

Chairo Christian School

ABN 12 451 824 370

CHAIRO PARENT GOVERNED CHRISTIAN EDUCATION LTD. ACN 659 952 299

~ **Head of Music - PAKENHAM** ~

Title Head of Music - Pakenham

Appointed by The Executive Principal

Responsible to Principal

Role in the Management Structure

- The Executive Principal has responsibility, by delegation of the Board, for all the operations of Chairo Christian School, including the effectiveness of the educational practice and programs;
- The Principal (Drouin), Principal (Pakenham), Principal (Leongatha) and the Head of Teaching & Learning assist the Executive Principal in his/her role as part of the Executive Management;
- The Heads of School (Junior, Middle or Senior School) have specific responsibility for overseeing the regular/repetitive day-to-day activities of their Sub-school section;
- The **Head of Music - Pakenham** is responsible for the oversight, encouragement and implementation of the Music program and, in conjunction with the Heads of School, reports to the Principal (Pakenham).

General Attributes

The Head of Music - Pakenham is required to be:

- Able to provide a Godly example to fellow staff and students through their teaching practice, manner, relationships and general lifestyle;
- Familiar with, and supportive of the Values and ethos of the School;
- Able to demonstrate a sound knowledge of teaching from a Christian Worldview perspective (encompassing biblical foundations that are consistent with our Statement of Faith) and be able to effectively implement such teaching practices;
- A highly competent teacher who demonstrates leadership in the specified areas;
- Able to adhere to the 'Standards of Professional Practice' and Child Safety regulations as required by the Victorian Institute of Teaching (VIT);
- Familiar with and adhere to the Child Safe Standards as outlined in the Child Safety and Wellbeing Policy;
- Well informed of current educational practices and philosophies both within the Christian School movement and alternative education systems;
- Able to demonstrate strong interpersonal skills and the capacity to develop and sustain strong working relationships with other leaders and teachers across the school.
- Understanding of the needs of students in the learning areas;
- Remain up to date with developments in the discipline and curriculum trends through professional reading and attendance at conferences.
- Be familiar with the educational approaches and resources of CEN and other Christian organisations.

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General Responsibilities

The Head of Music - Pakenham is required to:

Curriculum

- Be responsible for the development and implementation of classroom music education programs from Prep to Year 12.
- Be responsible for the planning and implementation of a range of opportunities for students to perform and showcase their developing musical talents, in consultation with the relevant Heads of School.
- Be responsible for the development and upkeep of documentation related to Music curriculum.
- Revise and update Music programs and curriculum on an ongoing basis.
- Have oversight of the instrumental program, including the management of sessional instrumental staff.
- Manage the storage of school owned instruments, being responsible for their inventory, maintenance and distribution to students.
- Work with colleagues to plan and evaluate new ideas and teaching strategies that improve teaching and learning practices.
- Be responsible for the devising and carrying out of daily activities to fulfil the aims and objectives of the School and its Music Program.

Communication

- Actively initiate and engage in positive communication with students, parents, and staff.
- Actively communicate with the relevant Heads of School and classroom teachers regarding the Music program.
- Communicate regularly with the Principal (Pakenham) regarding the development of the Music program.

School Policies

- Act in a manner that is consistent with the stated policies of the School.
- Exercise control and discipline within the classroom and assist in discipline beyond the classroom.
- Ensure enforcement of the Uniform & Appearance Policy.

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Trainee Teachers, Assistants, Voluntary Helpers

- Supervise the activities and conduct of trainee teachers, learning support assistants or voluntary helpers within assigned class(es) as required.

Neatness & Security

- Maintain the neatness and security of assigned classroom(s).
- Keep classrooms and teacher offices rubbish free and tidy.
- Ensure windows, heaters, coolers, lights and electronic equipment are closed, turned off and locked before leaving classroom.

RESPONSIBILITIES:

Personal & Professional Requirements

Demonstrate Positive & Appropriate Christian Lifestyle, Values & Attitudes:

- Live a committed Christian Life, able to set an example for students.
- Avoid controversial doctrinal issues, and stress a positive approach to teachings of Scriptures.
- Uphold Christian truth and principles.
- Communicate Bible truth with vitality.
- Integrate constructive interpretation of Christian views in relation to curriculum areas.
- Set an example for students of recognition of responsibility, honesty, love, and respect for Australia and its relationship in the World.
- Show a respect for constituted authority.

Display Personal Attributes appropriate to the calling of a Christian Teacher:

- Dress & groom appropriately according to the School dress code
- Set an example of cleanliness, neatness, and good taste.
- Display a joyful, pleasant appearance and attitude.
- Contribute to a range of School activities as a member of the School team.
- Engage in critical self-reflection of professional practices to improve the quality of teaching and learning.
- Work within the framework of the School Charter, Mission Statement, Policies and the Law.

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- Progressively demonstrate improved classroom practice.

Commitments to the professional requirements of the School:

- Daily attendance from 8.00am till 4.00pm including student free days. (Note: Weekly Staff meetings may run until 5.00pm. Staff may also be required to attend one further after-school meeting within any given week.)
- Provide after-hours opportunities for students to showcase their musical talents to parents and the wider community.
- Expected to be involved in both staff and student devotions.
- Be available to attend Parent Teacher Interviews as per the School calendar dates.
- Attend one of two Chairo Open Days held during the year.
- Positively promote the School.
- Be involved in the 'Pathways' Staff Development Program.
- Actively participate in professional development activities and programs.
- Ensure that staff members are made aware of relevant and appropriate professional development opportunities.

Teaching & Learning Content Requirements

- Responsibility for the overall coordination and implementation of the Music programs across Pakenham Campus. The development of these programs is determined in consultation with the Head of Teaching & Learning, the Principal (Pakenham) and relevant Heads of School.
- Knowledge of the Australian Curriculum, including familiarity with the materials and programs associated with the Music curriculum.
- Demonstrate sound pedagogical knowledge.
- Understanding of the principles of teaching and learning, including characteristics of learners and strategies of classroom management and organisation.

Teaching Practice Requirements

- Use a range of teaching strategies and styles appropriate to year levels and topics taught.
- Provide a sound Music education to students from Year 5 to Year 12.
- Plan and write yearly, term and daily work plans and programs ahead of time.

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- Structure learning tasks to provide for individual learning needs and the diversity of students' backgrounds.
- Use effective classroom management strategies that encourage students to take responsibility for their learning.
- Develop relationships with students that encourage positive attitudes to learning.
- Model effective organisation and use of time.
- Effectively manage the budget for the Music program.
- Establish clear, challenging and achievable expectations for students.
- Provide counselling, pastoral care and welfare support for students.

Assessment & Reporting of Student Learning Requirements

- Use assessment and reporting strategies in line with School policy, and that complement and support the learning process.
- Maintain accurate and comprehensive records of student progress and achievement.
- Provide feedback to the student on performance in a way that builds confidence, capability and encourages continued effort.
- Provide meaningful reports on student performance to the student and parents or guardians before the end of each semester.
- Work in conjunction with Instrumental Teachers to ensure appropriate reporting of student progress in individual instrumental lessons.
- Use assessment data to improve student learning and the Music program.

Interaction with the School Community

- Effectively promote the Music program.
- Recognise the important role the family plays in a child's learning, taking into account this important factor in appropriate ways.
- Communicate with parents or guardians, students and colleagues in a professional and constructive way.
- Liaise with School Chaplains in relation to issues regarding student welfare.
- Work in partnership with students, families and colleagues to improve the learning environment of the School.

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- Establish links with the broader community where this can improve learning outcomes for students.

Students

- Support, encourage and nurture students.
- Participate in the life of the School through attendance at information nights, parent evenings and special events as required by Heads of School.
- Implement and monitor matters of student discipline and behaviour as outlined in relevant whole-school and sub-school policies and procedures and keep the relevant Heads of School informed.

Standards of Performance

Performance will be measured using the position responsibilities and will be determined against evidence of the following particular standards.

- Achievement of agreed goals, aims and objectives
- Contribution towards the development of a distinctively Christ-centred community
- Level of Executive Management satisfaction
- Development and maintaining of effective documentation
- Upholding the dignity of the position of Year Level Coordinator.

Authority

The Head of Music - Pakenham is granted authority by the Executive Principal, relevant Principal or the relevant Head of School to:

- Direct teaching staff within their year level to meet all requirements of regulations and policy, and to implement policy and procedures as established by the Board and Executive Management.
- Refer matters of non-compliance and other concerns that occur within the faculty to the relevant Head of School, the Head of Teaching & Learning and/or the relevant Principal.
- Make recommendations to the relevant Head of School, Head of Teaching & Learning and/or the relevant Principal, regarding student welfare and management issues.

Accountability

Head of Music - Pakenham both assists & answers directly to the relevant Principal

Time Allowance

A time allowance will be provided relevant to the respective duties. This is determined by the relevant Principal and Business Manager and may be reviewed from time-to-time.

POR Allowance

As a POR, this position will receive a POR allowance as determined by the Business Manager and will be provided and paid whilst performing the duties of the position.