

Position Description

Position Number	To be created
Title	Coordinator, Mathematics Growth
Classification	Principal Education Officer (PEO)
Brief Role Statement	<p>The role supports the design, delivery and evaluation of innovative and highly effective curriculum, pedagogy and assessment practices, with a specific focus on implementing the evidence-based practice within mathematics across secondary schools.</p> <p>This coordinator will contribute to the project planning, implementation, administration, communication and evaluation of project initiatives, as well as support the instructional leadership of a team of school-based teachers, non-school based teachers and project officers. Additionally, they will provide guidance and input to related professional learning work streams within the NSW Mathematics Strategy.</p> <p>The project focuses specifically on the implementation of evidence-based pedagogy and assessment in mathematics and involves liaison and collaboration with primary and secondary schools, Departmental personnel and other stakeholders including NESA, ACARA, universities and professional associations.</p>
Statement of Duties	<ul style="list-style-type: none"> • Coordinate and support the design, delivery and evaluation of innovative projects focused on implementation of evidence-based pedagogy and assessment in mathematics for improved student learning outcomes. • Provide support in the co-design and development of professional learning and support material, in response to system and school needs, which deliver high impact strategies at scale, to strengthen the implementation of the general capabilities and enhance learning for all students. • Prepare relevant reports, briefs and correspondence for department executive, senior officers and ministerial requests to ensure stakeholders are informed and engaged. • Support productive partnerships between professional associations, universities, businesses, government agencies and the non-government sector to enhance development of policies and practises. • Provide mentoring and coaching to team members and school-based staff, aligned to the purpose of the Mathematics Growth Team, as required. • Communicate and work collaboratively, as a member of the senior team, to meet tight deadlines and achieve key deliverables. • Provide high level strategic advice and support that contributes to decision-making and operations of the business unit.
Selection Criteria	<ul style="list-style-type: none"> • Teaching qualifications and successful school-based experience within the K-12 range • Demonstrated understanding of the professional standards and accreditation processes and capacity to coordinate accreditation processed with staff • Capacity to lead staff in implementing the Department's Aboriginal Education and Training policies to ensure quality outcomes for Aboriginal people • Demonstrated outstanding written and oral communication and interpersonal skills and the capacity to apply these to a wide range of reports, submissions and strategic planning • Excellent liaison, negotiation, conflict resolution and team building skills across a wide range of internal and external stakeholders • Expert knowledge and understanding of curriculum, professional practice, policies, relevant legislation, initiatives and current research in education • Demonstrated high level capacity to initiate, develop, evaluate and coordinate planning, monitoring and reporting practices to drive improvement