



HEAD OF MUSIC PERFORMANCE

Title	Head of Music Performance
Classification	Full-time ongoing
Position of Leadership	Level 2
Time Allowance	16 periods per 10 day cycle
Length of Appointment	3 years
Report	Deputy Principal Staff and Operations
Conditions	Victorian Catholic Education Multi Enterprise Agreement 2018

Purpose of the Position

The Head of Music Performance will take responsibility for the planning and organisation of the Instrumental Music Program, the College Instrumental and Choral Ensembles, and the Senior and Junior College Bands. The Head of Music Performance will also work towards the creation of a Music Support Group. The Catholic values of the College must always be at the forefront of planning and leading within the Musical Performance area. The Head of Music Performance is responsible for the overall vision, promotion and celebration of musical performance aspects of all College events. They will coordinate any music co-curricular programs, activities, displays, performances, assemblies and liturgies that showcase the musical performance and achievements of students and staff.

Responsibilities

- Actively support the liturgical life of the College.
- Coordinate and promote the Instrumental Music Program with instrumental teachers and external providers.
- Communicate with students, parents and instrumental teachers to promote and run the Instrumental Music Program.
- Oversee the budget of the program.
- In conjunction with the Deputy Principal Staff and Operations, develop the timetable and schedule for instrumental music staff and students, including ensembles and other musical performers.
- In conjunction with the Deputy Principal Staff and Operations, organise contracts and terms of employment for instrumental music staff, including payment arrangements.
- Maintain an attendance register for all instrumental music lessons.
- Oversee the musical direction of the annual College Production.
- Be responsible for overseeing performances, music and singing at College events, such as masses, assemblies, information nights and the end of year Presentation evening.
- In conjunction with the Performing Arts Centre and Events Coordinator provide opportunities for students to showcase performances at College events.
- In conjunction with the Performing Arts Centre and Events Coordinator, oversee the student lunchtime rehearsals and musical performances.

- Organise lunch time music room supervision roster.
- In conjunction with the College Faith and Mission Team, plan, prepare, select and rehearse celebratory and liturgical music.
- Communicate and promote College music performance events to key stakeholders and continually update the performance and events dates in the College calendar.
- Oversee the direction of rehearsals and performances for ensembles, bands and choirs.
- Provide a highly accomplished level of music at College events.
- Maintain all College instruments and musical equipment, including upkeep arrangements.
- Liaise with parents, students and the College community regarding the Music Programs.
- Other duties as assigned by the Principal.

Child Safety

1. Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice.
2. Be familiar with and comply with the College's child-safe policy and Code of Conduct, and any other policies or procedures relating to child safety.
3. Provide students with a child-safe environment.
4. Uphold a zero tolerance attitude towards child abuse.
5. Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds.
6. Provide a safe and accessible environment for children with a disability.
7. Implement strategies that promote a healthy and positive learning environment.

Criteria

Applicants to the position should be able to demonstrate:

1. An understanding and full support of the Catholic Regional College Caroline Springs Vision and Mission Statement and the values that underpin it
2. The capacity to provide leadership that is characterised by a commitment to the Catholic Faith and our College motto *Live Fully Act Justly*
3. A proven capacity to provide leadership that is characterised by a strong desire for continuous improvement, lateral thinking and innovation
4. Excellent leadership, organisational and administrative skills
5. Highly developed interpersonal and communication skills
6. An ability to work collaboratively and facilitate dynamic teamwork
7. Proven success as an exemplary teacher
8. High-level proficiency in a variety of instruments and musical performance.