



## Role Description Numeracy Leader (POL1)

Title	<b>Literacy Leader - Joigny</b>
Classification	<b>POL1</b>
Time Allowance	<b>18 periods per cycle</b>
Value range	<b>Teacher Salary with POL level 1 plus 9.25% superannuation</b>
Employment status	<b>Fixed Term</b>
Length of Appointment	<b>3 years</b>
Date reviewed	<b>22/02/21</b>

### Introduction:

---

In our Sacred Heart school there has been a long tradition of particular care for every student. It is the policy of Sacré Cœur to live out the values that reflect its Sacred Heart tradition. These values are embodied in the Goals of Sacred Heart education, which are:

1. A personal and active faith in God
2. A deep respect for intellectual values
3. The building of community as a Christian value
4. A social awareness that impels to action
5. Personal growth in an atmosphere of wise freedom

Sacré Cœur places an emphasis on serious study and academic excellence. The curriculum is designed to engender the integral development of students, encouraging physical, intellectual, moral, creative and spiritual growth in a supportive and co-operative learning environment.

At Sacré Cœur we aspire to the highest professional standards. This is reflected in the quality of the relationship between staff and students, the learning environment created, the concern for each individual and a hard-working conscientious approach to class preparation and correction.

Teachers are powerful role models and uniquely placed to influence young people, to encourage, affirm and inspire them to fulfill their potential. At Sacré Cœur teachers are expected to live the goals of Sacred Heart education. They must take a leadership role in building the community of the School, beginning with their own classrooms where the highest standards are expected of all and everyone is treated with respect and charity. Teachers are in a position of great trust and must keep faith with students, parents and colleagues by always following through, keeping our word and demonstrating integrity.

## **Environment, Key Relationships and Challenges:**

---

Joigny is the Junior School of Sacré Cœur, with students from Prep to Year 6. The Numeracy Leader will be responsible to the Principal through the Assistant Head of Joigny (Learning and Teaching). The role of the Numeracy Leader is placed in the context of the School Improvement Plan, Victorian Curriculum and the Leadership in Catholic Schools Framework.

## **Key Responsibilities:**

---

The Numeracy Leader should:

- promote continuous teacher learning
- build sustainability
- share responsibility and ownership within a distributed leadership structure
- plan strategically for school improvement in numeracy, being responsive and visionary in developing initiatives informed by data
- promote, monitor and review curriculum innovation initiatives and ensure these are well planned and implemented
- engage and support teachers in implementing numeracy improvement strategies
- work collaboratively with Prep to Year 6 Class and specialist Mathematics teachers to develop, review and monitor the implementation of the numeracy program.
- maintain currency of a suitable numeracy assessment schedule, P-6, and co-ordinate its implementation and subsequent data collection procedures
- create an effective system by which each student's data and progress is tracked to identify suitable programming
- analyse, interpret and use formal and informal data (student, classroom and school/level)
- analyse and interpret NAPLAN data, communicating patterns, trends and implications for future programming to teachers
- take an active role in the process of identifying students with numeracy concerns
- determine suitable programming to meet identified numeracy learning needs
- lead Professional Learning Team meetings (Prep to Year 2, Year 3 to Year 4, Year 5 to Year 6), meeting cyclically with team members
- lead the numeracy support team and monitor numeracy support programs and student progress
- review, monitor and audit the teaching and learning of Mathematics through planning documentation, student workbooks and classroom observations in accordance with the Joigny Marking and Feedback Policy
- organise, co-ordinate, implement and manage Mathematics competitions and collect, collate and submit this data to the relevant organisations (eg APSMO, AMT and MAV)

- prepare and maintain the Joigny Numeracy budget, ensuring appropriate resources are available for effective learning and teaching
- maintain a visible presence in classrooms through mentoring, modeling and coaching which will include teaching
- co-ordinate opportunities for teachers to observe best practice through inter-school and intra-school visits
- co-ordinate the training of classroom support for parents in conjunction with the Joigny Literacy Leader
- co-ordinate, plan and implement Joigny Maths Week in alternate years
- co-ordinate the Prep to Year 6 Chess Club and liaise with relevant stakeholders
- manage, review and co-ordinate online learning platforms and assist staff with the implementation of learning technologies into the curriculum
- regularly contribute to the school newsletter
- proofread Joigny semester reports
- actively contribute as a member of the Joigny Leadership Team

The duties outlined above may be subject to variation from time-to-time by the Principal.

### Organisational Relationships:

---

#### *Internal*

- Principal
- Head of Joigny
- Assistant Head of Joigny (Learning and Teaching)
- Student Wellbeing Leader P-6
- Learning Enhancement Leader P-6
- Joigny Literacy Leader
- Joigny Staff – class and numeracy support support teachers

#### *External*

- Board
- External networks

### Child Safety:

---

Sacré Cœur is committed to the safety, wellbeing and inclusion of all our students. The School has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. Particular attention is paid to the most vulnerable children (Aboriginal and Torres Strait Islander, culturally and/or linguistically diverse backgrounds and children with a disability).

In this context, Sacré Cœur implements a regular and comprehensive Child Safety and Protection program across the entire Sacré Cœur community.

All staff at Sacré Cœur take an active role, and are well-informed of their obligations, in relation to Child Safety under Ministerial Order No. 870 “Child Safe Standards – managing the risk of child abuse in schools”. Employment at Sacré Cœur is subject to school policies including the Child Safety Policy, Child Safety Code of Conduct and Child Protection – Reporting Obligations Policy, being read, understood and adhered to by being proactive in reporting any concerns or identified risk. Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students’ safety has been identified.

## **Key Selection Criteria:**

---

### **Essential**

- A commitment to the Catholic ethos.
- A commitment to Child Safety
- Appropriate academic qualifications with a specific focus on early numeracy development, suitable experience and a background relevant to the role
- Outstanding interpersonal skills and the ability to develop and maintain excellent relationships with members of the School community
- Experience in leading Action Research Teams and developing Personalised Learning Plans for students with particular learning needs
- A high working knowledge of data tracking and data literacy
- Highly motivated with a high level of professional personal presentation
- A demonstrated agent of change
- A collaborative, professional, confidential and discretionary manner of operation
- An ability to grow professional capacity of others in the learning community
- The ability to work productively and collaboratively as part of the school’s leadership team to achieve shared goals.
- Demonstrates a willingness to support and promote Sacre Coeur values.
- Flexibility with an ability to work in different teams
- Experience working with primary students is essential
- Model excellence and innovation in organisation, management and administration.
- Capable of working effectively with others and managing workloads.
- Capacity to communicate effectively in writing and orally.
- Ability to perform all tasks with attention to detail
- Full Registration with the Victorian Institute of Teaching including a current National Criminal Record Check

## Highly Desirable

- Qualification in EMU
- A working knowledge of the CEM Intervention Framework would be an advantage. This position will include working with students from Prep to Year 6
- Highly developed written and verbal communication skills, including presentation skills and sound administrative skills
- Highly developed IT skills, including Microsoft Office Professional and Adobe Suite,
- An ongoing commitment to professional development and a capacity to adapt to new technologies.

POL appointments at Sacré Cœur are made for three years. A process of formative appraisal takes place in the second year of an appointment.

This role holds an allotment equivalent of 18 x 53 minutes of a face-to-face teaching load per 10 day cycle.

The position is employed in accordance with the terms and conditions of the Victorian Catholic Education Multi Enterprise Agreement.

The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. The position requires the completion of an Annual Review Meeting.

All employees at Sacré Cœur are to follow the school policies and procedures, including those relevant to the Occupational Health and Safety Act 2004 and Equal Opportunity Act.