



Sheldon College POSITION DESCRIPTION



Head of Performance Music

Department:	Faculty of The Arts
Responsible to:	Principal
Reports to:	Director of The Arts

About Sheldon College

Sheldon College is an independent, co-educational, non-denominational College situated in Redland City, catering for students from 15 months of age through to Year 12. We provide a first-class curriculum in the academic, sporting and cultural arenas with access to state-of-the-art classrooms, laboratories, resource centres and studios, as well as cultural, performing arts and sporting facilities.

This ensures we deliver on our commitment to provide outstanding education in a safe, secure learning environment, underpinned by our philosophy of **Love, Laughter and Learning**.

Our Mission is **"to provide a quality educational experience in an environment that encourages and enables our students to succeed in a constantly changing world"**. This role is a key stakeholder in the College realising that mission.

Child Safety and Wellbeing

Sheldon College has a zero-tolerance approach to any behaviours that compromise student safety and wellbeing, including child abuse. The College prescribes to the Universal Principle that all children have the right to feel safe, respected, and heard, protected from all forms of abuse, harm, and neglect in a culturally safe environment.

All staff are required to uphold the College's Child Safety and Wellbeing framework, including the Child Safety and Wellbeing Policy, Staff Code of Conduct, and Raising and Responding to Concerns Policy. It is an inherent requirement of all staff members' employment to meet mandatory reporting obligations. Staff must apply a culturally sensitive and trauma informed approach in all Child Wellbeing related activities and Child Safety investigations across all areas of the College.

Successful applicants must demonstrate a commitment to child safety and will be required to complete all mandatory training and compliance requirements prior to undertaking duties.

Position Overview

The Head of Performance Music leads the ongoing strategic, continuous improvement and custodianship of Instrumental Music and Voice. The Head of Performance Music will be an exemplary individual leading the creative vision, strategic direction and daily operation of the broad and varied Performance Music program at Sheldon College.





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The Head of Performance Music provides coordination, leadership and communication across the College in the delivery of high quality outcomes for students in the Instrumental Music and Voice programs at the College. The Head of Performance Music will develop, lead and communicate about the program, so that it fosters the full and balanced development of each child. The incumbent is responsible for developing and delivering a contemporary and innovative Performance Music Program which is underpinned by clear expectations of high-quality performance and standards to be achieved.

The Performance Music Program covers the full range of instruments, including the compulsory Year 3 String and Year 4 Band Program. Performance Music tuition includes both group and individual tuition. The program incorporates a broad range of bands and ensembles across the College, that perform at various internal and external events.

Key Duties and Responsibilities

General

- Work collaboratively with the Director of The Arts and direct reports and other stakeholders to ensure the growth of The Arts Department within The College.
- In collaboration with the Director of The Arts and Head of Faculty – The Arts, work to reimagine, design, and promote a clear vision for The Arts that celebrates inclusivity, risk-taking and compassion.
- Leadership and oversight of Performance Music events, ensuring quality outcomes and experiences for all stakeholders.
- High level contribution to College-wide events, both within the College context and beyond, i.e. Celebration of Excellence, ANZAC Day Community March etc.
- Support the development of The Arts Strategic Plan in line with the current 2023 and Beyond Strategic Vision.
- Energise staff to innovate and advance the status of the Performance Music Programs.
- Work with the Music Administrators to maintain detailed, current and responsive information about the Performance Programs on Staff Kiosk and iLINQ as well as managing the Instrumental Music Hire Scheme;
- Work collaboratively to ensure the Performance Music programs harmoniously provide high-quality Music tuition and Co-curricular programs.
- Attend College activities, functions and events including those held outside of school hours, particularly those functions and events involving or related to any students connected to the College Music program.
- Periodically review ensembles to ensure offerings are diverse, viable and reflective of student interest and skills.
- Develop and maintain scholarship review processes.
- Direct the compilation and checking of reports via iLINQ.
- Oversee the logistical and creative arrangements for events, productions, including but not limited to budgeting and work force planning delegations.
- Monitor the planning, maintenance, building and deployment of resources.





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- Demonstrate organizational, administrative and management processes appropriate to the position.
- Attend weekly meetings as a member of the Arts Executive;
- Using objective data, review and refine the current Performance Music programs to ensure the College can successfully offer high-quality, fit for purpose and a sustainable number of Arts activities.
- Promotes outstanding performance and challenges under performance formulating plans for improvement as required.
- Lead and manage a balanced involvement in external and internal performance opportunities to benefit students and staff wellbeing.
- Oversight of risk assessments and responsibility to minimize risk to ensure safety of the program, participants, staff and other related parties.

Communication

- Promote, through words and actions, harmonious and cooperative relationships among staff, students, parents and caregivers.
- Demonstrate good interpersonal skills and a willingness to engage with people to develop strong involvement and ownership.
- Meet regularly with direct reports and organize performance team meetings to ensure smooth operations and communication of all performance events and matters.
- Develop effective processes to disseminate information to all staff including casuals, part-time and full-time, term time staff.
- Participating in professional activities outside the College.
- Support links to the world beyond school to broaden staff/student learning;

Human Resource Management

- Develop effective teamwork within the Performance Music Department.
- Develop draft and edit Position Descriptions for casual staff.
- Promote collegiality and a sense of identity within the whole College.
- Monitor, mentor and evaluate performance and professional growth of colleagues.
- Lead and foster a supportive and inclusive tuition climate which enhances student growth and confidence.
- Leadership and support of the Professional Development and ongoing professional learning for Performance Music staff.
- Foster positive relationships with our parent and volunteer community to enhance outcomes for students.
- Engage positively and create opportunities for engagement of Alumni to benefit outcomes and experience for students.
- Participate in reflective process, giving advice, support, and leadership on these processes.





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- Mediate issues involving staff, students and parents following consultation with relevant staff and leadership.
- Maintain high standards of professionalism for staff, students and the broader College community.

Skills

- Ability to form strong, positive and respectful relationships with children, families and staff.
- Ability to be innovative and creative in striving for continual improvement.
- Highest standards of integrity and professionalism.
- Highly developed interpersonal and communication skills – diplomatic, resourceful and adaptable.
- Expertise in directing Music ensembles.
- Expertise in specialist Instrumental and Performance Music teaching.
- Excellent time management, organisational and planning skills, with the ability to be flexible, adapt to varying workloads, and to effectively manage multiple tasks whilst working to deadlines and under pressure.
- A self-starter with the ability to work within a team and with minimal supervision.
- Effective problem-solving skills.

Qualifications & Experience

- Essential: Eligibility for blue card and/or registration with the Queensland College of Teachers.
- Preferred: Degree qualifications in Music or Education from a recognised University or College.
- Preferred: Membership of relevant associations.

Selection Criteria

- Demonstrated capacity to exercise leadership with the Performance Music and broader Arts Department and to work collaboratively with other members of the College.
- Well-developed communication and interpersonal skills with the capacity to build relationships and engage students, staff and parents.
- Organisational and management skills required to carry out the administrative duties and resource management responsibilities related to the leadership of the Performance Music Programs and Department;
- Demonstrated expertise and experience in teaching Performance Music.
- Interest in innovation and contemporary Instrumental and Vocal teaching practices and implementation of new/change processes.
- Ability and enthusiasm to promote Performance Music within the College and wider community context.

