

POSITION DESCRIPTION

THE FRIENDS' SCHOOL

HEAD OF MUSIC



POSITION HOLDER:	Vacant
SECTION:	Earl Learning – Year 12
POSITION REPORTS TO:	Head of Faculty - Arts
REPORTS TO POSITION:	Music Teachers Music administration staff
CLASSIFICATION:	Appropriate level under The Friends' School (Teachers) Enterprise Agreement 2021
STUDENT CARE:	Yes
PERIOD OF APPOINTMENT:	Permanent
PERCENTAGE OF FULL-TIME:	100%

PRIMARY DUTIES AND EXPECTATIONS OF ALL TEACHERS

- To ensure that you report any child safeguarding issues with the appropriate mandatory reporting processes and promote a culture where children feel empowered to voice their concerns in creating a child safe environment.
- Teaching practices which align with The Friends' School's Learning Principles, Learning Partnership Understanding and Purpose and Concerns, as well as the Quaker ethos.
- Knowledge, acceptance and implementation of School Policies and Guidelines.
- Demonstrate ethical standards of behaviour in dealing with colleagues, students, families and all School matters.
- Knowledge and implementation of relevant curriculum and engaging pedagogy that is current and comprehensive.
- Knowledge of the theory, practice of and the implementation of authentic student assessment which also adheres to the School's requirements in reporting student progress to students and their parents.
- Commitment to the School's professional learning program and alignment with the Board Strategic responsibilities.
- Ability to work positively and collaboratively as part of a team, including involvement in moderation, and provide support for colleagues.
- Ability to communicate effectively and maintain respectful relationships with students, staff, parents and groups from the wider community.

- Adherence to the School's expectations in regard to pastoral care and support for students, by demonstrating the required skills and disposition.
- Commitment to expectations in regard to co-curricular activities, meetings, supervisory duties, Assemblies, Gatherings and routine administrative duties.
- Willingness to participate in School decision-making and administrative processes in a way that is constructive and supportive of other staff.
- Complete all required professional learning and meet administrative/reporting deadlines.
- Behave and work in alignment with the current version of The Friends' School Staff Handbook and all requirements of the Tasmanian Teachers Registration Board.
- Willingness to teach across a range of disciplines if qualified to do so.

S P E C I F I C D U T I E S A N D E X P E C T A T I O N S O F T H E H E A D O F M U S I C

The Head of Music is a key role within the School for the promotion and value adding of music as a critical part of the school's purpose. They are a passionate leader of the Music program, inspiring and leading a team of colleagues to engage and foster musicianship in young musicians and create opportunities for students to be creative thinkers.

- To be responsible for promoting a child safe environment within your area of supervision and the School. To champion this important priority and provide leadership through up to date child safeguarding training for yourself and your team annually and ensure that the Child Safeguarding and Mandatory Reporting Policies are followed. Ensure an environment where children, parents and staff feel comfortable raising concerns in their area of supervision.
- Leading and facilitating the delivery of the Music Program E-12, including:
- Co-ordinating the scheduling of rehearsals, performances, excursions, tours and other music-related events and organising specific events (e.g. School concerts) as required.
- Facilitating strategic planning for the music program.
- Responding to general enquiries/correspondence regarding Music, its resources and activities (e.g. requests for the use of facilities and equipment, matters raised by parents).
- Representing Music at planning meetings (e.g. Calendar Committee, Fair Committee, EOYG Planning Committee, Co-curricular Working party).
- Facilitating meetings of Music Staff, E-12 and 7-12.

- Maintaining oversight of the Music Curriculum E-12, in liaison with the Head of the Arts Faculty.
- Supporting the professional activities of Heads of Coral Music, Wind, Brass, Strings, Percussion, Keyboard and Marimba and all music staff.
- Maintaining oversight of music staffing E-12, including classroom and ensemble staff, casual staff and contractors (e.g. visiting artists, tutors). This includes, from time to time, and in conjunction with the Head of the Arts Faculty (for curricular appointments), Human Resources Manager and the Principal's Office, appointing casual music staff.
- Supporting the Head of Instrumental and Vocal Tuition with the delivery of the tuition program, especially with the maintenance of the timesheet system and, where required, management of tutors.
- Conducting one-to-one annual reflection discussions with assigned teaching, instrumental and vocal tutors.
- Preparing the co-curricular and curricular Music budgets and managing their delivery, and assisting with the preparation and delivery of the Morris music budgets as required.
- Liaising with parent support group, Friends' Music and supporting its activities.
- Facilitating the awarding of Music scholarships, prizes and awards.
- Facilitating the election of Year 7-12 Music representatives.
- Preparing, in conjunction with other Staff, music-related material for School publications such as *What's On*, *Echoes*, *Rose and Waratah*, the School Facebook page.
- Liaising with relevant professional organisations—and professional teacher and music associations.
- Maintaining a classroom teaching role and be assigned co-curricular ensembles, all of which form part of the Head of Music's FTE load. The rehearsals and several of the above responsibilities will require attendance at school after hours.
- Be a teacher who inspires and engages students in the learning of Music.
- Actively participate in developing programs for Music that are in keeping with the Australian Curriculum and the syllabus guidelines at The Friends' School.
- Work in a team of dedicated Music teachers, participating in and contributing to a collaborative working environment.
- Actively engage in the development of our Music program and our wider learning program in line with our Learning Principles.
- Participate in the pastoral care system, in the role of tutor for a group of students.

- Participate in our co-curricular program.

KEY RELATIONSHIPS

- Deputy Principal
- Heads of School
- Head of Arts Faculty
- Head of Instrumental and Vocal Tuition
- Music Administrative Assistant
- Heads of Strings
- Music Staff
- Teaching staff across the School
- Peripatetic staff
- Director of Teaching & Learning

DELEGATIONS

- Budgeted Capital \$2,000
- Budgeted operational \$2,000
- Domestic budgeted travel \$7,000
- Source casual peripatetic staff when required and engage through the HR processes of the School

SELECTION CRITERIA

1. Understanding of the [10 National Child Safe Standards](#) which strive to protect children and young people from abuse and neglect.
2. Full teaching qualifications with a tertiary qualification in Music, be registered to teach or eligible to be registered to teacher, within the state of Tasmania.
3. Demonstrated experience and expertise in music programs and the implementation of music curriculum and co-curricular activities within a school environment. Demonstrated management of peripatetic staff.
4. Demonstrated ability to engage, motivate, supervise and lead staff in the Music team.
5. Demonstrated ability to engage, motivate, supervise and lead students across a range of ages from lower primary to senior students.
6. Demonstrated budget management skills.
7. Proven high level of interpersonal and verbal communication skills in dealing with staff, students, parents, the wider School community and the general public.
8. Proven skills in organisation, planning and developing planned programs for other staff to use and ability to be flexible in the approach to work.
9. Strong computer literacy and ICT skills.
10. The capacity and commitment to work flexible hours to meet the needs of the School.
11. A current driver's licence and current first aid certificate or the ability to obtain one.
12. Show Strong support for the Purpose and Concerns and ethos of The Friends' School. Including a capacity to provide cultural leadership in keeping with the Purpose & Concerns.
13. The ability to work safely in a school environment, and be fit to undertake the inherent requirements of the position.
14. Must be fully vaccinated for COVID-19 (at least two vaccinations) and have a current National Police Check (less than 12 months old) hold a current Tasmanian Working with Vulnerable People card (employment).

C O N F I D E N T I A L I T Y

A school environment is one where you will have access to highly confidential information, therefore it is critical for the school to explicitly state the following:

Definition

Confidential Information includes, with the exception of information in the public domain, any information:

- disclosed to you by or on behalf of The Friends' School;
- which comes into your possession, or is generated by you, in the course of your employment, whether or not the information was originally supplied by The Friends' School;
- relating to the dealings, financial arrangements, transactions, general affairs, details of suppliers, staff members, agreements entered into with The Friends' School and the financial position of The Friends' School and other matters that do or may affect the financial position or reputation of The Friends' School; and
- relating to internal management of The Friends' School, the structure of The Friends' School businesses, The Friends' School personnel, policies, strategies, plans, or aspects of its future activities.

Your obligations

You are expected to:

- use Confidential Information solely for the purpose of performing your duties;
- take all reasonable precautions as may be necessary to maintain the confidentiality of Confidential Information;
- not remove any Confidential Information from the school's premises without its prior consent;
- not (except in the normal course of carrying out your duties) copy or duplicate any Confidential Information without the consent of The Friends' School and
- immediately notify The Friends' School of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.

I have read and understood the expectations of this position description

Name: Date:

Signature: