



MISSION STATEMENT

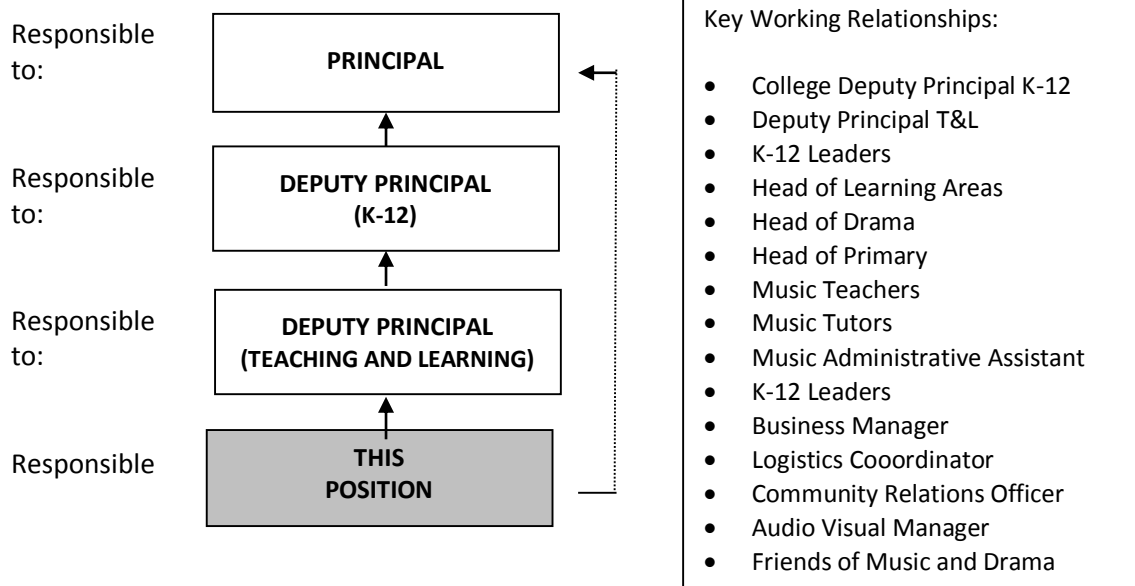
In the spirit of John XXIII, Mary Ward and Ignatius Loyola, our College seeks to develop people of competence, conscience and compassion who are committed to God and the service of others.

ROLE DESCRIPTION

1. POSITION IDENTIFICATION

SECTION :	Teaching
POSITION :	Head of Music
AWARD :	The Roman Catholic Archbishop of Perth Teachers EBA 2012

2. POSITION RELATIONSHIPS



3. POSITION OBJECTIVES

The Head of Learning Area should model LEAD in the Catholic School.

- LEARNING is what we do - We are committed to learning at every level.
- ENGAGEMENT is essential - We are committed to our mission through relationships with all.
- ACCOUNTABILITY is not optional - We have personal and collective responsibility for our success.
- DISCIPLESHIP is our calling - We are committed to deepening our relationship with Jesus

4. PRINCIPAL RESPONSIBILITIES

- Provide a leadership role which provides knowledge, skills and understandings required to lead and manage the Music program at the College.
- Assist with the efficient operation of the College.
- Promote and participate in professional development to keep up to date with the latest trends and developments.
- Maintain accurate and readily available records of student assessments, marks and grades.
- Ensure the provision of necessary teaching and learning resources.
- Establish and monitor an annual Music budget.
- Ensure the security and maintenance of Music equipment.
- Advise on the selection and deployment of staff.
- Advise on the placement of students in courses.
- Deal with discipline issues related to Music and the behaviour/standards of students.
- Liaise with parents in regard to:
 - Provision of information with regard to Music events
 - Student progress
 - Course selection
 - Pastoral support
- Support and oversee the ensemble program.
- Provide opportunities for regular student performances.
- Promote a standard of excellence in performance, etiquette and presentation.
- Oversee the administration of the instrumental program – staff, students.
- Organise accompaniment for students.
- Care for welfare of music staff and students.
- Oversee organisation of annual Music camp and occasional Music tours.
- Direct annual musical.
- Promote music within the College and wider community.
- Support the Liturgical musician in the provision of music for liturgies.
- Provide music for College events including the Presentation Evening.
- Work with and support the Friends of Music and Drama committee.
- Prepare articles for the Newsletter, Annual and Heritage as required.
- Assist with the integration and supervision of trainee teachers into the Music program.
- Encourage staff participation in College activities such as staff prayer, weekly Mass, functions/events.
- Ensure safe working environment and procedures.
- Attend meetings of Heads of Learning Area (HOLAs).
- Chair regular Music meetings
- Other duties as negotiated with the Principal and Deputy Principals

5. SELECTION CRITERIA :

The position requires the staff member to possess:

- Strong interpersonal skills enabling them to relate with harmony and authority with staff, students and parents.
- Professional expertise combined with educational vision and strong sense of purpose consistent with the Mission of the College.
- Outstanding musicianship.
- The ability to model and maintain the Catholic and Ignation ethos and traditions of the College.
- Capacity to envision the total College picture and commitment to implement this.
- A comprehensive understanding of current educational issues and requirements.
- Ability to listen, challenge and act with justice, integrity and care.
- Working knowledge of contemporary leadership principles and practices.
- Demonstrated ability to work independently and as a part of the Heads of Learning Area and the K-12 Leaders teams.
- Demonstrated outstanding classroom practice pedagogy.

6. VERIFICATION :

Principal	Signature	Date
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As an occupant of the position, I have noted the statement of duties and responsibilities and other requirements as detailed in this document:

Name	Signature	Date
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