



NUMERACY COORDINATOR (P-6) POSITION DESCRIPTION

TENURE – 3 YEARS

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Our Mission at Marymede Catholic College is to educate in partnership with parents, young people of courage, ingenuity, humility, commitment, strength, compassion, service and fidelity. This endeavour is possible only within a Christ centered community. Teachers at Marymede Catholic College are appointed by and responsible to the Principal for the delivery of quality learning and teaching experiences, which enhance student outcomes. The College recognises teachers as its most valuable resource and expects teachers to work in a collaborative way that enhances the spirit and culture of the College community and supports the College Mission, Vision and Annual Action Plan.

Role Responsibilities

The role responsibilities draw upon the *Victorian Catholic Education Multi-Employer Agreement (2018)* and the Australian Institute for Teaching and School Leadership. The role revolves around a demonstrated commitment to professional knowledge, professional practice and professional engagement. The teacher must also hold a current VIT Registration and will have some teaching commitments.

The Numeracy Coordinator (P-6) oversees the Numeracy/Mathematics curriculum in Prep to Year 6, supporting staff to develop a best practice approach to the teaching of Numeracy/Mathematics that maximizes learning for all students.

Organisational Relationships

- Reports to the Principal via the Deputy Principal Staff & Operations P-12.
- Works in conjunction with the Deputy Principal Learning & Teaching P-12 regarding educational matters.
- Supported by the Primary Learning & Teaching Coordinator.
- Works closely with the P-6 Core Teachers to ensure best practices in pedagogy and curriculum.
- Works collaboratively with other Domain Leaders and the Mathematics Domain Leader (7-12).
- A member of the Primary Learning & Teaching Team.

Duties

Leading Teachers

- Support teachers in Prep to 6 to develop and work to achieve a shared vision for learning & teaching and numeracy development in line with the College Vision and Mission and School Improvement Framework.
- Actively support the teachers in Prep to 6 to continue to build capacity in numeracy education through feedback, modelling, mentoring, recognition and/or targeted professional learning.
- Foster effective collaboration amongst teachers during Numeracy and Mathematics periods.
- Monitor the performance of teachers within the Domain and provide feedback as required.
- In consultation with the Deputy Principal Learning & Teaching P-12, respond to concerns or complaints regarding teachers regarding Numeracy.
- Conduct well-planned, learning-focused Domain Meetings.
- To meet regularly with the Deputy Principal Learning and Teaching P-12 to discuss the progress of students and teachers.

Curriculum

- Oversee a continuous cycle of review and renewal of numeracy curriculum that is:
 - Compliant with ACARA and CEOM requirements;
 - Contemporary, innovative and creative;
 - Differentiated, catering for all students including gifted and students with learning disabilities;
 - A best practice approach to developing students' reading, writing, speaking & listening.
- Ensure up-to-date and effective documentation of course outlines and other key information.
- Monitor the implementation of Primary Numeracy.

Assessment & Feedback

- Ensure teachers in the Domain employ effective ongoing assessment practices that:
 - Inform student-centred learning & teaching;
 - Provide accurate communication to parents, students & teachers about student Numeracy achievement and areas for future learning;
 - Assess student growth and achievement through effective pre- and post-testing data collection and analysis.
- Foster collaborative practices around assessment (e.g. moderation) that ensure shared understandings and a shared language around the expected standards and student performance and achievement.

Additional Domain-Specific Duties

- Support the Primary and Secondary Learning & Teaching Coordinators with the organisation of NAPLAN and PAT Testing.
- Support staff in the analysis of NAPLAN, PAT and other assessment data to analyze student achievement in Mathematics and continually strengthen pedagogical approaches.
- Organise and lead Information Evenings relevant to the position including the annual Maths Night.
- Oversee the Levelled Numeracy Program including all aspects of the allocation of students to Numeracy groups.

Administration

- Ensure communication with parents, students, teachers and/or Senior Leadership Team members is clear, constructive, proactive, timely and collaborative.
- Manage all aspects of the Domain Budget.
- Manage and communicate with Senior Leadership Team members regarding required resourcing including ICT, staffing and other resources.
- Organise the purchase of Numeracy resources and assist in the development of classroom materials.
- Maintain efficient processes to contribute as required to Semester Reporting.
- Oversee the organisation of Domain-based incursions.
- To ensure that copyright regulations, OH&S requirements and all other legislative obligations are met in the Domain.

Professional

- Engage in regular professional reading to stay up-to-date with contemporary educational issues, pedagogical & curriculum directions and any changes to curriculum frameworks.
- Consistently model professional behavior, engagement in the College community and quality learning & teaching.

Health & Safety

All staff are expected to:

- Adhere to and implement safe work practices and procedures in accordance with Marymede Catholic College policies.
- Work safely and report any hazards in accordance with College procedures.
- Monitor and take full care of the health and safety of others.
- Participate when required in the resolution of safety issues.

Other Specific Duties

As required by the Principal and as outlined in the *Certified Agreement VCMEA 2018*.