



OVERNEWTON
ANGLICAN COMMUNITY COLLEGE



Appointment of

Head of Faculty Mathematics Years 7-12

Contents

1.	College Overview	3
2.	Our Mission	4
3.	College Values	4
4.	Child Protection Statement	4
5.	Position Overview	5
6.	Key Responsibilities	6
7.	Key Selection Criteria	7
8.	Relevant Skills, Knowledge and Experiences	7
9.	Conditions of Employment	8
10.	Application Process	9



College Overview

Overnewton Anglican Community College is a co-educational Preparatory to Year 12 college catering for 2,000 students across two campuses, Canowindra located in Taylors Lakes and Yirramboi in Keilor. Overnewton strives to be an inclusive learning community, providing a respectful environment where all students can aspire to excellence in a broad range of curricular and co-curricular programs. We value our Christian foundation, and the importance of parents as active members of our College, working in partnership to prepare our students to be mentally, physically and spiritually ready for life.

All staff participate fully in the life of Overnewton, including being supportive of our Christian ethos and contributing to the breadth and depth of our student and staff programs. Joining Overnewton as an employee means being part of a motivated, caring and professional community, innately believing that students are at the centre of all that we do. The College is a nurturing, passionate and inspiring environment where our engaging programs, progressive pedagogy and excellent pastoral structures ensure that every child and young person can feel a sense of connectedness, purpose and pride.

Four schools, two campuses, one college

The College is organised into four schools;

Canowindra Campus (Taylors Lakes)

Junior School (Prep – Year 4)
Year 9

Yirramboi Campus (Keilor)

Middle School (Years 5 – 8)
Senior School (Years 10 – 12)

Each School has its own Head of School and leadership team, and is functionally self-contained. This structure offers the intimacy of a small-school community, whilst being supported by our large campus facilities and resources.

Proudly Anglican

Our Christian foundation informs and strengthens our contemporary practice and Anglican identity. The College has a Chaplain and every child attends Chapel regularly. Christian festivals are celebrated, Christian values are promoted and active faith is encouraged. Religious Studies is taught from Preparatory to Year 11. We are an open and safe place for children and staff of all faiths, and no faith, and welcome their contribution to our spiritual life.



Consistently high academic results

We provide a wide range of VCE subject choices, including the Vocational Major, as well as excellent student support services. We are proud of our open enrolment policy, welcoming students from a wide variety of backgrounds and knowing that every student is an individual, with their own learning needs. We strive for outstanding outcomes for every student and our consistently strong VCE and NAPLAN results are evidence of the strength of our programs to promote personal excellence for all.

Parental involvement

Recognising that education is a partnership, the College seeks high parental engagement and each family currently contributes 12 hours of service to the College per term. There are over fifty parent working groups helping in areas such as classroom assistance, gardening, yard duty, photocopying, catering, canteens and the annual fair. There are regular working bees at each campus. The parental involvement is a key to the success of a student's experience in the College. Students attend the College knowing they have the complete support and commitment of their parents behind them.

Our Mission

Overnewton Anglican Community College strives to be an inclusive learning community with a strong Christian foundation. We value a respectful environment where students, staff and families, working together aspire to excellence. Broad educational opportunities prepare students to serve as empowered, thoughtful, community-minded citizens.

Our Values

Our Christian foundation binds and informs our values. All members of the community are encouraged to grow spiritually and explore their faith.



Community

We are proud to belong to the Overnewton community, doing our best to contribute positively, within and beyond it. The Overnewton community includes students, staff and families, both past and present. The educational and ethical standards that are promoted have a profound effect on the wider community.

Respect

We respect ourselves, our environment and the people who are part of our past and our present. We acknowledge the right of everyone to equality of opportunity and forgiveness for mistakes.

Learning

We are lifelong learners, helping each other in our journey towards greater knowledge, understanding and wisdom.

Excellence

We strive to excel in our learning, our work, our relationships and our play; making the most of every opportunity we are given.

Child Protection Statement

Overnewton Anglican Community College has a zero tolerance for child abuse and is committed to providing child safety, children's wellbeing and protecting children from abuse.

Ministerial order 870 requires Overnewton College to implement Child Safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a Child Safe environment.

All staff must comply with Overnewton's Child Safe policies and related policies and procedures, and take all reasonable steps to promote the safety of children.



Position Overview

Position Title	Head of Faculty – Mathematics Years 7-12
Campus:	Yirramboi Campus
Reports to:	Heads of Learning (Middle School, Year 9 and Senior School)
Time Fraction:	0.44 FTE Leadership + 0.56 FTE Teaching Allotment
Tenure:	3-year contract, with ongoing tenure at the College as a teacher 1 February 2024 to 31 January 2027
Effective date:	February, 2024

Position Summary

The Head of Faculty is a significant curriculum role in the College, with direct responsibility for the learning of students from Years 7-12 and for the leadership of faculty teachers. The Head of Faculty works with Middle School, Year 9 and Senior School Heads of Learning and leaders in other faculties in relation to curriculum initiatives, the teaching and learning process and the oversight of the Year 7-12 curriculum. The Head of Faculty will facilitate student learning to enable all students to achieve to their fullest potential.

Position Relationships

- Principal
- Deputy Principals/Heads of Campus
- Director of Teaching and Learning
- Head of Middle School, Head of Year 9, Head of Senior School
- Other Heads of Faculty
- College Learning Development and Support and Talent and Potential Leaders
- Middle School, Year 9 and Senior School Heads of Learning
- Faculty Leaders relevant to the position
- VCE coordinator



The incumbent leads and chairs meetings of the faculty and is a member of the relevant School Academic Teams.

All Year 7-12 Mathematics teachers report to the Head of Faculty. Alongside the relevant Head of School, the incumbent is responsible for the performance management of these staff.



Key Responsibilities

The Head of Faculty is responsible for the strategic and operational leadership of the:

Curriculum Management and Mapping

- Ensuring that the Scope and Sequence development meets the needs of the College and is compliant with the requirements of the ACARA Australian Curriculum and VCAA requirements for senior education;
- Ensuring a curriculum map based on scope and sequence;
- Alignment of Unit Planning and assessment to Curriculum Map;
- Review and evaluation;
- Driving continuous improvement across the College in standards, achievement and attainment – inclusive of NAPLAN and VCE results;
- Assessment Management, including moderation, examinations, reporting;
- Management and oversight of curriculum documentation.

Team Leadership and Management

- Providing active leadership for all those involved in teaching or supporting the faculty;
- Facilitating coaching, collaborating and sharing of information so that staff performance is at an optimum level to enable continuous improvement in the quality of teaching and learning;
- Accountability for teacher performance through goal setting and management of Key Performance Indicators;
- Actively working with members of the faculty in planning a pathway for the professional learning needs of the faculty;
- Modelling best practice in faculty teaching;
- Monitoring achievement of students and effectiveness of teachers;
- Having oversight of all operational, budgeting and record keeping requirements to ensure parity between schools;
- Identifying appropriate resources for the faculty and ensuring that they are used efficiently, effectively and safely;
- Convening and recording regular faculty meetings with published agendas with subject teachers;
- Working collaboratively at both strategic and operational levels with other Heads of Faculty;
- In relation to setting goals, managing performance and program accountability, the Heads of Learning (MS, Yr 9 and SS) will establish key performance indicators (KPIs) with the Head of Faculty, within the first school term of appointment to the position. The incumbent's performance against KPIs, which will be based on the Key Responsibilities and Key Qualities associated with the position, will be reviewed at least annually.

Subject Promotion and Engagement

- Making regular contributions to College and Public facing publications;
- Offering subject specific enrichment opportunities in liaison with the College Talent and Potential Leader;
- Enhancing student engagement through provision of and administrative requirements associated with guest speakers, incursion, excursions, competitions and other initiatives.

Meeting Individual Needs

- Ensuring that differentiation of the curriculum enables engagement by all students;
- Overseeing the selection and development of Extension and Acceleration programs
- Liaising with the College Head of Learning Development and Support and the College Talent and Potential Leader to support teachers in meeting individual needs;
- Ongoing improvement in student outcomes, specifically use of data to inform teaching and learning.



Staffing

- Making recommendations to Heads of Schools regarding staffing;
- Liaising with the Director of Human Resources regarding new staff appointments;
- Actively engaging in team and staff meetings;
- Abiding by the expectations of the College Child Safety Standards, Code of Conduct and Values;
- All responsibilities attached to teaching class/es;
- Comply with Work Health and Safety policies and procedures.

Key Selection Criteria

Performance will be measured against the following key qualities:

- Demonstrated exemplary teaching skills and capacity to provide leadership that enables quality learning outcomes for all students;
- Demonstrated strong interpersonal skills and capacity to develop and sustain productive relationships within and beyond the school community;
- Demonstrated commitment and capacity to ensure consistency of learning opportunity for all students at each year level from Year 7 to Year 12;
- Capacity to use analytical skills to contribute to improved educational outcomes;
- Capacity to manage effectively human, financial and physical resources to deliver high quality outcomes for the College;
- In line with our Christian ethos all appointed Educators must be able to teach Religious and Ethical Vocational Education for the year levels that they are appointed to teach core or specialist subjects;
- Demonstrated support for and capacity to develop and maintain a positive tone and an organisational culture based on ethical professional and personal behaviours and College Values.

Relevant Skills, Knowledge and Experience

- Minimum of 5 years teaching experience in the relevant discipline is desirable;
- Advanced knowledge of curriculum and demonstrated exemplary pedagogy;
- Proven ability to inspire teachers to strive for excellence of curriculum content and delivery.

Conditions of Employment

- All teachers will hold current registration with the Victorian Institute of Teaching (VIT).
- All education support staff will have a current Working with Children's Card (Employee).
- It is expected that all staff will support the Christian ethos of the College.
- Overnewton College is an equal opportunity employer and enforces nondiscrimination and safe working policies. All staff must be aware of and able to work within Occupational Health and Safety and Equal Employment Opportunity Legislation. The College's campuses are smoke free.



Application and Selection Process

Application Process

Written applications should be emailed to humanresources@overnewton.vic.edu.au and should include:

- A brief cover letter of no more than one page outlining your interest in the role;
- A CV, of no more than five pages, documenting all qualifications plus key responsibilities and achievements in previous roles;
- A candidate statement, of no more than two pages, which summarises your educational and wellbeing philosophy and significant experience relevant to the key responsibilities;
- The contact details of three referees, one of whom should be your current, or most recent, line manager.

Note that referees will **not** be contacted without your prior consent.

Selection Process

A preliminary short list of applicants will be prepared, and first and subsequent rounds of interviews will be conducted by a panel. Final appointments are made by the Principal or delegate.

Details of employment conditions, including salary, will be negotiated with the preferred candidate.

Applications will be processed as received.

Final date for applications: **6 October 2023**

