

# POSITION DESCRIPTION



## Head of Music

### About St John's Anglican College

St John's Anglican College is the leading Kindergarten to Year 12 coeducational school in south west Brisbane and is an International Baccalaureate World School for the Primary Years and Middle Years Programs. St John's Anglican College strives to provide an extraordinary, globally innovative and future-focused education from Kindergarten to Year 12. Our graduates are well educated, respectful, resilient and compassionate; equipped to be people of influence in their communities. Our teachers care about their students and are leaders in learning, focused on providing the best possible educational environment and ensuring that each child's academic potential is maximised. We value and acknowledge the skills, energy and commitment of our employees. Accordingly, we seek to attract, develop and retain staff of the highest calibre and provide a working environment that enables them to maximise their contribution to achieving the College's vision, mission and values.

### Student Protection

Anglican schools support the rights of children and young people and are committed to ensure the safety, welfare and wellbeing of students. Anglican schools are therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees. This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

POSITION DETAILS	
Department:	Performing Arts <b>Location:</b> Secondary campus
Position reports to:	Director Performing Arts Centre of Excellence (PACE)
Positions reporting to this role:	Classroom Music and Instrumental Music Teachers
Status:	Permanent, Full-time
Salary Level:	Teacher Classification Structure plus PAR Allowance
Academic Qualifications required:	Tertiary qualifications appropriate to Teaching. Post graduate qualifications are highly desirable.
Registration Requirements:	Provisional or Full Registration with Queensland College of Teachers
Required experience:	Significant teaching (Classroom Music and Instrumental Music) and leadership experience. Experience with operating a recording studio and Brass/Conducting experience is highly desirable.

## Purpose of the position

Responsible to the Principal through the Director PACE, the Head of Music provides coordination, leadership and communication across the College in the delivery of high quality outcomes for students in the Classroom and Instrumental Music program area. The Head of Music will develop, lead and communicate about the program so that it fosters the full and balanced development of each child in a Christian environment that values a spiritual and moral view of life. The incumbent is responsible for developing and delivering a contemporary and innovative Classroom and Instrumental Music program which is underpinned by clear expectations of high quality performances and standards to be achieved. The program will complement and support the broader PACE strategic direction.

The Music Program cover the full range of instruments, including the compulsory string programs for Years 3 to 4 and string or band programs from Years 5 to 7. Instrumental Music tuition includes both group and individual tuition. The program incorporates a range of performance bands and ensembles across the College, including internal and external performance events. The Music program is considered to be a key area of the PACE program, complementing and supporting all other areas of the program.

## Duty of Care

The Head of Music will contribute to the College's duty of care for both staff and students by adhering to all requirements relating to the development of an environment which is free from the risk of injury, harm and/or disease as required by the Work Health and Safety and Child Protection Acts and relevant College policies and practices.

## College Expectations

Leaders at St John's Anglican College will be:

- Supportive of the Aims and Philosophy of the College
- Supportive of the Christian values and ethos of the College
- Focused on the needs of the College's clients
- Strategic in their leadership and management
- Consultative and collaborative in their approaches to provide opportunities for staff contribution to the growth of the College as a learning community
- Committed to the holistic education of the students in their care
- Effective role models to staff through the use of appropriate conflict resolution and negotiation skills
- Supportive of the effectiveness of the Senior Leadership Team
- Maintainers of the confidentiality of the team
- Active participants in the professional learning community
- Continuously improving their teaching practice and professional knowledge base
- Facilitators of positive and productive community relationships
- Focused on developing a culture of excellence

**DOMAINS OF PROFESSIONAL RESPONSIBILITY**

The Head of Music is responsible for meeting the following domains of professional responsibility. These responsibilities should be read within the context of the Statement of Principles of Leadership and Management and the Statement of Principles of Learning and Teaching below and are expanded on the Teachers Standards of Practice to reflect the context of teaching in an independent school.

Student Protection:	The Head of Music will know, understand, apply and abide by all requirements of the Student Protection in Anglican Schools Policy and Procedures.
Leadership:	<p>Under the direction of the Director PACE lead and foster continuous improvement of the Classroom and Instrumental Music program.</p> <ul style="list-style-type: none"> <li>• Developing the program across the curriculum, pastoral care and staff leadership areas.</li> <li>• Ensure the program is implemented and monitored in accordance with MYP guidelines including: <ul style="list-style-type: none"> <li>○ strengthening the alignment between the written, the taught and assessed curriculums;</li> <li>○ ensuring that unit planning and internal assessment are organised and standardised according to MYP guidelines;</li> <li>○ monitoring the effective integration of the key and related concepts within teaching and learning;</li> <li>○ monitoring teaching and learning through global contexts (including the provision of opportunities for sustained inquiry into a wide range of locally, nationally and globally significant issues and ideas); and</li> <li>○ ensuring that the concepts of international awareness and international mindedness permeate all subject groups.</li> </ul> </li> <li>• Contributing to the development and implementation of an Annual Operational Plan in the program area.</li> <li>• Contributing to the culture of continuous improvement through the annual review of goals and achievements in the program.</li> <li>• Staying abreast of developments in the Music curriculum area.</li> <li>• Anticipating trends and making recommendations to the Director PACE for the enhancement of the Music program offerings.</li> </ul>
Program Development:	<p>With the Director PACE contribute to an educational framework for the Music program which is articulated through effective practices in curriculum, learning, teaching and assessment, use of technology and research practices.</p> <ul style="list-style-type: none"> <li>• Contribute to innovation and program initiatives which enhance the quality and relevance of teaching and learning as it pertains to Music.</li> <li>• Fostering a culture of collaboration and collegiality with staff which advances the professional knowledge and experience of teaching staff in the Music program.</li> <li>• Enhance the College’s various ensembles through growing skills and programs for both staff and students.</li> </ul>
Operational Management:	The Head of Music will provide effective administration of the day to day operations; keeping up-to-date on the developments in each area of their responsibility.
Accountability:	<p>Contribute to the development, implementation and management of accountability processes to evaluate the effectiveness of the Music program.</p> <ul style="list-style-type: none"> <li>• Participating in the development of the practices in the Music program.</li> <li>• In collaboration with appropriate staff, developing and implementing practices that ensure the Music program meets all statutory and regulatory compliance obligations.</li> </ul>

	<ul style="list-style-type: none"> <li>Assisting with analysing and evaluating the performance of students in curriculum areas across the Music program with a view to consistent improvement of student performance.</li> </ul>
<b>Staff Leadership:</b>	<p>Under the direction of the Director PACE provide leadership to staff in the achievement of the Music program.</p> <ul style="list-style-type: none"> <li>Lead and manage the performance and professional development for staff.</li> <li>Supporting staff in their roles and responsibilities both individually and collectively as they relate to the Classroom and Instrumental Music program.</li> <li>Developing and maintaining lines of communication on all matters relevant to their roles in the delivery of the program.</li> </ul>
<b>Commitment to the College Vision and Goals:</b>	<p>The Head of Music demonstrates a commitment to the College aims and philosophy in holistic education and supports the College’s worship and value based approaches. This commitment includes actively supporting and participating in the College extra curriculum program. The Head of Music will embrace change and support College development, with a particular focus on building positive and productive relationships with children and their families.</p>
<b>Commitment to Students and Student Learning:</b>	<p>The Head of Music designs, documents, implements and evaluates contemporary, innovative and informed Music programs; creating a learning environment that encourages students to be problem solvers, decision makers and lifelong learners who are contributing members of society. The Head of Music demonstrates a commitment to the pastoral care and personal development of all students; treating students equitably, with respect and sensitive to factors that influence individual student learning and achievement.</p>
<b>Collaboration within the Learning Community:</b>	<p>The Head of Music promotes and participates in the creation and maintenance of a collaborative and supportive learning community; upholding the values and standards of the learning community. The Head of Music works collaboratively as a member of multi-disciplinary teams to enhance student learning and achievement; talking collegially about practice – frequently, continuously and precisely; observing one another engaged in the practice of teaching and administration – reflecting and talking about action; teaching one another what they know about teaching, learning and leading.</p>
<b>Development of the College Community:</b>	<p>Contribute to the development and management of the College’s relationships with parents and other stakeholders. This includes attendance at Friends of the Arts (FOTA) meetings.</p>
<b>Reflective Practice and Ongoing Professional Renewal:</b>	<p>The Head of Music will demonstrate a commitment to professional development by actively engaging in ongoing professional learning; applying it to their professional practice. The Head of Music refines their professional practice through regular inquiry, learning and reflection; engaging in self-directed learning informed by experience, research and collaboration with other professionals; and actively participates in the Professional Review and Learning Program.</p>
<b>Professional Knowledge:</b>	<p>The Head of Music maintains and enhances their knowledge of subject discipline; developed thorough understanding of the stages of child and adolescent development and how best to support the development of students academically, physically, socially and spiritually. The Head of Music maintains and enhances their knowledge of the IB MYP program and the QCS program including, policies and procedures, developing unit plans, working with others to develop subject overviews, assessment and reporting including standardisation of assessment. The Head of Music knows and develops a variety of effective teaching and</p>

	assessment practices and knows and develops a variety of effective classroom management strategies.
Professional Practice:	The Head of Music intellectually challenges student learning experiences with teaching strategies, techniques and plans that value the diversity of the learning experience; maintaining a strong language literacy and numeracy focus. They assess and report constructively on student learning and communicate effectively with parents, students and peers. The Head of Music uses appropriate information and communication technology in their teaching practice and related professional responsibilities.

All employees recognise and accept that multi-skilling is an essential component of employment with the College and that they may be required to undertake duties that are outside their normal position description but within their skills, competency and capability.

#### SELECTION CRITERIA/COMPETENCIES

The ideal candidate will possess the following competencies, skills, qualifications and experience.

- Demonstrated successful strategic leadership and management of a school Department achieving excellent student learning outcomes.
- Demonstrated high order skills in staff leadership and management resulting in the achievement of strategic vision and goals.
- Demonstrated high order knowledge, skills and experience in curriculum development and management.
- Thorough knowledge of relevant subject content, syllabi; a sound understanding of the IB MYP and QCAA programs.
- Ability to conduct various ensembles.
- Ability to operate recording studio equipment and software or capacity to learn and develop in this area.
- Demonstrated high level capacity to lead and develop school communities and effectively manage and develop stakeholder relationships.
- Demonstrated high order capability in the provision of effective school administration.
- Demonstrated high order communication and interpersonal skills, including conflict resolution and negotiation.
- Must be registered with the Queensland College of Teachers

## St John's Anglican College Statement of Principles of Leadership and Management

The College believes that success as leaders and managers requires:

- A positive and proactive approach
- Social competence, including empathy, interpersonal skills and the capacity to motivate others
- The ability to delegate, encourage and empower others
- The ability to use a variety of decision making skills, seeking consensus through collaboration and consultation
- The capacity to build positive and affirming relationships creating trust and harmony
- The ability to coach, mentor and develop skills in other staff

- The ability to communicate the vision and to generate ideas and strategies to support its implementation
- An understanding of school culture and the ability to implement strategies that will support and enhance its development
- A positive approach to reflective practice and continuing professional growth
- Personal qualities including integrity, resilience, and good humour
- The ability to manage stress and live a balanced life

Effective leadership and management at the College will therefore involve:

- Modelling the College's Christian values in all areas of College community life
- Developing and implementing leadership and management approaches that are valued by the College community
- Managing processes for employee's induction, supervision, professionalism, review and development and welfare
- Generating ideas and strategies that enhance and support the implementation of the College's aims, philosophy, goals and culture
- Using decision making processes which include consultation and collaboration and consensus building
- Developing policies and procedures that support the implementation of the strategic direction appropriate to each area
- Reviewing policies and procedures that support the implementation of the strategic direction appropriate to each area
- Developing operational plans which support the implementation and regular review of the achievement of strategies and actions
- Establishing a culture of reviewing outcomes, using student and staff data, evaluation feedback and client perceptions, to make informed decisions
- Managing budgeting and resources to achieve the College's overall goals for program effectiveness
- Creating and enabling teams to facilitate participation and develop leadership skills in others
- Ensuring that the workplace is safe and secure for all staff and students
- Reporting annually to the Principal on the achievements of each area and future plans for development.

## St John's Anglican College Statement of Principles of Learning and Teaching

The College believes that effective learning occurs both in the classroom and beyond when:

- The Teacher has a growth mindset.
- There are high expectations of success.
- The Teacher is enthusiastic and knowledgeable.

- Students receive constructive feedback and recognition.
- Students are motivated and take responsibility for their learning.
- Students believe that effort makes a difference.
- Students feel safe and able to take risks.
- Habits of learning are fostered through meaningful homework.
- Students have personal ownership of their own learning.
- Tasks are action orientated and inquiry based.
- Tasks are reflected in real life experiences.
- Consistent with the ethos of the College, the students' sense of worth is fostered.

It follows that effective teaching must incorporate:

- Teachers setting high expectations for student achievement.
- Teaching strategies which provide for rigour, challenge and engagement.
- The use of a wide range of teaching strategies and approaches including:
  - Active learning and inquiry based methods.
  - Opportunities for cooperative learning.
  - Providing frequent and timely feedback on student progress.
  - Project based and problem solving activities.
  - The setting and marking of meaningful homework and encouragement of good study habits.
  - Differentiated assessment techniques to extend student learning.
  - Opportunities for students to gain control over their learning through:
    - The teaching of thinking skills and other meta-cognitive processes.
    - The use of teaching strategies which embrace different learning styles.
    - A focus on the teaching of thinking skills and processes.
    - The use of frameworks such as work plans and schedules.
    - A focus on strong communication between student and the Teacher characterised by encouragement, constructive feedback and recognition.
    - A strong focus on high levels of literacy and numeracy.
    - A positive and safe learning environment which fosters self-worth and risk taking.

## Important information

People who work for St John's Anglican College must comply with the Code of Conduct, relevant legislation, policies and procedures.

- A Safe Ministry Check will be conducted on recommended candidates in relation to any circumstances which exist that may conflict with the candidate's employment at St John's Anglican College.
- People appointed to teaching positions must have current registration with the Queensland College of Teachers and the ability to maintain their registration in accordance with the *Education (Queensland College of Teachers) Act 2005*.