



Inspiring girls to become extraordinary women

POSITION STATEMENT

Secondary School: Maths Mentor Coordinator

COLLEGE PURPOSE

Penrhos College is a Pre-K-12 day and boarding school for girls governed by a College Council appointed by the Uniting Church Synod of Western Australia. Our purpose is:

To inspire girls to become extraordinary women.

To inspire girls to become extraordinary women we are challenged to provide/be:

- Inspirational Staff
- Inspirational Student Experiences
- An Inspirational Environment
- An Inspirational and Enduring Community

The framework for achieving our purpose is a whole person model which engages the mind, heart, body and spirit of our students, staff, community and environment.

ROLE PURPOSE

To inspire, to challenge and to inform students and staff of the wonders of mathematics and where it can lead to.

To develop and lead the vision for Mathematics Extension at Penrhos College. The Maths Mentor Coordinator works collaboratively with the Head of Mathematics and teachers to deliver integrated and inspirational student experiences which promote Mathematics activities and foster students' skill development.

RELATIONSHIPS

Reports to: Head of Mathematics and Dean of Teaching and Learning

Interaction with groups – External:

Current parents / guardian

Various, specific to particular subject/year area

Interaction with groups – Internal:

Principal
Dean of Academic Administration
Dean of Cocurricular
Dean of Pastoral Care
Assistant Dean Positions
Counsellors
Chaplain
Heads of Department
Heads of Year
Head of Boarding
Careers Advisor
STEM Coordinator
Learning Enhancement (Numeracy & Literacy)
Gifted Education Specialist
Other academic staff

KEY RESULT AREA AND RESPONSIBILITIES

KEY AREA: POLICY AND PROCEDURE

- To follow College policies and procedures located on the College portal
- To follow departmental procedures as directed by the Head of Department

KEY AREA: MENTOR PROGRAM COORDINATION

- Oversee the Maths Mentor Program at the College
- Raise the profile of excellence in mathematics at the College to attract and aid the retention of academically able students
- Develop a reputation as a leading school for mathematic extension for both gifted students and those with a passion for mathematics
- Work with the Maths Mentor Captains and Student Maths Mentors to build a positive culture for the program
- Develop and source resources and opportunities for secondary students to support and challenge their thinking
- Foster partnerships between universities, industry and associated schools to extend students.
- Coordinate Maths Mentors from the teaching staff and from outside the College who will take small groups after school
- Provide extension opportunities for selected students in weekly in-class sessions
- Provide weekly afterschool sessions for students with a passion for mathematics
- Provide students opportunities to participate in various competitions such as Have Sum Fun, Maths Challenge, Maths Enrichment, UWA and the various Olympiads
- Provide opportunities for students to attend overseas mathematics competition, Space Camp and other associated activities
- Coordinate the Visiting Mathematician Program
- Coordinate the annual celebration of Mathematics at the College “MathsNight@Penrhos”
- Liaise with various outside organisations such as Australian Maths Trust, Harry Perkins Institute and AMSI

KEY AREA: PROFESSIONAL DEVELOPMENT

- Self-monitor and achieve goals established during the RPD meeting with the Head of Department (and or the Subject Coordinator) to maintain a high level of teaching skills as outlined in the AITSL NPSFT and subject knowledge

- Undertake identified activities to maintain personal and/or professional growth appropriate to the individual and the College
- Report back on professional development activities undertaken as required

KEY AREA: DUTY OF CARE

“Schools and teachers owe a duty to take reasonable care for the safety and welfare of all students in the school. The duty requires schools and teachers to take all reasonable steps to ensure the safety and welfare of students from both known and reasonably foreseeable risks of harm and/or injury.” *AISWA Duty of Care Policy 1105.doc*

- To maintain and promote the principles of Occupational Safety and Health within the workplace in accordance with the College’s OSH policy & relevant legislation including taking appropriate action in relation to identified hazards and risks to ensure the safety of self and others.

KEY AREA: PASTORAL CARE

A general classroom teacher should:

- Provide a high level of pastoral care for students at the College
- Develop and foster a positive relationship with students and the broader College community
- Monitor behavioural and academic performance of students within the teaching environment
- Refer student pastoral care concerns to Head of Year/Counsellor/Chaplain/Dean/Assistant
- Accurately record attendance data in Synergetic
- Provide ongoing subject specific support and/or counselling for students
- Maintain positive, professional relationships with parents/guardian

A form teacher should:

- Maintain a positive and nurturing form room environment
- Develop and foster a positive relationship with each student in the Form
- Implement age and developmentally appropriate activities and programs matching the specific needs of the students within the Form
- Refer student pastoral care concerns to Head of Year/Counsellor/Chaplain
- Attend all functions specific to the Form/Year group (in and out of normal school hours) as outlined on the College calendar or as determined by the Dean of Pastoral Care/Head of Year
- Write personalised and considered Form reports that demonstrate a familiar knowledge of each student within the Form
- Assist students to organise various age and developmentally appropriate Form events including fundraising, community service events and Chapel Services
- Attend student and staff Year meetings as required
- Attend Form Teacher Meetings
- Attend Pastoral periods & Chapel Services

KEY AREA: OTHER DUTIES

- Undertake other duties to support all of the above, including;
 - Reliefs for absent staff
 - Duties (recess, lunch, before/after school)
 - Meetings to do with student welfare
 - Staff development days
 - Staff meetings (general)
 - Speech Day/Night attendance

- Attend Year Group functions
- Required Co-curricular involvement (unpaid)
- Ensure students uphold school standards
- Administrative tasks associated with all of the above
- Undertake other duties as directed by the Principal

PENRHOS COLLEGE CORE SHARED VALUES

- To actively promote and support the College's values of Respect, Integrity, Empathy, Knowledge, Growth and Synergy.
- To undertake activities to maintain personal professional growth appropriate to you and the College's needs.
- To work co-operatively and collaboratively as a member of a team.
- To engender a spirit of continuous improvement to ensure that your contribution to the College is at the forefront of progressive education.
- To support and promote the principles of equal opportunity to ensure due respect is provided to all.
- To demonstrate a flexible approach to your work by undertaking other tasks to support all of the above.

CANDIDATE PROFILE AND SELECTION CRITERIA

Qualifications

Essential

- A Bachelor of Education or a degree qualification supported by a Post Graduate Diploma of Education.
- Current Crimtrac Police Clearance.
- Current TRBWA Membership.
- Current Working with Children Card (WWC).

Experience

Essential

- Demonstrated excellence in teaching and learning at phases of development appropriate to secondary school students.
- Experience and the ability to teach Mathematics from Year 7 - 12 level
- Ability to teach ATAR Mathematics in Year 11 and 12
- Experience in teaching the WACE courses in Mathematics.
- Aware of the particular Curriculum Council syllabus documents and procedures for Mathematics subjects.
- Ability to integrate technology into teaching strategies
- Experience in the use of CAS Calculators

Desirable

- Previous experience in coordinating mentor programs and/or experience as a maths mentor.

Skills/Attributes

Essential

- Ability and willingness to uphold and model the College values of Respect, Empathy, Integrity, Knowledge, Growth and Synergy
- Willingness to adhere to the expectations of the Penrhos College Teaching and Learning Framework
- Ability to integrate technology into curriculum delivery to provide opportunity for students to develop 21st Century Skills

- Awareness of the syllabus documents and procedures for Year 11 and Year 12 WACE courses set by Schools Curriculum and Standards Authority (previously known as Curriculum Council)
- Excellent understanding of the State/National Curriculum standards
- Ability to develop and maintain professional parent/guardian relations
- Ability to work cooperatively and collaboratively as a member of a team
- Knowledge of current educational trends
- Willingness and ability to coordinate and/or take part in Extra Curricular activities

Desirable

- In the case of Secondary School positions, the ability to work across Years 7–12
- In the case of Secondary School positions, the ability to teach across the various specialisations within a Learning Area
- Demonstrated commitment to professional learning, development and growth
- Willingness and ability to coordinate and/or take part in Co-curricular activities

AUTHORISATION

Prepared by: Human Resources and Teaching and Learning

Authorised by: Human Resources Manager

Approved by: Principal

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Penrhos College is an Equal Opportunity Employer and Provides a Smoke Free Campus

The College recognises that Position Statements are dynamic documents, which are reviewed biannually or as required.