

# Head of Music

## Position Description



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|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Employment Status:</b>      | Full Time (1.0FTE) Fixed term position of Responsibility                                                                                                 |
| <b>Classification:</b>         | Teacher (Band 2 Level 2 Position of Responsibility allowance is paid in addition to the salary) under the St John's Grammar School Enterprise Agreement. |
| <b>Tenure</b>                  | 3 Years for the position of responsibility. Permanent appointment as teacher                                                                             |
| <b>Time Release</b>            | 0.31 Full Time Teaching load whilst undertaking the responsibility of the position (0.69 FTE teaching)                                                   |
| <b>Area of Responsibility:</b> | Music Program for St John's Grammar School                                                                                                               |
| <b>Position Location:</b>      | Secondary School Campus, Gloucester Ave, Belair                                                                                                          |
| <b>Responsible to:</b>         | Head of Learning and Curriculum                                                                                                                          |

### About St John's Grammar School

St John's Grammar School is an E – 12 Co-educational, Independent, Anglican School and is located in the hills at Belair, South Australia. St John's is structured into four sub-schools: The Early Learning Centre (3 and 4 Year Old Programs), Junior School (R-6), Middle School (Year 7-9) and Senior School (Year 10 – 12).

We offer a safe, nurturing, welcoming and positive environment for our students. Our long-term goal is to produce citizens who are articulate and confident young people with a social conscience, who can contribute to society and lead with tolerance and compassion for others as they live a thriving and meaningful life.

### Position Objective

The Head of Music will be a visionary educator with demonstrated ability to achieve outstanding results for their students. As a teacher of Music, they will keep abreast of research in learning and teaching, including approaches, pedagogy, student engagement, learning theory and knowledge. The Head of Music will actively work to build a collegial team of staff within the department and will promote the learning area within the school community of students, parents and staff.

A key responsibility of the Head of Music is to lead the design, development and documentation of curriculum for the relevant subjects within the Department. This includes oversight of the scope and sequence of learning for each subject from Years 7 to 12, ensuring the curriculum reflects a carefully designed learning program with the aim of achieving the best possible learning outcomes for all students.

The Head of Music is responsible for the planning and coordination of the Music Program together with the Performing Arts Administrator working closely with the Director of Bands and the Junior School Music Coordinator.

# Learning to Soar

## Working Relationships

The Head of Music works closely with the Drama and Arts staff and is responsible for leading tutors, Performing Arts Administrator and specialists engaged to deliver the Music program.

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## Position Responsibilities

The **Head of Music** has the following roles:

- Lead tutors, accompanists and specialist instrumental ensemble directors within the Music program to excellent team as well as individual performance.
- Lead Music staff to excellence as a team as well as individual contribution.
- Work closely with the Music teaching staff to develop the curriculum, as well as the teaching and learning program for each class.
- Actively contribute to the Curriculum Development Group to help shape the School's curriculum and teaching development in collaboration with the Head of Learning and Curriculum.
- Support the development and maintenance of a best practice WHS culture within the workplace

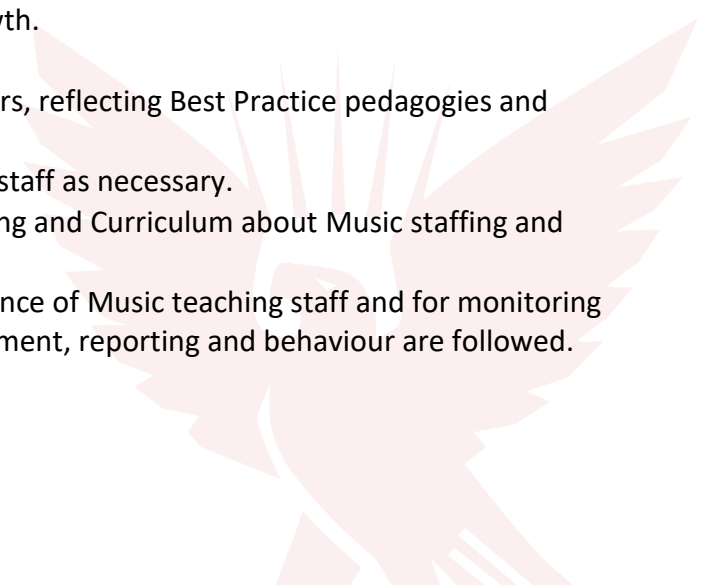
## General teaching role

- A teaching role from Year 7-12.

## Curriculum

- Clearly document curriculum from Years 7 to 12, aligned to Australian Curriculum and SACE, including pedagogies associated with the school's foci.
- Differentiate programs and assessment strategies, as necessary, to meet a range of student needs.
- Effectively integrate technology into teaching and learning.
- Work with staff to ensure our High Impact Teaching Framework is implemented in the most appropriate ways.
- Monitor and evaluate curriculum on a regular basis.
- Work with staff who teach other subjects in the development of interdisciplinary units, or in developing joint programs where appropriate.

## Staff

- Engage, lead and manage Music teaching staff and tutors to work as a high performing team.
  - Monitor and encourage teachers of Music in their professional learning. Provide feedback to staff and help them manage their professional growth.
  - Engagement and induction of tutors.
  - Be a mentor, particularly to new staff and tutors, reflecting Best Practice pedagogies and knowledge of curriculum content.
  - Provide advocacy on behalf of Music teaching staff as necessary.
  - Make recommendations to the Head of Learning and Curriculum about Music staffing and timetabling.
  - Be actively engaged in managing the performance of Music teaching staff and for monitoring that appropriate standards of teaching, assessment, reporting and behaviour are followed.
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### Organisation

- Write an Annual Improvement Plan for Music.
- Be responsible for the ordering of equipment, resources and materials.
- Engage, induct and manage tutors and specialist instrumental ensemble directors.
- Conduct voice (Senior Vocal, Secondary School Choir, SATB) or instrumental ensembles.
- Prepare annual budget submissions for the Music program and monitor the spending of allocated funds.
- Monitor and maintain physical teaching spaces and ensure they facilitate learning and that they are safe places for learning in accordance with WHS policies.
- Plan and organise the Music Performances that are part of the Music Program:
  - Assemblies
  - Band Bonanza
  - GIJ trip
  - Choirs in Concert
  - Year 10 Sheoak Music Evening
  - Year 11 Music Evening
  - Choral Eisteddfods (JS, SS and Senior Vocal)
  - ABODA band festival
  - String and Woodwind Concert
  - Cabaret/Musical
  - Choir Camp
  - Grandparents Day
  - Year level orientation days – 7,8 and 9
  - Carols at the Cathedral
  - Valedictory Day
  - Yr 12 Graduation
  - Reconciliation events

### Assessment

- Ensure assessment and reporting procedures are carried out effectively, in accordance with school, Australian Curriculum and SACE Board policy.
- Highlight the importance of quality feedback to students and model examples.

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## **Candidate Profile**

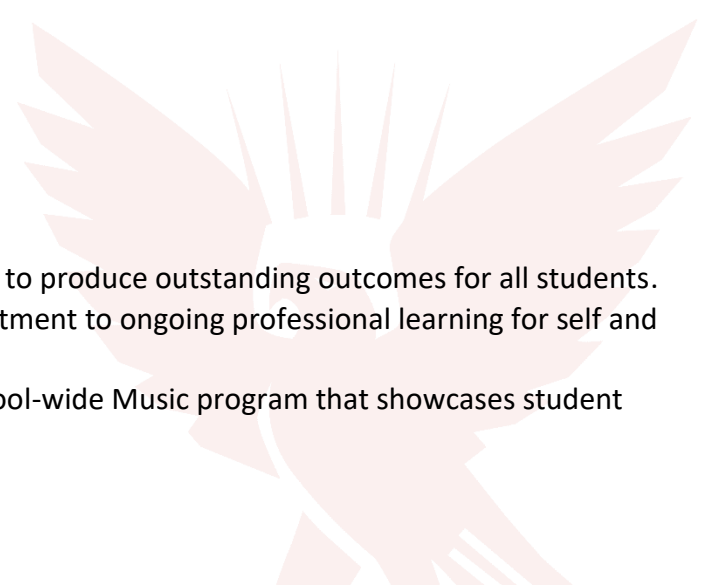
### **Qualifications**

- Relevant tertiary qualification
- Registered teacher status

### **Experience**

#### Essential

- Exceptional teaching record with the ability to produce outstanding outcomes for all students.
- Demonstrated self-awareness and a commitment to ongoing professional learning for self and staff.
- Planning and delivering an outstanding school-wide Music program that showcases student learning.



### Desirable

- Experience in a similar role or demonstrable potential to succeed in a leadership role.
- Experience in building a connected school community, positive culture, student welfare and pastoral care programs.
- Experience in working with students who have a variety of learning, social and psychological needs.
- Experience in embedding ICT in learning experiences.
- Experience with CANVAS or similar Learning Management System.
- Demonstrated understanding of the legislation and policies of governments as they impact on schools.

### **Skills and Abilities**

#### Essential

- A strong desire to guide all children to reach their potential, a family-centred focus, and an ability to relate to all age groups.
- The ability to enthuse others by marshalling professional expertise and contributing to a sense of purpose and direction.
- Displays qualities of sincerity, integrity, confidentiality, empathy, wisdom, resilience and Christian values.
- An ability to advocate on behalf of others, engages with measured risk and shows personal courage.

#### Desirable

- Leadership skills of a high order with demonstrated professionalism and probity and a proven ability to guide, mentor and develop people.
- The ability to demonstrate spiritual leadership by example.

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### **Conditions of Employment**

#### **Work Health and Safety**

- Support the development and maintenance of a best practice WHS culture within the workplace.
- Adhere to safe work practices and encourage staff, colleagues and others on the work site to adhere to safe work practices.

#### **Legal and Policy Requirements**

- Comply with all relevant policies and procedures.
- Improve systems of work and safe practices.
- Satisfy all position related employment requirements, including providing Registration details as required, completing medical assessments and police checks etc.
- Demonstrate commitment to the St John's Grammar School Code of Conduct.

#### **Performance and Training**

- Participate in relevant compliance and other work related training and professional development as required.
  - Participate in an annual review of performance in the role and review of this Position Description.
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**Tenure**

- Position of Responsibility (POR) is tenured for 3 years with option for renewal based on mutual consent (Substantive teaching position remains permanent).
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Ben Manifold

**PRINCIPAL**

St John's Grammar School

September 2026

