



Head of Music – Senior School

POSITION DESCRIPTION

Position	Head of Music – Senior School
Award	Girton Grammar Enterprise Agreement 2022 Educational Services (Teachers) Award 2020
Reports to	Head of Faculty - Arts
Employment type	3 year fixed-term position as Head of Department with an ongoing teaching role
Salary	In line with experience
Allowance and Time release	Monetary allowance 5.57% of salary and 8 periods of time release for the period the position of responsibility held

PURPOSE OF POSITION

At Girton Grammar School, the Head of Senior School Music assumes a pivotal role under the direct oversight of the Head of Faculty – Arts. The Faculty of Arts serves as a hub for interdisciplinary collaboration, uniting Music, Drama, and the Visual Arts within its scope. The Head of Senior School Music is tasked with steering both the creative and academic facets of Senior School Music, this position has responsibility for orchestrating vibrant, inclusive, and educationally enriching music programs and events. By providing leadership to staff, the Head of Senior School Music fosters an environment where the value of the Music Department is upheld and its outcomes are promoted effectively ensuring that every student is both inspired and challenged to enhance their musical skills and comprehension

ABOUT GIRTON GRAMMAR SCHOOL

Girton Grammar School in Bendigo is a leading independent school catering for around 1,100 students from Prep to Year 12 in an enriching and supportive environment.

With a Junior School campus and a separate Senior School campus minutes from the centre of town, this renowned School sits at the heart of the Bendigo community.

The School is proud of its culture of optimism and commitment in both students and staff, translating to personal growth and academic achievement that truly sets the School apart in Regional Victoria.

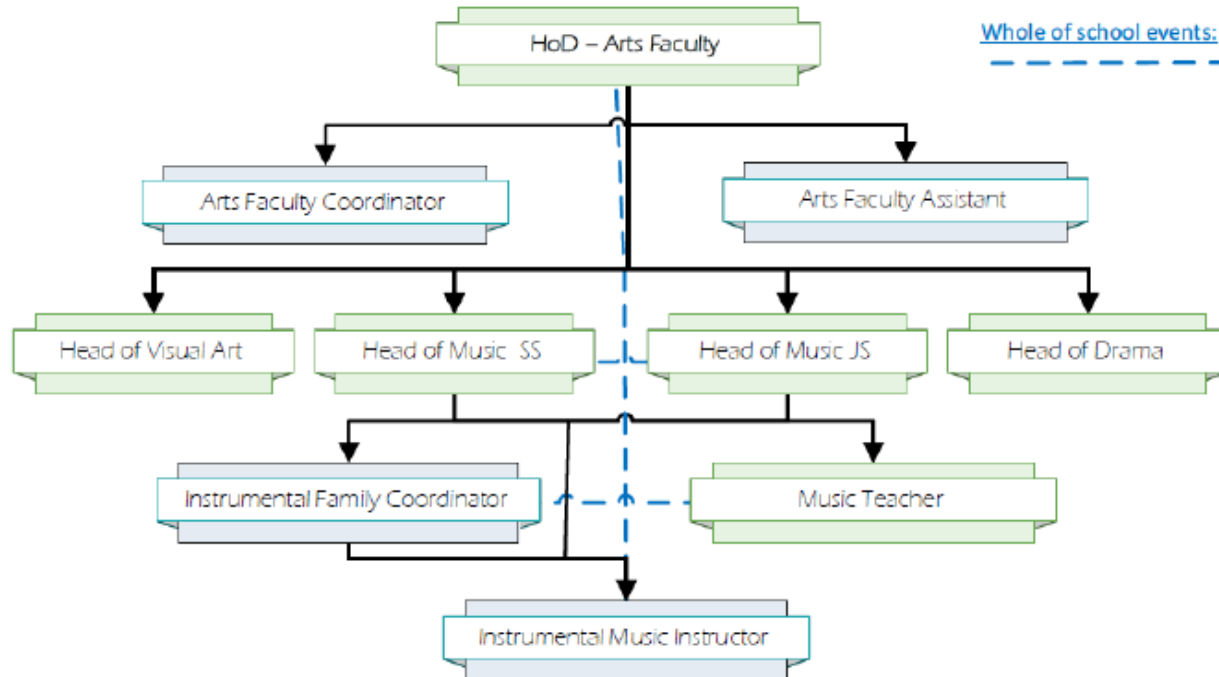
Our rich history and steadfast values have, over time, built a school culture where we equally value people, character and learning. The behaviour and attitude of our students and staff contributes to a learning environment where every child is known and their individuality is respected.



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FACULTY REPORTING STRUCTURE



Oversight of whole school events will sit with the Head of Arts Faculty with input from the Heads of Music. Whole school events include Foundation Day, Speech Nights, Carols.

KEY OUTCOMES

- The Head of Senior School Music is responsible for achieving the following outcomes.

Curriculum and pedagogy

- Oversee the curriculum for Senior School Music to ensure it is developed, monitored, implemented and evaluated to meet curriculum standards of the School and the needs of students.
- In consultation with the Head of Faculty - Arts, support teaching staff to utilise student outcomes and feedback to improve the curriculum for Senior School subject areas and teaching practices.
- In consultation with the Head of Faculty – Arts and the Head of Junior School Music, actively contribute to the development of teaching practices (pedagogy) within Senior School Music and encourage the integration and alignment of Junior and Senior School music curriculums, where possible.
- Work with Teachers to continuously improve the quality of assessments and reports to ensure they are administered in a timely manner and to a high standard.
- Liaise with Senior School Music staff to ensure excursions are linked to the curriculum.



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Creativity

- In conjunction with the Head of Faculty – Arts, undertake an active and leading role in overseeing Senior School cocurricular events and productions to ensure creative engagement and student participation.
- Lead co-curricular and academic ensembles which may include; Year 9 and 10 Class ensemble.
- Actively encourage and support staff to ensure Senior School/Music Department initiatives are developed, increasing the profile of the Arts within the School community.
- Engage specialist groups and Musicians to perform and / or present masterclasses at Senior School.

Strategic planning and development

- Contribute to the strategic and operational planning processes and initiatives of the School.
- In consultation with the Head of Faculty - Arts, facilitate and coordinate the development of the operational plans for Senior School music.
- Encourage and facilitate Senior School Music staff to contribute to strategic and operational processes and the development of improvement initiatives and opportunities.
- Work closely with the Head of Junior School Music to ensure cohesion between Senior School and Junior School curriculum, co-curricular productions, performances, and activities.

People and Relationship Management

- Support the management of the Schools Instrumental Music Program including assisting in the appointment of Instructional staff and determining the staffing needs for Senior School events and performances and the billing of instrumental lessons.
- Assist the Head of Faculty - Arts to oversee and support the roles and activities of SMiC's, with specific emphasis on Senior School.
- Ensure all Senior School Music teaching staff are fully aware of the expectations of their roles and are committed to the development of their students and subject area.
- Ensure effective and transparent working relationships within the Department and School that support all staff and enhance collaboration and organisational outcomes.
- Work closely with and support the role of the Arts Faculty Administrative function.

Leadership

- Contribute and actively support the establishment of a cohesive and dynamic Senior School Music Program and promote the role and benefits of Music on open days, celebration nights, publications and meetings.
- Actively provide a mentoring role to guide staff in improving pedagogy.
- Lead the development and implementation of Senior School co-curricular activities, events, and the Instrumental Music Program that are linked to the Music Programme.
- Promote the diversity of activities and benefits of the Music Programmes throughout the School.
- Build and maintain effective and collaborative educational teams and relationships.



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- Facilitate Senior School Music staff meetings and represent the Department in academic and co-curricular meetings within Senior School.

Administration

- Oversee the management of the Senior School Music budget, including regularly reporting on outcomes and expenditure in accordance with the financial policies and obligations of the School.
- Address any occupational health and safety requirements and refer matters to the OHS committee where necessary.
- Ensure compliance with all statutory and legislative requirements.
- In consultation with the Head of Faculty -Arts, work closely with Arts Faculty Coordinator and Arts Faculty Administrative Assistant to
 - o administer the Senior School budget
 - o produce the Calendar of Events involving Senior School, including ensemble performances
 - o determine the Instrumental resources requirements
 - o coordinate booking of venues and equipment for performances and activities.
- Ensure Senior School Music staff maintain accurate records of student attendance using the School's attendance recording system.

Professional Development

- Participate in relevant professional development activities, including assisting with the facilitation and coordination of professional learning initiatives within the Music Department.

Other Duties

- Ensure a close working relationship and encourage music staff to liaise with the Inclusive Education Department to develop interventions for students with learning challenges and very proficient learners.
- Attend and contribute to the Music Department meetings and represent Senior School music within the Arts Faculty.

From time to time, the Head of Senior School Music will be required to undertake other duties, as directed by the Head of Music Faculty- Arts or the Deputy Principal.

In addition, you will be responsible for key outcomes as a Teacher as outlined.

Curriculum

- Develop and maintain expert knowledge of key course components, set texts and pedagogical developments in music education,
- Participate in the preparation and maintenance of teaching resources and learning materials specific to music curriculum, including sheet music, audio recordings, and instructional materials.
- Use a variety of relevant and appropriate assessment and evaluation techniques to regularly assess student progress,
- Come prepared to all lessons and ensure lessons plans follow set curriculum.
- Lead co-curricular and academic ensembles which may include; Year 9 and 10 Class ensemble.

Student and Staff interactions / collaboration



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- Provide regular, timely and positive feedback to each student on their progress and performance,
- Collaborate with colleagues and Learning Support to facilitate the planning of educational programs and support services for students.
- Fulfill House Tutor responsibilities according to full-time or part-time status, fostering a positive and supportive learning environment.
- Instead of undertaking extra's a teacher of music may choose to undertake instrumental music lessons to students, up to 2 hours per week.

Administration

- Reports and records are maintained in accordance with legislative and School requirements,
- Provide formal, interim, and semester reports to parents and students, communicating progress and areas for improvement.
- Maintain accurate records of student attendance using the school's attendance recording system.

Other Duties

- Accountable for undertaking lesson covers and additional responsibilities when required, demonstrating flexibility and a willingness to contribute to the broader needs of the music department and school community.

KEY SELECTION CRITERIA / ESSENTIAL QUALIFICATIONS/SKILLS

Education and teaching:

- A bachelor's degree in education and/or Music with relevant teaching qualifications., and current registration with the Victorian Institute of Teaching (VIT).
- A comprehensive understanding and experience in Secondary Music education and curriculum.
- A passion in and demonstrated curriculum knowledge of applicable subject areas and the creative and effective delivery of teaching and learning programs.
- Strong skills in the use of information and communication technologies (ICT), especially as they relate to teaching and learning.
- Commitment to co-curricular activities.

Leadership Skills: The ability to lead a team of educational professionals and provide feedback on performance expectations and outcomes and identify and provide relevant professional development opportunities.

Analytical Skills: The ability to use and understand educational data and outcomes to enhance educational programs and teaching practices.

Communication Skills: Well-developed written and verbal communication skills and the ability to liaise with various stakeholders, including teachers, Instructors, administrators, and parents. The ability to convey information and concepts to other staff in a clear and understandable manner.



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Organisational Skills: Well-developed organisational skills to manage multiple people, tasks and programmes concurrently.

Adaptability: Flexibility to adapt to changing priorities, unexpected challenges, and last-minute adjustments in the scheduling of programmes and activities.

Time Management: Efficient time management skills including the ability to manage complex processes within specified deadlines and to prioritise competing demands while maintaining a high standard of work.

Collaboration: The ability to collaborate effectively with academic and administrative staff.

Continuous Improvement: Commitment to staying informed about relevant educational best practices and a willingness to implement improvements in practices.

Child Safety: A commitment to student wellbeing and child safety, demonstrating an understanding of appropriate behaviours.

CAPABILITIES

- Influences, empowers, motivates and inspires others to achieve or exceed performance expectations
- Envisions, evaluates and implements new possibilities
- Actively employs contemporary Information and Communications Technologies that enhance learning

PERSONAL CHARACTERISTICS

- Commitment to ongoing professional development
- Open-minded and collaborative
- Optimistic and enthusiastic
- Personal integrity, honesty and fairness
- Creative and organised
- Builds relationships and develops trust with students, staff and families.
- Remains calm, focused and maintains perspective when dealing with difficult situations.



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TEACHING AT GIRTON GRAMMAR SCHOOL

Girton Grammar School values the development in each student of the skills which underpin intellectual growth.

Inherent is a deep respect for the various academic disciplines, providing the analytical tools through which to describe, interrogate, understand and expand a student's view of the world. Creativity, curiosity, collaboration and communication are key elements that contribute to intellectual growth and future achievement.

Discernment and critical awareness are vital in a world where information is prolific but needs to be tested.

Within this context, students will acquire the habits of mind necessary to support their academic growth and success.

- Teachers at Girton Grammar school are professional people and this is reflected in their teaching and in their relationships with students, parents and other staff members
- Teachers are at all times responsible to the Principal for duties relating to effective teaching, student wellbeing and other duties
- Teachers are expected to support the School's aims, policies, procedures and philosophy

TEACHING AND LEARNING

Girton Grammar School's [Statement of Effective Student Learning](#) articulates the role teachers are expected to play in the education of its students. All teachers are required to undertake an annual review process to maintain their standards at the Proficient Teacher Level as determined by VIT and are expected to employ a variety of teaching strategies to effectively implement the curriculum and actively engage students in the learning process.

DUTIES OUTSIDE SCHOOL HOURS

- Participate in the School's Co-Curriculum program, approximately 2 hours per week for a full-time staff member.
- Attend School staff meetings, departmental meetings and other meetings, as scheduled.
- Be available for, and participate in, Parent/Teacher interviews.
- Participate in Speech Night, information nights, open days and other designated significant School activities.
- Attend School Outdoor Education camps or other curriculum camps, if required.
- Undertake professional development sessions.

PROFESSIONAL LEARNING

Teachers are required to:

- Participate in Professional Development so as to increase professional knowledge, strengthen teaching effectiveness and improve outcomes for students
- Support school-wide professional learning through the sharing of professional knowledge and practices with colleagues
- Participate in a cyclical appraisal process to improve knowledge and practice



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OTHER GENERAL DUTIES

Teachers are required to:

- Attend promptly and actively supervise students whilst on yard duty and during other activities
- Cover classes for colleagues as is reasonably required and in accordance with the extra period roster
- Consult with the Heads of Department and the Heads of House, when necessary
- Punctually attend timetabled classes, meetings and timetabled activities
- Carry out the administrative requirements of the School
- Other duties, as variously required by the Principal
- Participation in House and Sporting events

MISSION AND VALUES

All staff must have an understanding of and commitment to working within the School's stated values in striving towards achievement of our mission. Further information regarding expectations of staff can be found in the Mission and Values document on Girton Grammar School's website.

STUDENT WELLBEING

Girton Grammar School's Statement of Effective Pastoral Care outlines the role teachers are expected to play in the care and nurturing of each student.

CHILD SAFETY

Girton Grammar School is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 1359 requires the School to implement child safety standards and to accommodate and take the needs of all children into account when creating a child safe environment. All staff must comply with the School's child safety policies and related policies and procedures, uphold the overarching principles and values set out, and take all reasonable steps to promote the safety of children. All employees at Girton Grammar School are required to :

- Have a current Working with Children's Check or VIT registration
- Complete all mandatory reporting training and education about Child safety
- Adhere to the Schools Child Protection Policies and Procedures
- Report suspected cases of child abuse in accordance with school policies



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OCCUPATIONAL HEALTH AND SAFETY (OHS)

Workplace health and safety is the responsibility of all staff. All staff are responsible and accountable for:

- Demonstrating a full awareness of work health and safety issues and School OHS instructions, policies and procedures including, but not limited to, any first aid or emergency procedures and ensuring compliance with these
- Assuming allocated roles in the School's emergency response or occupational health and safety structures
- Taking reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions
- Promoting a safe work environment by raising OHS issues in a timely, constructive and solution orientated manner with a Manager or the OHS Committee
- Immediately reporting any Notifiable Incident or any identified health and safety matter via the appropriate channels

ADDITIONAL INFORMATION.

- Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check.
- A six-month probation employment period applies to all new staff members commencing employment at Girton Grammar School.
- Employment conditions are in accordance with the Girton Grammar School Bendigo Enterprise Agreement, as varied from time to time.
- Girton Grammar School reserves the right to modify position descriptions, as required. Where this is required, staff will be consulted.

STAFF BENEFITS

- Staff discount on school fees
- Access to Professional Learning and Leadership Mentoring programs
- Personal leave for emergent issues
- Opportunity to take on additional responsibilities for experience
- Active Staff Association
- Free and voluntary vaccinations
- Access to EAP counselling services.

REFERENCE DOCUMENTS

[Statement of Effective Student Learning](#)

[Supporting Student Wellbeing](#)

[Strategic Plan 2023 - 2028](#)

[Mission and Values document](#)

[Child Safety Policy](#)

APPROVAL

Developed by HR	November 2022	Reviewed	April 2024
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