

## Position Description

### Position Title

Outreach Officer

### Position Summary

The position reports to the National Partnerships and Engagement Manager of the Australian Maths Trust (AMT). Central to the work of AMT is the production of quality mathematics materials and the provision of teacher professional learning and support for those teaching mathematics.

AMT has committed to a large-scale teacher professional learning project beginning in 2021. As part of the AMT Engagement Team, the incumbent will work with teachers through a program of professional learning and support to turn around teacher confidence with respect to mathematical problem solving and computational and algorithmic thinking.

Using a blended delivery of online, asynchronous and self-paced components, AMT Professional Learning will be scalable and accessible to city, regional and remote teachers across Australia and will include:

- live webinars
- online modules
- readings
- social media community of practice

**The goal of AMT Professional Learning** is to grow a nation of problem solvers by enhancing the mathematical, computational and algorithmic thinking capacity of classroom teachers. The project is expected to realise the following outcomes:

**Outcome 1.1** – Growth in mathematical capacity and self-confidence of existing teachers and users of AMT products.

**Outcome 1.2** – Growth in mathematical capacity and self-confidence for teachers not currently using AMT materials and activities.

**Outcome 1.3** – Enhanced teacher confidence in implementing problem-solving

**Outcome 2.2** – Improved and strengthened AMT brand as an additional mechanism for promoting existing products and increasing AMT revenues.

**Outcome 3.1** – Enhanced AMT reputation as a ‘trusted voice’ and influencer as source of quality mathematical and computation and algorithmic content.



The project will be founded in a strong evidence base and will rely on the collection and reporting of data to inform its direction and scope.

The Outreach Officer will assist the AMT in the production of high-quality professional learning online resources for teachers in mathematical problem solving and computational and algorithmic thinking.

The AMT head office is located in Canberra and while the position is nominally based there, there is some scope for the appointee to be based elsewhere in Australia and operate on a Work-From -Home basis. Some travel to interstate meetings and/or conferences will be required.

### **Role and Responsibilities**

The Outreach Officer will participate in AMT activities as follows:

- Act as subject matter expert in mathematical problem solving to produce content for learning modules and webinars.
- Write and deliver scripts for professional learning modules for teachers and school support officers.
- Assist in the development of teacher professional learning webinars.
- Schedule contractors and contributors and program webinar events and focus group consultations.
- Assist in the delivery of content through social media channels
- Take charge of all teacher professional learning accreditation including making applications, maintaining register of accreditation and ensuring AMT PL compliance with each state and territory teacher accreditation body
- Work with schools and teachers to gather feedback about programs.
- Collect data and provide progress reports to National Partnerships and Engagement Manager
- In consultation with the reporting manager, other opportunities may include:
  - Deliver face to face and/or virtual professional development in computational and algorithmic thinking
  - Deliver face to face and/or virtual presentations/workshops at teacher conferences, teacher training institutions, etc.
  - Engage in the review of curriculum developments in mathematics and computation
- Other duties as required



## Selection Criteria

### Essential

- Degree and postgraduate diploma qualifications or equivalent in mathematics and/or education.
- A significant level of experience in teaching mathematics in the school environment.
- Pedagogical knowledge in mathematics
- Knowledge of the Australian Curriculum: Mathematics.
- Proven capacity to develop written materials for use in schools.
- Excellent interpersonal and communication skills, both written and oral.
- Competent user of content production tools such as MS Excel, MS Powerpoint and MS Word
- Competent user of collaboration tools such as email, calendars, Asana, Teams and Zoom
- Proven analytical and strategic skills in coordinating people and events and working effectively across a diverse range of stakeholders.
- Proven ability to manage competing priorities and tight deadlines.
- Self-motivation and an ability to work both independently and as part of a team.

### Desirable

- Experience in team management or coordination at a school level.
- Demonstrated ability to relate to staff working in both primary and secondary schools including the delivery of teacher professional learning in mathematics.
- Use of content production tools such as Photoshop and Articulate
- Familiarity with AMT and its programs and competitions

### Performance indicator

### Measurement of performance indicator

Webinars are scheduled and content is scoped.

- Webinar timeline planned for 2021.
- Webinar content mapped out for 2021.
- Webinar timeline planned for 2022.

Content for modules and webinars is developed in consultation with the NPEM.

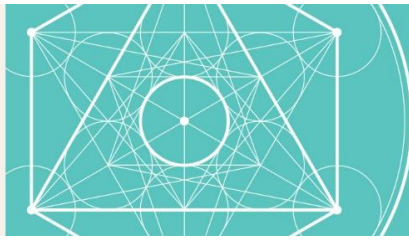
- Establish style guide for module scripts.
- Timely delivery of module and webinar content.

Pilot school group is established and operational.

- 12 pilot schools engaged and participating in 2021
- Meetings and touch points with pilot schools scheduled

Accreditation for professional learning is secured and maintained in compliance with state and territory requirements.

- Establish relationship with accreditation bodies in each state and territory.
- Complete paperwork associated with accreditation.



	<ul style="list-style-type: none"> <li>• Feed accreditation requirements into project content.</li> </ul>
Data collection register is maintained.	<ul style="list-style-type: none"> <li>• Data to be collected is established.</li> <li>• Means of recording and reporting is established.</li> <li>• Data reported weekly to NPEM.</li> </ul>
Social media community of practice is established and operational.	<ul style="list-style-type: none"> <li>• Weekly Facebook posts</li> <li>• Weekly Twitter posts</li> <li>• Weekly Twitterchat</li> <li>• Follower numbers grow and engagement increases.</li> </ul>
<b>Past Experience</b>	
Classroom teacher of mathematics.	
<b>Education</b>	
Degree and postgraduate diploma qualifications or equivalent in mathematics and/or education.	
<b>Mandatory Documents</b>	
Current Working With Children accreditation Current Teacher Registration	