



**ALL SAINTS'  
COLLEGE**



## DUTY STATEMENT EXTENSION MATHS INTERN – JUNIOR SCHOOL (PART-TIME, TERM TIME)

*All Saints' College prioritises the safety, welfare and wellbeing of children and young people, and expects all staff and volunteers to share this commitment.*

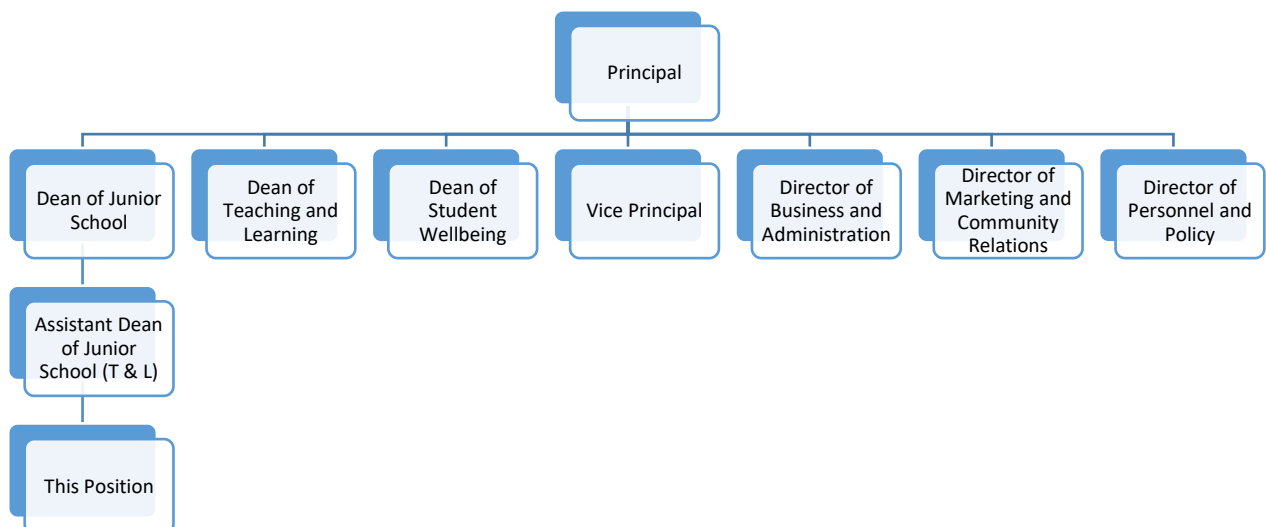
### POSITION PURPOSE

The Extension Maths Intern is directly responsible to the Assistant Dean of Junior School (Teaching and Learning) for providing Maths support to the Year 5 and 6 Extension Maths classes.

### WORKING HOURS

Tuesday: 11.00am to 1.00pm  
Wednesday: 11.00am to 12.10pm  
Thursday: 11.00am to 12.10pm  
Friday: 11.00am to 12.10pm

### ORGANISATION STRUCTURE



## **KEY RESPONSIBILITIES**

The Extension Maths Intern will assist the Specialist Maths Teacher, authorised by the Assistant Dean of Junior School (Teaching and Learning), to provide support to further inspire those of our students who are working significantly above their year level.

### **1. Administration**

- (a) Demonstrate competent use of digital technology and the following applications: Outlook, Word, Excel, OneNote.

### **2. Operational Support**

- (a) Assist the teacher in the delivery of planned teaching and learning programs.
- (b) Assist with the preparation and maintenance of the learning environment as required under teacher direction.
- (c) Implement individual and small group programs devised by the Specialist Maths Teacher.
- (d) Assist with assessments of individual students.
- (e) Provide regular feedback to the Specialist Maths Teacher on the observed strengths and weaknesses of students.
- (f) Devise and use a variety of ways of documenting rich student conversation to be used to facilitate ongoing teacher professional development.
- (g) Meet weekly with the Specialist Maths Teacher.

### **3. Staff Expectations**

- (a) Fully support the pedagogical approach to Mathematics teaching and learning, with the following as the major tenets: deep learning of concepts, growth mindset, flexibility in thinking and strategy use, making connections, pictorial representation and articulation of mathematical reasoning.
- (b) Serve as a good ambassador of the College. This includes conducting oneself in accordance with the professional standards of the College.
- (c) Ensure all staff and students are provided with a quality service in a timely, efficient and friendly manner.
- (d) Maintain professional confidentiality concerning information about staff and/or students.
- (e) Strive to implement productivity, quality and service improvements on a continual basis.
- (f) Comply with Occupational Health and Safety requirements in the workplace.
- (g) Ensure that all documents are prepared and presented in a professional format in keeping with the College practice and that high standards of spelling, grammar and punctuation are maintained.
- (h) Operate as a 'team player' at all times and fully support the Principal, Leadership Team and activities of the College.

### **4. Other Duties**

- (a) On occasions, you may be directed to undertake other duties as required.

*The College recognises that Duty Statements are dynamic documents.  
They are reviewed annually or as required.*

October 2020