

POSITION DESCRIPTION

POSITION: Head of Mathematics
Reports to: Deputy Principal – Teaching and Learning

Overview

Since 1899, Mentone Girls' Grammar has been dedicated to nurturing the minds and hearts of young women with unwavering purpose. Our motto, "Vero Nihil Verius - Nothing Truer Than Truth" - remains the guiding value our students carry into the world as women of integrity and influence.

At Mentone Girls' Grammar, we believe in the potential of every student and their ability to thrive when they are truly known, seen, and heard. Our holistic approach to education empowers students to become confident, compassionate, and capable young women who boldly shape their own futures.

The Head of Mathematics is a key leadership role, responsible for setting the vision, direction, and delivery of the Mathematics curriculum. This position leads a team of dedicated teachers in designing and implementing an innovative and engaging program that equips students with essential skills for an ever-evolving world.

Central to this role is ensuring that every student is recognised and supported in their learning journey. The Head of Mathematics champions teaching practices that inspire curiosity, confidence, and critical thinking, while fostering a learning environment where students feel valued, connected, and empowered to achieve their personal best.

Responsibilities and Duties

The responsibilities of the Head of Mathematics include, but are not limited to:

- Contribute to strategic discussions on the School's teaching and learning priorities as an active member of the Teaching and Learning Team
- Lead the development of scope and sequence plans and course documentation within the Department
- Manage assessment and reporting processes to ensure consistency, accuracy, and alignment with School and curriculum requirements
- Ensure compliance with Victorian Curriculum and Assessment Authority (VCAA) procedures in consultation with the Head of VCE
- Oversee the Department's Learning Management System (LMS) courses to enhance student engagement and learning outcomes
- Conduct classroom observations and provide mentoring to support continuous improvement in teaching practice
- Lead and promote professional learning initiatives that build teacher capability in high-impact teaching strategies
- Support the recruitment, selection, and induction of new staff within the Department
- Collaborate with Learning Support staff to ensure students with additional learning needs receive appropriate support
- Analyse and use student performance data (VCE, NAPLAN, and internal assessments) to monitor progress and inform teaching practice



MENTONE GIRLS' GRAMMAR

- Assist with curriculum information sessions and communicate effectively with parents and students regarding subject selection and academic pathways
- Champion Mathematics across the School community, fostering interest and engagement in the subject
- Prepare and manage the Department budget to ensure resources effectively support teaching and learning priorities

Essential Criteria

- Current registration with the Victorian Institute of Teaching (VIT)
- Relevant tertiary qualifications — minimum of a Bachelor of Education
- Demonstrated subject matter expertise and sound pedagogical knowledge
- Ability to teach relevant subjects to VCE level
- Strong interpersonal and communication skills
- Demonstrated commitment to student learning, growth, and wellbeing
- Effective planning, organisational, and time management skills
- Proven ability to integrate technology effectively into teaching and learning
- Professional conduct with a commitment to maintaining confidentiality
- Eligibility to work in Australia

Child Safe

Mentone Girls' Grammar School is committed to and promotes the safety, wellbeing, inclusion and participation of all children, including Aboriginal children, children with a disability and children from culturally and/or linguistically diverse backgrounds. This pledge is embedded in our policies and procedures which ensure a commitment to zero tolerance of child abuse.

To create and maintain a Child Safe school, Mentone Girls' Grammar applies Child Safe Standards which include but are not limited to:

- Strategies that embed a School culture of child safety, including through effective leadership arrangements.
- A child safe policy which states a commitment to child safety.
- A code of conduct that establishes clear expectations for appropriate behaviour with children.
- Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel.
- Processes for responding to and reporting suspected child abuse.
- Strategies to identify and reduce or remove risks of child abuse.
- Strategies to promote the participation and empowerment of children.

You will be required to adhere to all school policies and procedures which outlines our commitment to providing a Child Safe environment. This includes a rigorous background check to verify your identity, suitability and qualifications related to your role at the School.



MENTONE GIRLS' GRAMMAR

Risk Management and Work, Health and Safety

All staff are expected to take responsibility for maintaining a safe working environment and adhering to relevant safety protocols. This includes:

- Proactively identifying, reporting, and managing risks
- Complying with all relevant legislation, regulations, and codes of practice
- Performing duties in a manner that safeguards the health and safety of self and others
- Supporting and cooperating with workplace health and safety initiatives
- Following all School policies and procedures related to health, safety and risk management
- Participating in WHS training and activities as required
- Using personal protective equipment, safety devices, and training resources appropriately
- Maintaining positive and respectful working relationships with colleagues, in line with the School's expectations
- Immediately reporting any health and safety concerns or incidents to the relevant manager

Employment Conditions

Position of Responsibility	3 years
Other Conditions	FTE 1.00 (<i>full time</i>)
Allowances	Applicable time and monetary as per School policy
Physical Capabilities	Able to work for extended periods in a seated position, view a computer screen for extend periods without visual distress, standing, walking, talking, listening, steps/stairs, carrying.

Other Conditions

- Each term, student-free days (when student instruction does not occur) are allocated by the School for planning and administration, curriculum development, and student assessment and reporting. It is the expectation that this position attends these days to prepare for the term.
- There will be the requirement to attend for work for at least three weekdays known as Staff Days prior to the return of students at the commencement of the school year, except for Australia Day (or a day declared to be a holiday in lieu of Australia Day). These Staff Days are used for induction training, professional development training or in-service training.
- Actively participate in and contribute to camps, excursions, inter-House and inter-school sport, and any other extra and co-curricular activity which forms a part of the School's program as a provider of education.

Date Prepared: September 2025