



## ROLE DESCRIPTION

<b>Position Title</b>	Director of Music
<b>Reports to</b>	Deputy Principal
<b>Basis of Employment</b>	Ongoing POL3

St Mary's College is a co-educational secondary school in the Edmund Rice tradition. It is expected that all staff will support and respect the mission of the College. This includes upholding the religious and spiritual values of the College, the pastoral and community values that drive all interactions with students and colleagues and St Mary's College priorities in teaching and learning. All staff are expected to optimistically engage with a range of important cultural characteristics of Edmund Rice education that include commitment to the safety and wellbeing of children and the EREA Touchstones. Within the expectation is the aspiration that St Mary's College is a fully inclusive school, valuing diversity, and respect for difference.

### Position Summary

The role of the Director of Music is to take responsibility for the development and direction of the St Mary's College instrumental, liturgical, choral and classroom bands and ensembles music programs. This role also involves the management of college music events and activities.

### Professional Conduct

- Being familiar and compliant with, and proactively supporting the implementation and communication of College Child Safe policies, procedures, measures and practices including, but not limited to, the Child Protection and Child Safety Policy, Reportable Conduct Scheme, Mandatory Reporting, Staff and Student Professional Boundaries Policy, the St Mary's College Child Safety Code of Conduct and the EREA Code of Conduct, and the timely completion of all required child safety training and other requirements.
  
- Actively contribute to the College Child Safe culture.

## **Key Responsibilities**

### Administrative

- Contributing to the development of St Mary's College school culture through the encouragement of a love for and appreciation of music.
- In consultation with the Deputy Principal, manage the process for the hiring of appropriately qualified instrumental music staff.
- Organise the timetables and room allocation for the compulsory Year 7 Band program.
- Oversee all aspects of instrumental teaching, including the allocation and supervision of all instrumental music staff and students to ensure lessons are delivered appropriately and that student attendance and progress in the lessons is recorded and feedback provided.
- Organise the annual music camp.
- In consultation with the Deputy Principal, maintain a calendar of performances throughout the year.
- Prepare an annual budget for the music program in consultation with the Business Manager.

### Music Program

- Maintain the development of a high profile and vibrant music program.
- Discharge all duties relating to music organisation, students and staffing.
- Liaise with instrumental teachers who teach in the Instrumental Music Program.
- Prepare, promote and direct the College ensembles for a number of curricular and co-curricular events.
- Maintain and ensure that musical opportunities are continually available to all students.
- Select and approve repertoire which is diverse, challenging and entertaining for students and audiences.
- Organise musicians and support staff/students for major College performance events.
- Attendance at meetings to represent the music department as required, including externally, such as interschool music meetings and events.
- Maintain and develop all music facilities, learning and rehearsal spaces.
- Stock take and maintenance of all College instruments.
- Encourage ongoing professional development of all music staff.
- Regular communication with the College community through daily messages, newsletters and letters to parents concerning music department information.
- Potentially Teach instrumental and classroom music across a variety of grade levels.
- Arranging liturgical music and performances for College Liturgies and Masses, in consultation with the Director of Identity People and Culture, and the College Chaplain.

### Professional Development

- Demonstrating a commitment to ongoing professional development and fostering a culture of professional learning.

### Staff Professional Growth and Development

- Attending College meetings, staff professional development and faith development sessions.
- With the Principal and Deputy Principal, establishing professional learning agendas.
- Have oversight of the learning and teaching elements of the College relating to music.
- Proactively researching areas of interest relevant to the role and directions provided in the College strategic and annual action plans.
- Identify learning and teaching priority areas and implement key initiatives through the College's Professional Learning Communities (PLC).
- Participating in the annual review process.

**Other Duties:**

Undertaking any other duties as requested by the Principal that are consistent with the *Victorian Catholic Education Multi Employer Agreement 2022* (VCEMEA).

**Support Staff**

The Director of Music will be supported by a range of personnel, including:

- Principal
- Deputy Principal
- Director of Identity, People and Culture.
- Learning Leader, Visual and Performing Arts
- St Mary's College teaching staff
- Administration and Maintenance Staff