

POSITION DESCRIPTION

Position:	Deputy Head of the Arts - Music
Reporting to:	Head of The Arts
Tenure:	This Position of Responsibility has a tenure of three years from the time of commencement

PRIMARY PURPOSE

The Deputy Head of the Arts - Music is responsible for the leadership, coordination and strategic development of all co-curricular music ensembles, concerts, Instrumental Music Programs and music curriculum. This role works closely with other Arts staff to lead and facilitate exceptional program delivery. The Deputy Head of the Arts - Music also works collaboratively with the other Arts Coordinators and the Head of the Arts to ensure the academic and co-curricular programs operate in synergy and provide students with comprehensive learning and performance opportunities.

This role is also responsible for supporting the Head of the Arts in an advisory and support capacity in the development and delivery of curriculum as it relates to Musical Arts Teaching and Learning Curriculum.

ONGOING RESPONSIBILITIES

Strengthening Lutheran Identity

As a leader within a Christian school, the Deputy Head of the Arts - Music will:

- Support and contribute to the growth of a strong Christian faith community through personal example and professional leadership. This includes participation in chapels, staff and student devotions and retreats.
- Support the Lutheran ethos of the college.

Enhancing Excellence in Teaching and Learning

As a key leader within the college, the Deputy Head of the Arts - Music will:

- Support the Head of the Arts in the development and delivery of curriculum for the Music subjects, actively advising on the curriculum content and delivery for this learning area.
- Ensure that the co-curricular Music program is in alignment with the strategic priorities of the college and consistent with curriculum delivery.
- Work collaboratively with the other Arts Coordinators to support and lead an integrated co-curricular program, as well as developing new programs and initiatives that complement the arts curriculum.
- Ensure programs are diverse and sustainable and complement the academic program.
- Ensure that high standards of excellence are communicated and upheld.
- Work collaboratively with the Human Resources Business Partner to recruit and employ Casual and Volunteer staff in relation to Music and productions.
- Prepare an annual budget for submission to the Business Manager to meet the objectives of the Co-curricular Music program.
- Maintain oversight of expenditure in line with the approved budget.
- Work collaboratively with the Business Manager to ensure the financial viability of productions and Music events/programs
- Provide leadership and assistance in the delivery of Performing Arts events

Engage in Continual Improvement and Innovation

As a key leader within the college, the Deputy Head of the Arts - Music will:

- Continually seek out and engage in latest educational research.
- Be an innovative and dynamic educational leader committed to a reflective process of continual improvement, contributing to goal setting and reflection practices.
- Model engagement and lead the ongoing growth of student wellbeing, and spiritual and academic growth, in line with the college's goals and priorities.
- Support the ongoing development and student participation in the ASPIRE Program.
- Initiate and engage in professional discussions with colleagues to evaluate and enhance professional knowledge and practice and improve educational outcomes for students.
- Participate in an annual review and evaluation of the co-curricular and curricular performing arts program to the Principal each year identifying successes, limitations, and areas for future focus.

Community Building

As a key leader within the college, the Deputy Head of the Arts - Music will:

- Develop community links and interest in the Music, both internally and externally.
- In Collaboration with the other Arts staff, coordinate and plan the annual performance program for Music.
- Coordinate, promote and support external Music and community activities and be ultimately responsible for the organisation, management, content and outcomes of all public presentation of Music.

Leading Effective Organisation and Management

As a key leader within the college, the Deputy Head of the Arts - Music will:

- Liaise with the Director of Student Engagement and Metrics regarding calendar planning and technical support for productions and performances.
- Oversight, leadership and coordination of Music and multi-arts events, working collaboratively with the Head of the Arts and the other Arts Coordinators.
- In collaboration with key stakeholders, oversee and plan key Music events and programs such as:
 - Ensemble coordination
 - Instrumental Music Programs
 - Concerts
 - College Musical in partnership with the Theatre Arts Coordinator
- In collaboration with the Head of the Arts, be responsible for the care and maintenance of all Music resources.
- Develop policies in relation to the use of Music resources across the college and for outside-of-school use.
- The direction, oversight and management of the duties and performance of the Casual Music staff or other volunteers.
- Other duties as required by the Head of the Arts or the Principal Directly.

Teaching Component:

In addition to the responsibilities and duties of this role, the incumbent will be required to undertake a classroom teaching component.

INTERNAL RELATIONSHIPS

This role will be expected to work collaboratively with a range of staff and students across the School, and in particular, the:

- Principal

- Director of Teaching and Learning
- Head of the Arts
- Music, Drama and Dance staff and students
- Administration Assistants
- Director of Student Engagement and Metrics
- Coordinator, Visual Arts
- Coordinator, Theatre Arts

QUALIFICATIONS

Current VIT Registration

PERSONAL QUALITIES

The successful candidate will exhibit the following personal qualities:

- Strong interpersonal / personal skills.
- Ability to be confidential and keep student, parent, and teacher confidentialities.
- Be proactive and well organized with strong administrative, record keeping and IT skills.
- Be a role model and positive member of the college community including being fully supportive of the college.

SELECTION CRITERIA

The successful applicant will need to demonstrate or have the demonstrated capacity to develop the capabilities described below:

SC 1. Demonstrated ability to support the Lutheran identity and Christian ethos of the college.

SC 2. Knowledge and demonstrated skills in the leadership of a team of Music teachers which includes the supervision and development of staff. High levels of pedagogical expertise including the ability to model and lead the ongoing development of co-curricular programs will be expected.

SC 3. Demonstrated ability to grow and promote the standing of the Music within the college and the wider community.

SC 4. Demonstrated commitment to continual improvement in practice and expertise in future-focused innovations in teaching and learning.

SC 5. Demonstrated interpersonal expertise that fosters effective partnerships with students, parents and members of the wider community. This includes high levels of self- knowledge and the ability to maintain a positive, focused environment with a high standard of organisational leadership.

OUR COMMITMENT TO CHILD SAFETY

All students who attend Luther College have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The college has a commitment to child safety and teaching staff will be responsible for understanding, applying and promoting the college's commitment to child safety, and it's related policies and procedures.

Employment at Luther College is subject to school policies including the Child Safety and Wellbeing Policy and Child Safe Program – Child Safety Adult Code of Conduct and participating in all related mandatory training. To ensure the safety of all students, staff will take into account issues relating to Aboriginal students, students from cultural and linguistic diverse backgrounds, or students with a disability, in addressing child protection and disclosures.

PROFESSIONAL EXPECTATIONS

All staff are expected to:

- All employees will commit to upholding and supporting the college's Lutheran ethos and the mission of the Lutheran Church.
- Demonstrate commitment to Ministerial Order No. 1359 "Child Safe Standards – Managing the risk of child abuse in schools and school boarding premises", the Child Safe Program – Child Safety and Wellbeing Policy and Child Safe Program – Child Safety Adult Code of Conduct.
- Have a shared responsibility for risk identification of child abuse, and be well-prepared in how to respond to child safety concerns.
- Be responsive and maintain respectful communications and collaborative relationships with the Luther College community.
- Adhere to and implement all safe work practices and procedures in accordance with the Luther College Occupational Health & Safety Policy.
- Work safely and report any hazards in accordance with school procedures.
- Model exemplary ethical behaviour and exercise informed judgments in all professional dealings.
- Attend staff meeting/s and professional learning as scheduled each term.
- Meet expectations as set out in the Luther College Staff Handbook.

Core Leadership Behaviours

The following core leadership behaviours are expected of the person within the position.

Professional Composure: Is a settling influence within a complex environment, is not easily irritated or quick to judge, can manage reasonable stress without it affecting professional performance.

Ethics and Values: Demonstrates Christ-like values, role models expected behaviors, demonstrates honesty and integrity in all situations irrespective of complexity.

Decision Quality: Makes good decisions, based on sound data, credible educational research, collective wisdom, experience and in alignment with the college's strategic aims and objectives.

Interpersonal Expertise: Relates well to all kinds of people, easily builds rapport and trust, is respectful and diplomatic in dealings with others, represents situations accurately without embellishment and displays a genuine empathy for others.

Communication: Can communicate with clarity and purpose within a variety of settings, is an active listener, is slow to judge and form opinions, is able to interpret and respond accordingly to the non-verbal responses of others. Provides consistent public support both within and outside of the college for school-wide policy initiatives and strategic priorities.

Organizational Agility: Knowledgeable about the relational and operational complexity of organizations, works effectively to achieve strategic priorities and learning goals of the college, and understands how best to motivate and align teams of people to achieve these.

Priority and Solution Focused: Can identify what is of strategic importance and prioritizes focus of self and others accordingly, can limit distractions, overcomes blocks and barriers, is able to complete projects within required timeframes, consistently meets the goals of the organization and exceeds the expectations of others, creates opportunities and support structures for others to be internally motivated.

Self-Knowledge: Knows personal strengths and weaknesses, reflects upon previous experiences to facilitate personal and professional growth, regularly seeks feedback from others, values transparency and accountability.



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Courage and Conviction: Speaks the truth with love, corrects communicated inaccuracies, provides direct feedback to others, faces difficult situations from a clear process perspective, does not personalize professional situations unnecessarily.