

Position Description

Director of Performing Arts



The Director of Performing Arts is responsible to the Principal through the Deputy Principals Campus Directors for raising and sustaining the profile of Performing Arts. This will be fostered by encouraging and promoting student participation, ownership and initiatives as well as engaging the wider community. The Director of Performing Arts is expected to be transformational, passionate and creative, developing experiences that enable students to achieve their full potential. They will be suitably qualified and enjoy working in a collaborative team of professional Arts educators. The Director of Performing Arts will lead the delivery of the Performing Arts co-curricular and sessional programs and work in collaboration with Performing Arts and Leaders in the development of a vibrant and engaging Performing Arts program.

Leadership Framework:

Educational Leaders at Kolbe Catholic College operate within a transformational framework:

- Supporting and promoting the Catholic ethos of the College.
- Publicly supporting the College's Leadership.
- Building trust, acting with integrity, coaching individuals, inspiring others, and encouraging innovative thinking.

They also align with the Leadership In Catholic Schools Framework: Leadership Action in the following key areas:

- The Faith Community
- A Vision for the Whole School
- Teaching and Learning
- People and Resources
- Community

Through the Performance Development and Coaching program, leaders at Kolbe Catholic College set annual goals for their leadership areas and professional practice.

Child Safety:

Every employee and volunteer at Kolbe Catholic College is responsible for ensuring the wellbeing and safety of all students. This includes:

- Providing a child-safe environment.
- Being familiar with and complying with the school's child-safe policy and code of conduct, along with other child safety-related policies.
- Proactively monitoring and supporting student wellbeing.
- Exercising pastoral care reflecting school values.
- Implementing strategies to promote a healthy and positive learning environment.

Responsibilities:

- To expand the opportunities for students to engage in and develop skills and experiences in the Performing Arts including concerts, drama, musicals, choirs, orchestras, bands and ensembles.
- Encourage a culture of excellence in the Performing Arts through a climate of respect and achievement.
- To demonstrate ongoing enthusiasm, initiative and innovation.
- To produce College Productions or delegate to other qualified person/s
- To expand co-curricular opportunities in the performing arts
- To coordinate and further develop the Performing Arts Tuition program
- To explore opportunities for House-Based performing arts activities and/or competitions to strengthen student connection and belonging
- Liaise with the Director School Operations and the Deputy Principal of Faith & Mission to select, prepare and present high quality performances at Masses, Assemblies, Community Events, Exhibitions and other events in the College calendar
- With the Learning Leaders provide leadership and direction for the Music, Dance and Drama programs at the College.
- To provide opportunities for visiting performances, music excursions, tours and co-curricular activities
- To liaise with ensemble directors and other relevant staff in the organisation of rehearsals, competitions, festivals, tours, workshops and interschool events
- To work closely with the Property Manager and the IT/AV Helpdesk to advise on the set up of equipment and AV equipment for performances
- To oversee the OH&S components and Operoo completed by Ensemble Leaders and staff involved in Performing Arts programs and events, including ensuring staff complete Risk Assessments where necessary, especially in areas of higher risk and that safe working procedures for activities and equipment have been developed/displayed.
- Participate in regular meetings with the relevant leaders and other Learning Leaders, as well as the School Leadership (when necessary).
- To be a key stakeholder in the planning and construction of future Performing Arts facilities.
- To interview and organise the employment of Instrumental/Ensemble and Sessional Performance Arts Teachers.
- Evaluate the competency (skills and knowledge) of staff to safely use and to instruct students to safely use equipment and resources and, if necessary, arrange suitable training.
- To prepare an Annual Budget, and oversee the use of order book and spending in the department
- Demonstrate innovation and experience in leading a team of Performing Arts professionals.
- Ensure Performing Arts performances involving students are coherent with the Catholic ethos of the College.
- Attend, support and participate in Performing Arts events run by the School.

- Effectively communicate with students, staff and parents, including advertising opportunities to students to participate in co-curricular opportunities in the Performing Arts.
- Use a pastoral approach to student management within the classroom or rehearsal settings.
- Participate in Professional Learning Groups and show a commitment to ongoing professional development.
- Participate in the Co-Curricular program of the School.
- Undertake any other duties as requested by the Principal.

Other Duties:

- Work with the Deputy Principals and Curriculum Leaders to assist with the implementation of the College School Improvement Framework and the Annual Action Plan for the Learning and Teaching Sphere
- With the Curriculum and Learning Leader, lead the development of electives and subsequent review of curriculum offerings for the Performing Arts
- Promote the Performing Arts throughout the College and throughout the community with displays and reports of student performances, publications, presentations, conducting a themed 'Performing Arts Week' and submitting items for the College Newsletter
- Submit a Report for the College Yearbook
- Other duties as required by and negotiated with the Principal
- The position will require involvement in College Community activities outside currently designated school hours and participation in planning times during some school holiday times. These will be negotiated with the successful applicant
- The list of duties may be further developed and modified to utilise the individual strengths and initiatives of the incumbent and the developing nature of the College.

Position Classification:

- Position: Director of Performing Arts
- POL 4
- Remuneration: As per CEMEA 2022
- Tenure: January 2027 – 26 January 2030

Key Selection Criteria:

Please include a brief statement with your application addressing your concept of leadership, including goals you would set for this position, and your response to the following criteria:

1. Essential requirements:
 - Relevant tertiary qualifications in Education, Career Development, or related fields.
 - Current Victorian Institute of Teaching (VIT) registration.

2. Faith Leadership:

- Commitment to the values and ethos of Catholic education.

3. Educational Leadership:

- Successful teaching and mentoring experience.
- Demonstrated capacity to initiate improvements in teaching, learning, and classroom practice.
- Details of recent postgraduate study and/or immediate intentions for future study.

4. Relational Leadership:

- Ability to foster and develop relationships with staff and the wider community.
- Ability to work collaboratively with teams within the school.

5. Organisational Leadership:

- Ability to plan and manage resources effectively to support the school's educational programs.

Additional Capabilities:

- Highly developed interpersonal and communication skills.
- Sound organisational and administrative skills.
- Ability to work collaboratively and facilitate dynamic teamwork.
- Proven capacity to work independently under changing priorities, deadlines, and pressure.
- Commitment to ongoing professional learning.
- Exemplary teaching skills and practices.
- Generosity of spirit.