

POSITION DESCRIPTION HEAD OF MUSIC PERFORMANCE

POSITION TITLE	HEAD OF MUSIC PERFORMANCE		
REPORTING TO	Dean of School Operations and Co-Curricular		
DEPT/FUNCTION	Music	LOCATION	BAY VIEW
FTE	Full Time	TEACHING LOAD	0.4 FTE

SCHOOL PURPOSE

To provide a vibrant school community that educates and inspires girls for life.

PURPOSE OF POSITION

The Head of Music Performance is responsible for the strategic development and implementation of the Instrumental Teaching and Performance program across the whole school. One of the key responsibilities of this role is to plan and execute a music performance program that aligns with the teaching and learning philosophy and culture of the school and provides opportunity for demonstration of excellence in student music performance.

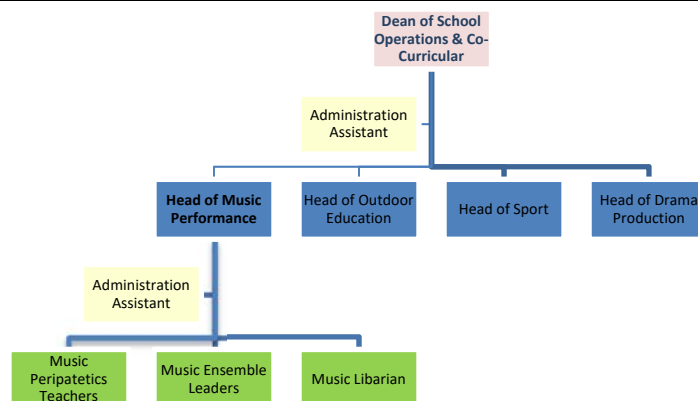
The Head of Music Performance is to recruit and manage the most appropriate and talented instrumental and voice peripatetic staff to work together to inspire excellence in student performance.

The Head of Music Performance works closely with the Head of Music (Curriculum) on a daily basis.

FINANCIAL ACCOUNTABILITY

Music Performance Budget
Instrumental Budget

REPORTING STRUCTURE



KEY RELATIONSHIPS

INTERNAL

Principal, Students, Director of Secondary School, Director of Junior School, Dean of Teaching and Learning, Dean of Well-Being, Dean of School Operations and Co-Curricular, Dean of Pedagogy and Practice, Head of Music Curriculum, Classroom Music Teachers, Peripatetic Music Teachers, Music Administration, Music Librarian, Head of Drama Production and Support Staff

EXTERNAL

Parents, professional associations, Anglican Church

SELECTION CRITERIA

ESSENTIAL

QUALIFICATIONS & EXPERIENCE

- Undergraduate degree in Education / Music Education
- WA Teacher Registration (or eligibility for registration)
- Experience in leading and ensuring effective operations of a large music performance program
- Experience in developing a strategic plan for music performance
- Current knowledge of pedagogical trends in music education and performance
- Senior Curriculum experience desirable
- WWCC
- Knowledge of Mandatory Reporting
- Knowledge of Protective Behaviours Curriculum

SKILLS

- Proven capacity to lead people
- Demonstrated high level of competence as an accompanist and/or conductor

COMPETENCIES

- Building effective teams
- Humour
- Integrity and trust
- Motivating others
- Developing others
- Creativity
- Strategic thinker

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<ul style="list-style-type: none"> Well-developed people management skills coupled with strong communication and interpersonal skills Strong organisational and administrative skills Outstanding classroom practitioner Demonstrated knowledge of different pedagogies Ability to inspire others in the pursuit of excellence and continuous improvement Empathy and respect for children, young adults and their families 	
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NOTE

This role must also fulfil the key result areas, accountabilities and performance indicators in the St Hilda's Teachers Position Description.

KEY RESULT AREA	Demonstrate the School's Purpose, Vision and Values.	
	KEY ACCOUNTABILITIES	KEY PERFORMANCE INDICATORS
	<ul style="list-style-type: none"> Role model the School's values and vision for students, employees and the broader school community; Support and enhance a learning culture across the school for students and employees; Initiate opportunities to create a culture which deals openly with issues, generates alternatives and innovative solutions and contributes to a place where all members of the community can excel and be respected; Nurture a shared sense of purpose and direction by actively promoting the Vision and creating alignment within and between the campuses and the strategy; Demonstrate a passion for learning and how this translates into action; Represent the school and its values in public forums; appropriately support and promoting the School's agenda; Demonstrate a commitment to the Anglican ethos of the school. 	<ul style="list-style-type: none"> Development of a positive learning culture among staff and students

KEY RESULT AREA	Supports the Strategic Agenda	
	KEY ACCOUNTABILITIES	KEY PERFORMANCE INDICATORS
	<ul style="list-style-type: none"> Implement the School's Strategic agenda with regard to Teaching and Learning and Music Performance that aligns with the School's Purpose, Vision and Values; Contribute to the development of the School's Teaching and Learning strategy around Music Education, which will include new learning technologies and contemporary pedagogy; Maintain current knowledge of Music Performance issues and challenges to inform and enhance the School's teaching and learning agenda to student; Challenge the status quo of Music education and performance approaches and present contemporary alternatives as part of professional learning (PL); Support the team of educators to implement a common vision and commitment to continuous improvement; Actively engaged in the implementation of the Strategic Plan with specific reference to the Music performance and education agenda; 	<ul style="list-style-type: none"> Successful implementation of the strategic initiative of the School Executive around Teaching and Learning in particular Music performance Evidence of continuous improvement in Music performance Demonstrated positive engagement and contribution in the Music Department and <i>Logistics team</i>

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HEAD OF MUSIC PERFORMANCE

KEY RESULT AREA	Develop and Implement the Music Performance Strategy	
	KEY ACCOUNTABILITIES	KEY PERFORMANCE INDICATORS
	<ul style="list-style-type: none"> • Develop and implement the Music Performance strategy that meets best practice music education pedagogy and enables the School to remain a premier music performance school; • Maintain contemporary knowledge of Music performance and education pedagogy and practices; • Demonstrate effective teaching and learning practices with students and through the daily exercise of leadership in staff meetings and other forums; • Actively support the creation of a culture of change that sets high expectations for all employees, teachers and students; • Pursue academic excellence with a passion for the process of leading and delivering outstanding outcomes; • Lead the design and execute the School's Music performance program, working closely with the Dean of School Operations & Co-Curricular and Head of Drama Performance; • Oversee regular reviews of all Music performance programs and ensembles to ensure it meets external and internal compliance requirements; • Actively participate in the Logistics Team and other school committees as required. <p>School Productions</p> <ul style="list-style-type: none"> • Work closely with the Head of Drama Production on School Productions; • Be actively involved in the choice of musicals; • Play piano at auditions and have involvement in the casting; • Help create a schedule for music/singing rehearsals (along with the Director); • Teach the music and give vocal guidance to cast at music rehearsals; • Occasionally transpose sections of music to suits students' voices; • Select an orchestra, the majority of whom are students, with some professional musicians if required; • Arrange musical parts for the School Orchestra if required; • Rehearse the orchestra for Production; • Conduct the orchestra for Sitz probe, techs rehearsals and performances. 	<ul style="list-style-type: none"> • Deliver a Music Performance program that is educational, contemporary and accessible to students • Evidence of collaboration with School Leaders to ensure the Music performance aligns other school events and expectations.

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HEAD OF MUSIC PERFORMANCE

KEY RESULT AREA	Maintain a Student Focus	
	KEY ACCOUNTABILITIES	KEY PERFORMANCE INDICATORS
	<ul style="list-style-type: none"> • Create an environment that motivates all students to engage with learning and their own development to find success and pursue excellence in their musical endeavours; • Nurture the growth of the senior students to have a voice in leading the ensemble groups and the music performance program; • Oversee the audition process for entrance to ensemble groups and the configuration of these groups; • Ensure the selection of repertoire of each ensemble meets the developmental needs of students; • Lead the selection process for the awarding of music scholarships to the School; • Maintain excellent communication with parents and other stakeholders regarding music performance expectations, lesson timetables, ensemble practice timetables and performance schedules. This communication is to be characterised by courtesy, grace and understanding and promote restorative justice; • Coordinate the student instrument hire list and ensure correct information is provided to accounts; • Maintain good record keeping of student attendance to lessons and ensemble practices and performances; • Maintain student achievement records and issue reports and awards in line with school policy; • Have oversight for chapel and assembly hymns and musical performances. 	<ul style="list-style-type: none"> • Evidence of the ensemble and performance schedule maintains a focus on student development and educational outcomes • Evidence of positive, timely and effective communication with parents and /or other stakeholders

KEY RESULT AREA	Manage the administration of the Music Department	
	KEY ACCOUNTABILITIES	KEY PERFORMANCE INDICATORS
	<ul style="list-style-type: none"> • Develop the annual School Performance & Tours Calendar in liaison with the Dean of School Operations and Co-Curricular for presentation and approval by the School Executive; • Coordinate the School Performance & Tours Calendar in liaison with the Dean of School Operations and Co-Curricular; • Manage the scheduling, planning and organising of all tours and ensemble performances both internally and externally, ensuring appropriate liaison with Dean of School Operations & Co-Curricular and other Senior Leaders; • Review the ensemble program and schedule the practice timetable annually in liaison with the Dean of School Operations and Co-Curricular to ensure minimal impact on the other aspects of the school's timetable and calendar; • Ensure the policy and procedures of the school in relation to music performance activities and resources are current and implemented; • Manage the appointment, induction and ongoing performance of all peripatetic staff in liaison with the Director People and Culture; • Develop and manage the Peripatetic Teachers Timetable, this includes the day to day operations, good record keeping regarding peripatetic teachers and casual staff time sheets; • Authorise timesheets for peripatetic staff and other casual employees for payment by Payroll; • Conduct regular meetings with peripatetic staff and ensemble leaders to ensure consistency of both educational outcomes and performance expectation; • Liaise with the Marketing and Communications Department regarding the advertising and ticketing of all public performances. 	<ul style="list-style-type: none"> • Proposed Music performance and tour calendar is presented to Director of School operations and Cocurricular on time • Evidence of effective implementation of the performance and tour calendar • Music performance events are well managed • Evidence of regular meetings of peripatetic staff

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HEAD OF MUSIC PERFORMANCE

KEY RESULT AREA	Manage resources related to Music Performance program	
	KEY ACCOUNTABILITIES	KEY PERFORMANCE INDICATORS
	<ul style="list-style-type: none"> Assist with the development of the annual budget for the Music Department in particular the needs of Music performance; Manage the Instrumental Music budget including expendables, equipment, instrument purchase, instrument and equipment repairs and venue hire. 	<ul style="list-style-type: none"> Deliver resources within budget including improved performance
KEY RESULT AREA	Actively engage in the Community	
	KEY ACCOUNTABILITIES	KEY PERFORMANCE INDICATORS
	<ul style="list-style-type: none"> Nurture the existing strong network with the local community on behalf of the school and students; Seek opportunities for students to participate in musical festivals and competitions both locally and nationally; Liaise with tertiary institutions and relevant music associations to establish strong partnerships and educational and performance opportunities for students; Proactively ensure that learning and engagement is relevant to the School Community; Attend School events and functions as requested. 	<ul style="list-style-type: none"> Evidence of positive relationships external music associations and bodies Attendance at school events and functions
KEY RESULT AREA	Develop Self and Others	
	KEY ACCOUNTABILITIES	KEY PERFORMANCE INDICATORS
	<ul style="list-style-type: none"> Provide coaching, support and direction to direct reports; Assist in developing the School's internal capability, including a high-performance culture, identifying talent focused on excellence and improvement (includes the appointment of new peripatetic staff and development of current staff); Ensure Music staff under your responsibility grow professionally; Oversee the development of team and individual performance and development plans, and conduct regular reviews; Maintain and demonstrate own learning and professional development in careers education, teaching and learning, leadership and other areas; Maintain membership of relevant professional bodies; Seek and embrace opportunities for self and others to present at local, regional, national and international forums and conferences. 	<ul style="list-style-type: none"> Record of regular meetings with direct reports Record of direct reports performance review conversations and development plans Evidence of own learning program and external associations Evidence of professional learning sharing with colleagues
KEY RESULT AREA	Provide and safe environment for students and staff	
	KEY ACCOUNTABILITIES	KEY PERFORMANCE INDICATORS
	<p>Workplace Safety</p> <ul style="list-style-type: none"> Follow School policies and safe working procedures as required; Ensure adherence to all health and safety regulations by self and team; Monitor the health, safety, and well-being of work colleagues to ensure they can undertake their work; Report any equipment or situation that is hazardous or has the potential to affect the health and safety of the St Hilda's workplace; Participate in workplace WHS inspections/audits, and assisting in the maintenance of WHS facilities, resources, equipment and information; Comply with purchasing guidelines for health and safety when ordering equipment and materials. <p>Child Safety Standards</p> <ul style="list-style-type: none"> Ensure adherence to all student safety standards and mandatory reporting requirements; Attend all training and maintaining compliance with all child safety legislation, standards and regulations; Complete all mandatory training in timely manner; Escalate and report all matters related to student safety immediately. 	<ul style="list-style-type: none"> 100% compliance by the team in mandatory training

EMPLOYEE SIGN OFF

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I have read and understand the requirements of this position. I acknowledge that this Position Description document has been designed to indicate the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

NAME		PRINCIPAL	
Signature		Signature	
Date		Date	