

HOLY CROSS COLLEGE APPLICATION PACKAGE

DIRECTOR OF NUMERACY

NAME OF APPLICANT:





DIRECTOR OF NUMERACY

Holy Cross College offers a Catholic education from Pre-Kindergarten – Year Twelve. The Vision of the College is to be 'a community of transformation in the Spirit of the Risen Christ' and in striving for this we are inspired by our College patron, Saint Oscar Romero. The College is committed to providing a holistic curriculum in all areas of The LIFE Pillars (Learning, Inter-relationship, Faith and Enrichment). Staff consult with parents to support our young people to grow to be faith-filled and visionary; to be lifelong learners who embrace their changing world with confidence and optimism. We aspire to be a learning community in which all our students are engaged, challenged and progressing.

Holy Cross College is recognised as a leader in innovation, contemporary pedagogies and the use of technology to redefine learning. The College's Vision and Mission can be found on the College website.

Position:	Director of Numeracy
Conditions:	Full-Time, Ongoing
Salary:	As per the Roman Catholic Archbishop of Perth Teaching Enterprise Bargaining Agreement (2015) and depending on qualifications and experience of the successful applicant
Commencement Date:	17 July 2023

Persons appointed to this position will:

- Actively support and promote the objectives and ethos of Catholic Education as articulated in the Bishops of WA Mandate for Catholic schools and the Vision and Mission of the College.
- Demonstrate capacities in all areas of the LIFE Curriculum as articulated in the Role Description of Director of Numeracy and read in conjunction with the Role Description of Teaching Staff at Holy Cross College.
- Have completed or be willing to undertake and complete Accreditation to Teach in a Catholic School or Accreditation to teach Religious Education in a Catholic School.
- Have current registration with the Teachers Registration Board of Western Australia (TRBWA) and a current Working with Children Card.

Applications close: Monday 15 May 2023 at 12:00pm

Please complete the below Application for Employment form and email saved form to the Principal's Assistant at employment@holycross.wa.edu.au

ROLE DESCRIPTION

DIRECTOR OF NUMERACY

LEADERSHIP

The Director of Numeracy will be an outstanding educator who will provide exemplary leadership of learning in the College community. They will attend leadership meetings as specified by the Deputy Principals. The Director of Numeracy will also be responsible for providing regular updates to senior leadership on the progress and impact of the College numeracy program. They would also be expected to participate in regular leadership meetings and contribute to strategic planning initiatives for the school.

Leadership at Holy Cross College is guided by the following key documents:

- Bishops of WA Mandate for Catholic Schools
- College Vision and Mission
- Leadership Framework for Catholic Schools
- AITSL Standards for Teachers and School Leaders
- College Vision for Learning

These frameworks provide an integrated model for excellence in school leadership.

The Director of Numeracy will work closely with both Senior and Middle leadership at the College. They will collaborate with the Deputy Principal – Enrichment, Deputy Principal – Learning, Learning Area Leader – Mathematics, and the Junior School Assistant Principals, to ensure the mathematics and numeracy programs are aligned with the College's Improvement Plan. They will also work with leaders to ensure that the numeracy program is integrated across learning areas and to develop a culture of numeracy throughout the College, ensuring that all students have the skills and knowledge they need to succeed in mathematics.

The Director of Numeracy will help mentor and support leaders and teachers, providing guidance, coaching, and assistance to help them develop their capacity. They will work collaboratively with leaders, assisting teachers to increase their instructional range, develop valid assessments, model effective teaching practices, analyse and make use of data and provide ongoing professional development and training opportunities. The Director of Numeracy has particular leadership responsibilities in the Learning Pillar. The role description for Director of Numeracy needs to be read in conjunction with the Role Description for Teachers.

LEARNING

Challenging each person to achieve their personal best in an environment which values the respect and dignity of each person.

The Director of Numeracy at Holy Cross College will:

- Inspire a passion for learning within a culture of high expectations.
- Analyse Numeracy data (Grade and Standardised data) to build learning area plans to engage, challenge and progress students.
- Oversee and approve the curriculum (programs and assessment) in the Mathematics Learning Area, ensuring SCSA Judging Standards are adhered to, and assessments allow for A-E achievement.
- Oversee Mathematics pedagogy, ensuring that contemporary and proven approaches are utilised.

- Keep abreast of developments in educational theory and practice
- Keep abreast of latest Standards and Curriculum Authority and ACARA developments
- Provide professional development to College Mathematics teachers

INTER-RELATIONSHIPS

Nurturing a caring, compassionate, welcoming and connected community.

The Director of Numeracy at Holy Cross College will:

- Play a key role in building community.
- Foster high quality relationships with students and ensure that each student is treated as a whole person with individual needs.
- Foster positive, safe and well-managed learning environments that convey a sense of purpose and foster student engagement.
- Play a key role in promoting effective communication at all levels in the College.
- Articulate and model ethical behaviours in all professional communications.
- Build a sharing organisational culture that focuses energies and talents on achieving high quality outcomes for students.
- Respect and foster the distinctive role of parents in their child's education.
- Support the Learning Area Leader – Mathematics to build a strong curriculum and pedagogical team.

FAITH

Celebrating a hope-filled Christian faith which grows from reflection and leads to justice and service.

The Director of Numeracy at Holy Cross College will:

- Proclaim the Gospel teaching of the value and dignity of each person in relationships with students, parents and staff.
- Actively support and promote the objectives and ethos of Catholic Education as articulated in the Bishops of WA Mandate for Catholic Schools and the Vision and Mission of the College.
- Provide personal witness to Gospel values, including living and acting in a way that respects the beliefs and practices of the Catholic community.
- Promote the integration of a Catholic values perspective across the curriculum.
- Ensure that Christian attitudes and values are reflected in the development and application of the Learning Area policies and procedures.

ENRICHMENT

Encouraging each person to receive the gifts of God with gratitude, cultivate them responsibly and share them lovingly with others.

The Director of Numeracy at Holy Cross College will:

- Develop their leadership capacities by actively engaging in personal, spiritual and professional development.
- Enhance professional practice by reflecting critically and engaging in collegial learning as a member of a Leadership Team and of a Professional Learning Community.
- Work with other members of the College Leadership Team in enhancing teacher quality.
- Encouraging the use of reflective practice amongst the Learning Area staff.
- Ensure that the appropriate Catholic Education Commission of WA and College policies are effectively implemented at a Learning Area level.

FUTURE FOCUS

Developing visionary young people who embrace their changing world with confidence and optimism

The Director of Numeracy will be a future focused educator who will:

- Clearly understand the Vision for the College and adopt it as part of daily practices and in the development of policies and procedures.
- Explore and model the use of emerging technologies for teaching, learning, research, creative inquiry and information management.
- Develop, implement and evaluate pedagogical improvement strategies, including teacher mentoring programs which foster opportunities for students to be engaged and challenged whilst maximising possible achievement.
- Coordinate and lead professional development opportunities for teachers to enhance their understanding of up-to-date teaching pedagogies and strategies in numeracy.
- Monitor and evaluate the effectiveness of numeracy programs and initiatives and make recommendations for improvements.
- Use data as evidence to support directions and student growth.
- Motivate and work with others to foster creativity, innovation and the use of appropriate technologies in order to achieve excellence.
- Lead and facilitate innovation and change.
- Demonstrate a personal commitment to continuous improvement using problem solving, and creative thinking.
- Carry out other duties as required by the Principal.

ROLE DESCRIPTION

TEACHING STAFF

The Vision of the College is to be 'a community of transformation in the Spirit of the Risen Christ' and in striving for this we are inspired by our College patron, Saint Oscar Romero. The College is committed to providing a holistic curriculum in all areas of The LIFE Pillars (Learning, Interrelationship, Faith and Enrichment). Staff work in partnership with parents to support our young people to grow to be faith-filled and visionary; to be lifelong learners who embrace their changing world with confidence and optimism. We aspire to be a learning community in which all our students are to be engaged, challenged and progressing.

Holy Cross College is recognised as a leader in innovation, contemporary pedagogies and the use of technology to redefine learning. The College's Vision and Mission, and details of the LIFE Curriculum can be found on the College website.

ACCOUNTABILITY AND COLLABORATION

Teaching staff are responsible to the Principal through the appropriate team leader. They work collaboratively on a day to day basis with all members of the College staff with particular close association with Learning Leadership and Interrelationship Teams.

LEARNING

Teachers at Holy Cross College will:

- Integrate a Catholic values perspective across all areas of the curriculum
- Implement the College's Vision for Learning
- Create a nurturing and stimulating educational environment which is learner-centred, academically challenging and inclusive
- Understand the nature of the learner and learning processes and tailor teaching processes to meet the diverse needs of learners
- Develop quality instructional programme and evaluate their effectiveness
- Develop a range of pedagogical practices and applying them to improve student learning.
- Engage in team teaching
- Exercise professional practices in engendering a love of learning and developing life-long learners
- Promote a culture of high expectations in learning
- Give students quality feedback about their learning and report student progress to parents
- Provide opportunities for students to reflect on their learning
- Teach in specialist areas and to be a member of the integrated learning teams, as required
- Engage with parents as partners in learning
- Keep abreast in developments in educational theory and practice and be prepared to implement the same

INTER-RELATIONSHIPS

Teachers at Holy Cross College will:

- Actively engage in the pastoral care of students
- Foster high quality relationships with students and ensure that the student is treated as a whole person with individual needs

- Support parent education programmes
- Preserve confidentiality in matters relating to the dignity and good name of others - students, colleagues, parents, families and the College community
- Contribute to the atmosphere of warmth and welcome in the College
- Respect and foster the distinctive role of parents in their child's education and in the College community
- Reach out, in appropriate way, to the wider community
- Articulate and model ethical behaviours in all professional communications
- Perform such duties as are customarily rostered and shared by staff

FAITH

Teachers at Holy Cross College will:

- Proclaim the Gospel value of the value and dignity of each person in the daily teaching and in relationships with students, parents and staff
- Actively support and promote the objectives and ethos of Catholic Education and the Vision and mission of the College
- Live and act in a way that respects the beliefs and practices of the Catholic community
- Actively contribute to the religious life of the school and the spiritual development of students
- Participate in an appropriate manner in the sacramental, liturgical and prayer life of the College
- Participate in staff faith formation activities
- Promote and support strong and meaningful connection with St Helena's Parish
- Fulfil Accreditation requirements
- Actively witness to Gospel values

ENRICHMENT

Teachers at Holy Cross College will:

- Enhance professional practice by reflecting critically and engaging in collegial learning as a member of a Professional Learning Community
- Engage in school improvement processes
- Actively engage in personal, spiritual and professional development
- Recognise ongoing change in the teaching/learning process through self-development in contemporary pedagogy, educational developments and practices
- Mentor students in a Learning Advisor Role
- Foster the development of students in co-curricular activities outside normal classroom time
- Be willing to share time, energy and talents in support of the ongoing life of the College and local Parish community
- Assist in the coordination of and actively participate in school functions
- Abide by all College Policies
- Carry out other duties, as required by the Principal

QUALIFICATIONS

- Current Registration with the Teacher Registration Board of Western Australia (TRBWA)
- Hold, or working towards completion of, Accreditation to Teach in a Catholic School or Accreditation to Teach Religious Education in a Catholic School
- Maintain a valid Working With Children Check Card

APPLICATION FOR EMPLOYMENT

DIRECTOR OF NUMERACY

1. PERSONAL DETAILS

Name: _____

Address: _____

Phone: _____

Email: _____

Current Position: _____

Current Employer: _____

Religious Denomination: _____

Parish: _____

2. QUALIFICATIONS

2.1 TEACHERS REGISTRATION BOARD OF WESTERN AUSTRALIA (TRBWA)

Number: _____ Expiry Date: _____

2.2 WORKING WITH CHILDREN CHECK

Number: _____ Expiry Date: _____

Please attach a copy of your TRBWA and Working with Children check with your application.

2.3 EDUCATIONAL QUALIFICATIONS

Year Obtained	Institution	Qualification	Major Area(s) /Study

2.4 OTHER EDUCATIONAL, PROFESSIONAL OR TECHNICAL QUALIFICATIONS

Year Obtained	Institution	Qualification	Major Area(s) /Study

2.5 ACCREDITATION

Year Obtained	Accreditation Type and Number	Renewal Date

2.6 RELEVANT PERSONAL PROFESSIONAL DEVELOPMENT

List any relevant professional development.

2.7 EXTRA CURRICULAR

All teaching staff at Holy Cross College are expected to be involved in the extra-curricular life of the school. Please specify any particular expertise or interest you may have in these activities.

2.8 PROFESSIONAL ASSOCIATIONS

List any professional associations of which you are a member.

3. TEACHING EXPERIENCE

Indicate, in order, positions held, commencing with current or most recent

Employer	Dates	Position Held	FTE

4. LEADERSHIP EXPERIENCE

Indicate, in order, positions held, commencing with current or most recent

Employer	Dates	Position Held	FTE

5. REFEREES

Names and addresses of persons who have consented to act as referees. The Principal reserves the right to speak to persons not nominated by the applicant in regard to professional background. One of these persons must be your current employer.

5.1 PARISH PRIEST

Name: _____

Parish: _____

Phone: _____ Mobile: _____

Email: _____

5.2 CURRENT EMPLOYER

Name: _____

Position: _____

School: _____

Phone: _____ Mobile: _____

Email: _____

5.3 PROFESSIONAL REFEREE

Name: _____

Position: _____

School: _____

Phone: _____ Mobile: _____

Email: _____

5.4 PROFESSIONAL REFEREE

Name: _____

Position: _____

School: _____

Phone: _____ Mobile: _____

Email: _____

6. STATEMENT OF SUITABILITY

Please provide a statement below on your perceived suitability for this role in relation to fulfilling the selection criteria and regarding the key aspects and responsibilities referred to in the Role Description.

This statement should be no more than 450 words.

7. OTHER RELEVANT INFORMATION

Teaching in a Catholic School

All staff are required to:

- Actively support the objectives and ethos of Catholic education and the Vision and Mission of the College
- Live and act in a way that respects the beliefs and practices of the Catholic community
- Adhere to the College Code of Conduct
- Participate in an appropriate manner in the sacramental, liturgical and prayer life of the College
- Actively witness to Gospel Values in their daily work and in relationships with students, parents and staff
- Complete the appropriate [Catholic School Accreditation requirements](#)

Declaration

I declare that the information in the application is complete and correct in every detail. I understand that deliberate inaccuracies or omissions may result in non-acceptance of this application and/or termination of employment.

Signature: _____

Date: _____

Holy Cross College employs teaching staff under the Roman Catholic Archbishop of Perth's Teaching Staff Enterprise Bargaining Agreements and Salary Schedules, please refer to the [Catholic Education Western Australia website](#).

Prior to commencement of employment all teaching staff must be registered with The Teacher Registration Board of Western Australia (TRBWA) and provide the following documents:

- proof of [TRBWA](#) registration and financial status
- a valid Working with Children Check
- academic transcripts

EMPLOYMENT COLLECTION NOTICE

In applying for this position you will be providing Holy Cross College with personal information. We can be contacted at 18 Strathmore Parkway, Ellenbrook WA 6069
Telephone: (08) 9297 7600 or email: employment@holycross.wa.edu.au.

If you provide us with personal information, for example your name, address or information contained in your resume, we will collect the information in order to assess your application.

You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

We will not disclose this information to a third party without your consent. We usually disclose this kind of information to the following types of organisations e.g. Catholic Education Office.

Successful applicants are required to complete a Catholic Education Western Australia (CEWA) Check of Employment Status.

APPLICANT EMPLOYMENT HISTORY

NB: This personal information is being collected to conduct a screening check for employment history.

PERSONAL DETAILS OF THE APPLICANT TO BE CHECKED			
FAMILY NAME GIVEN NAME(S)			
PREVIOUS OR GIVEN NAME(S)			
DATE OF BIRTH			
PREVIOUSLY EMPLOYED BY CEWA		YES	NO
If Yes what is your most current placement			
EMPLOYEE CODE (if known)			
EMPLOYMENT HISTORY			
POSITION	ORGANISATION / SCHOOL	STATE / COUNTRY	DATES

DECLARATION BY APPLICANT

I declare that the details and information on this document are true, complete and correct to the best of my knowledge and I understand any false or misleading statement will be sufficient cause for employment to be withdrawn.

SIGNATURE OF APPLICANT

DATE

*Note completed form to be kept on personal file



HOLY CROSS
COLLEGE

Life to the Full