



FAITHFULNESS IN SERVICE

BISHOP DRUITT COLLEGE

COFFS HARBOUR

111 North Boambee Road
PO Box 8004
Coffs Harbour NSW 2450

Phone (02) 6651 5644
Fax (02) 6651 5654
secretary@bdc.nsw.edu.au

www.bdc.nsw.edu.au

POSITION DESCRIPTION HEAD OF MATHEMATICS

The aim of Bishop DrUITT College is to be the foremost college on the North Coast of New South Wales. It is the product of the vision of a community - to build a college with access to all who want their children to achieve the highest standard of education and behaviour.

Bishop DrUITT College is founded on faith. The Christian ethos is present in its caring philosophy and its concern to produce educated leadership. The College is a community college in the sense that its doors are open to all, whatever their personal belief system, as long as they are sympathetic to the College's Anglican foundation.

We seek an enthusiastic and experienced teacher of Mathematics who will lead the Mathematics Faculty in the Secondary School.

We follow the NSW Board of Studies curriculum from K-12, and Mathematics is compulsory until the end of Year 10. Typically, about 90% of continuing Year 11 students choose to study Mathematics.

The appointee will be required to participate willingly in the running of the extensive co-curriculum of the College in sport, the Mathematics Faculty, service or clubs, and as a house tutor, who has leadership in the pastoral care of a group of students. Candidates may be required to take part in one of the year level camps that are a normal part of the College's Outdoor Education program.

The most important criterion is that the candidate is a vibrant, professional, dedicated teacher who is capable of inspiring and encouraging members of the Mathematics Faculty, as well secondary school students who possess a range of abilities in Mathematics.

DUTIES

An ongoing full-time position is available from the beginning of Term 2, 2012. The successful applicant will be expected to lead the Mathematics Faculty. Specific duties will include:

- Leading and managing the Mathematics staff
- Allocating classes fairly and appropriately among those staff
- Ensuring that students are appropriately prepared for national testing (NAPLAN); appropriate national Mathematics competitions and the NSW Higher School Certificate examinations
- Providing professional development of faculty staff and/or sourcing external providers for relevant professional development of staff
- Participating as a marker of HSC Mathematics and supporting teachers of HSC Mathematics in that endeavour
- Attendance at relevant Mathematics teachers' conferences or similar
- Advocating for Mathematics at Heads of Faculty meetings
- Preparing annual budget submissions
- Integrating the use of ICT into the faculty



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- Tailoring the teaching of Mathematics at the College to suit a wide range of abilities
- Taking the lead in the teaching of both the most and the least able students of Mathematics at the College
- Leading innovative teaching practices within the faculty and among the wider teaching staff
- Negotiating any changes to curriculum and syllabus documents as a result of the implementation of the Australian Curriculum (when that occurs)
- Preparing relevant grant applications that will support and enhance our Mathematics program
- Preparing all relevant Board of Studies documentation as directed by the Director of Curriculum
- Ensuring all reporting deadlines are met by the faculty
- Other duties as directed by the Director of Curriculum or Principal

COMMENCEMENT DATE

At the start of Term 2: 23 April, 2012.

Staff members are supplied with laptop computers (MacBooks) and are expected to be competent in computer skills. Reporting is computerised.

The Principal will determine your duties including the classes that you will be required to teach, and will advise you of changes to them made from time to time.

The College operates a 10 day, 50 period timetable. As Head of Faculty you will receive a 9 period allocation. Teachers also receive a 3 period per cycle allocation for being involved with Monday Sport (11.05am – 12.45pm). You would teach approximately 27 periods per cycle.

In addition to face-to-face teaching you will have other duties, including such things as playground and bus line duties, participation in the co-curricular program and staff meetings.

Taking part in school community activities will involve you in the application of discipline, participation in the College's program for spiritual and pastoral care and various other duties. Some of the duties will need to be performed at times outside of the normal classroom teaching hours, including on weekends. The details of your particular duties will be advised to you and any changes that are required from time to time will generally be discussed with you prior to their implementation.

APPLICATIONS

Your letter of application and curriculum vitae should include the following:

- Summary of academic record
- Work experience, including current and recent teaching experience
- Levels of Mathematics taught
- The names, positions, current telephone numbers and addresses (including email, if applicable) of at least three referees who can attest to the personal character and professional abilities of the candidate. It is assumed that the principal of the candidate's current or most recent school will be included



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- Certified copies of university qualifications and teaching certificate/s
- Involvement and abilities in sports, the arts or other fields of interest that can be brought to the School's co-curriculum
- Any other information that may assist us in assessing your suitability for interview and appointment

CLOSING DATE FOR APPLICATIONS

Applications close on Friday 17 February, 2012.

Applications may be delivered in hard copy, or e-mailed as PDF attachments to secretary@bdc.nsw.edu.au Nominate **Head Teacher Mathematics** in the subject line.

Child Protection Legislation requires preferred applicants to be subject to employment screening. An annual appraisal will form part of the employment arrangements. The basic conditions of employment are set out in the Bishop DrUITT College Council Teachers Agreement (2011– 2015).

The appointee will be provided with a staff handbook that sets out many of the expectations and requirements, which are typical of a leading Independent School. Bishop DrUITT College supports the principles of equal opportunity employment and encourages diversity in the workplace.

Alan Ball
Principal
January 2012