



POSITION DESCRIPTION

Title:	Head of Voice and Choral Studies
Reports to:	Principal through the Director of Music
Date:	2026

Genazzano FCJ College is a high performing Catholic day and boarding school beginning with the Early Learning Centre (co-educational 3 and 4-year-old kindergarten) and girls only education from Preparatory to Year 12.

Reflecting the ideals and values of FCJ education, Genazzano FCJ College aims to promote the spiritual, moral and academic formation of its students. The Vision and Mission Statement describes the Genazzano graduate as a young woman with a passion for life, a love of learning and the courage and confidence to lead and serve others. It also identifies an excellent academic program, a quality religious education program, an intensive co-curriculum and an active engagement with issues of social justice as the means by which this vision can be achieved.

The professional environment for staff at Genazzano FCJ College emphasizes innovation, the importance of lifelong learning and quality relationships between staff, students and parents.

EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Genazzano FCJ College is committed to creating and maintaining a child safe environment in which all students, including Aboriginal and Torres Strait Islander children and students with a disability, feel safe and are safe. Our College actively promotes the safety and wellbeing of all students and all staff members are committed to protecting students from abuse or harm in the College environment, in accordance with their legal obligations including child safe standards. A condition of employment is that staff are deemed to be persons suitable to work with children. Genazzano FCJ College has a *Child Safe Policy and a Child Safety Code of Conduct*. All staff members of the school are subject to and expected to comply with the *Child Safe Policy* and the *Child Safety Code of Conduct*.

POSITION SUMMARY AND PURPOSE

The Head of Voice and Choral Studies will oversee the implementation of the curriculum for both classical and contemporary voice teaching through liaising with staff in the department. The Head of Voice and Choral Studies will be responsible for preparing the College Senior Choir and the College Senior Chamber Choir for all Eucharists and Events. The Head of Voice and Choral Studies will further be responsible for the coordination of all liturgical music and opportunities that further enhances the religious music aspect at the College. This is a 0.6 salary-based position, which attracts a leadership allowance.

POSITION OBJECTIVES

- To teach Classical Voice to students from beginner to advanced levels
- To Direct the Senior Choir and the Senior Chamber Choir
- Coordinate liturgical Music for Eucharists and other opportunities that further enhances the religious music aspect at the College
- Preparing and organizing of choral music and students for Assemblies, Masses and functions at the College
- Providing opportunities for school performances and productions for individual students and choirs

KEY RESPONSIBILITY AREAS

The duties relative to this position include:

- To be responsible for the vocal production and musical tuition of vocal students ranging in age from the early years up to Year 12
- To prepare and present students for recitals, competitions, Master Classes, AMEB examinations, VCE examinations and tertiary entrance auditions
- To be prepared to develop a positive relationship with all vocal students, from all levels throughout the College, which will engender a willingness to take part in our extensive choral program
- Leading the repertoire selection and rehearsals of the Senior Choir and the Senior Chamber Choir, working with the school pianist
- Coordinate the liturgical music for all whole school, year level and community Eucharists
- Preparing and organizing of choral music and students for Assemblies, Masses and functions as required
- To contribute to a broad range of school activities and to be willing to participate in out of school hours musical activities as required
- To be available to students and parents to discuss the students progress and to build a positive and supportive relationship

ACCOUNTABILITY & EXTENT OF AUTHORITY

- The Head of Voice and Choral Studies is accountable to the Principal through the Director of Music
- For implementation of Child Safe Standards, this position is accountable to the Deputy Principal – Child Safe Officer
- The position must ensure that it operates in accordance with the specific objectives, policies and strategies determined for the effective management of the College's resources and ensure decisions made by the position are subject to review by the Director of Music.

SKILLS AND EXPERIENCE REQUIRED

- Demonstrated high level of competence as Classical Voice Teacher – beginner to advanced level
- Demonstrated high quality teaching skills which enable students to reach their full potential
- Demonstrated high level of competence as a vocal performer
- Competent accompanying skills (Piano) are an advantage
- Choral experience is essential
- Have the capacity to conduct large and chamber ensembles
- Good knowledge of both the AMEB and VCE syllabus and requirements
- Ability to develop constructive relationships with students which engender positive attitudes to learning

- Ability to work collaboratively with colleagues both at the faculty level and within the structures established by the College for the co-ordination of student welfare and the monitoring of student progress
- A current WWCC or VIT Registration is a requirement for the position
- Demonstrated willingness to explore the use of technology in the teaching of music
- Demonstrated willingness to support the ethos of Genazzano FCJ College; including an active commitment to the College Mission Statement

CONDITIONS OF EMPLOYMENT

- Employed in accordance with terms and conditions of Catholic Education Multi-Enterprise Agreement 2022
- The incumbent will require a Working with Children Check and National Police Record Certificate