow staff members. They must:

- Report any hazards or potential hazards immediately;
- Report any accidents involving students;
- Co-operate in any emergency drills and safety audits;
- Undertake WHS training as required;
- Follow all safety procedures and instructions;
- Lodge risk assessments for all external and internal risk activities and
- Not introduce any equipment, materials, appliances or chemicals to the school that do not meet the required safety standards.

### **Other duties that may be reasonably directed from time to time:**

- The Principal and supervisor may direct other relevant and reasonable duties as required.
- The School reserves the right to modify the position duties as required.

## **SELECTION CRITERIA**

- Willingness to support the School's Anglican ethos and core values.
- Experienced mathematics specialist teacher and confident to teach middle to upper primary year levels
- Confident and have the demonstrated ability to model best practice mathematics teaching to Primary teachers
- Possess a knowledge of mathematics content appropriate to Primary year levels
- Demonstrated ability to plan P-6 mathematics units of work collaboratively with teaching staff
- Possess a knowledge of the mathematics learning trajectories, immediate goals and instructional strategies, tasks and representations by which student thinking is able to be further enhanced.
- Possess a vocabulary to reflect on practice, share thinking and decision making.
- The demonstrated ability to support and provide strategies to remediate mathematical learning difficulties
- Able to provide assessment strategies for teaching and student learning
- Possess interpersonal skills with the ability to communicate and work effectively with students and parents and as a member of a teaching team
- Knowledge of and experience with the Australian Curriculum to plan and utilise a range of teaching strategies in order to meet the individual learning needs of all students.
- Experience with the use of technology in providing and supporting learning in the classroom (eg I to I laptop programs)
- Ongoing commitment to professional development and conduct.
- Willingness to contribute to the co-curricular and extra-curricular program.

### **TO BE CONSIDERED FOR AN ACADEMIC POSITION AT ST MARGARET'S, APPLICANTS MUST BE CURRENTLY REGISTERED OR BE ELIGIBLE FOR TEACHER REGISTRATION IN QUEENSLAND**

*St Margaret's supports the rights of children and young people and is committed to the safety, welfare and wellbeing of students and expect all staff and volunteers to share this commitment. All candidates are required to undergo a screening process prior to appointment and successful candidate must comply with School policies and relevant legislation relating to Student protection.*