

Reporting to:	Deputy Principal
Teaching:	Ongoing (See Variation to the Role)
Employment Fraction:	Full-time (See Variation to the Role)
Teaching Fraction:	0.6 FTE
Leadership time release:	0.4 FTE and Homeroom (or equivalent)
Leadership tenure:	Four years (See Variation to the Role)
Leadership salary:	Level 3
Prepared:	October 2026

Position Context

Hume Anglican Grammar is an independent, multi-campus, co-educational and Anglican Diocesan School offering education from Prep to Year 12 in the Northern growth corridor of Melbourne. The School aims to provide its students with an education that prepares them for the challenges of life, equips them to contribute to the community in an environment based on Christian values and at a cost affordable to as many families as possible. It is Hume's fundamental belief that young people who are genuinely happy will engage, aspire and thrive within our learning community. By establishing high standards in all that it does, every student is encouraged and supported to discover and fulfil their unique potential.

Hume Anglican Grammar has an open enrolment policy so educates children from many faiths and with a diverse range of backgrounds and abilities. It has a strong sense of inclusivity and a community-minded focus. Hume is a progressive school, not just in the development of buildings and grounds, but also in innovative thinking and advancements in its approach to teaching and learning. This is led by a group of dedicated and expert teachers who practise their craft with skill, and by building the strongest of relationships with students. It is not by chance that Hume has young people who readily display warmth, humour and respect for one another and their teachers.

After 3 years located elsewhere, in 2011 the School commenced in Mickleham the Prep to Year 12 Freier campus on 10 hectares. In 2019, it opened another Prep to Year 12 campus in Donnybrook on an 8-hectare site. Starting with junior Primary year-levels, this campus will ultimately have an enrolment of 1,596. At Donnybrook, the Primary school has reached capacity with 588 students (as with Freier Primary) and with Secondary commencing in 2023 next year will have 784 Year 7 to 11 students. Each year as additional classes and year levels are added, it will progress to offer Year 12 in 2028.

In 2023, the School opened its third campus in Kalkallo, as a Primary and a feeder to the Freier and Donnybrook Secondary schools, it has followed a similar growth pattern to Donnybrook reaching capacity this year with 588 students.

In 2027, the School will enrol 3,408 students and expected to employ near 400 staff. The student enrolment at each campus will be at Freier 1,448, Donnybrook 1,372 and Kalkallo 588. Ultimately, by 2029, will have some 3,640 students (Freier 1,456, Donnybrook 1,596 and Kalkallo 588) with a corresponding cohort of teaching and general staff over 400 across its three campuses. It is expected to be one of the largest non-government schools in the State.

Recently, the School announced its acquisition of a 10-hectare parcel of land in Wollert for its fourth campus planned to open in 2033. This will comprise two Primary schools and a Secondary school and when it reaches its capacity, will enrol over 2,500 students. In all, Hume Anglican Grammar will ultimately educate over 6,000 students, with plans for further expansion.

Variation to the Role

Due to circumstances surrounding a particular appointment, there may be variations to the role as described at the top of this page.

Variation to role at Donnybrook: Due to the continued growth at the Donnybrook Campus, the role will be scaled according to student enrolment numbers, with a tenure of two years; 2026-2027.

This role has become available due to an upcoming period of parental leave. Both the teaching load and the Position of Responsibility (PoR) are fixed-term appointments, commencing on Monday, 25 January 2027 and concluding on Friday, 10 September 2027. The employment fraction is full-time negotiable.

Purpose of the Position

Hume Anglican Grammar acknowledges the opportunity for creative expression that the Performing Arts plays in the education of students. The Head of Productions has the important role of leading the design, direction and choreography of the annual School Musical Production.

The Head of Productions is a campus-based position that leads campus staff in the delivery of well-organised and successful musical production while promoting the School's philosophy, policies and procedures. There are two Heads of Productions, one each for the Freier campus and the Donnybrook campus.

They have overall responsibility for successfully staging the annual production for their campus. The Head of Productions ensures all productions are of the highest standard, promoting excellence and offering opportunities for student development and encouragement. It is expected they will operate in close collaboration with colleagues to create a contemporary, rich and vibrant school production.

The Head of Productions is recognised and respected by colleagues, parents and community members as an exemplary teacher. They have demonstrated consistent and innovative teaching practices and the ability to initiate and lead activities that focus on improving opportunities for all students. They continue to seek ways to improve their own practice and to share their experience with colleagues. They are skilled in mentoring staff, adopting approaches that develop knowledge, practice and professional engagement in others. They promote creative, innovative thinking among colleagues.

The Head of Productions works in close association with their counterparts at other campuses and the Head of Co-curricular Performing Arts, and they are expected to work in the closest partnership with the Head of Campus, Heads of Section and Co-curricular Coordinators of their campus. The Head of Productions reports to the Deputy Principal and has, as a direct report, the campus Performing Arts Assistant (DB) or Performing Arts Coordinator (FR).

The Head of Productions acts autonomously in their area, as well as working as a part of the production team in consultation with the Deputy Principal, Head of Campus or Head of Co-curricular Performing Arts, as required.

This role primarily manages the development and implementation of the annual School Musical Production and exercises judgement in determining appropriate decisions to manage the specific areas of responsibility, which are both strategic and collaborative in nature.

It is inherent within the role and incorporated into the leadership time release, that the Head of Productions will operate outside regular school hours to attend and manage rehearsals, performances, and meetings. Hence, they will be required to work before and after school, during term breaks and on weekends, as required.

The Head of Productions may be required to travel between campuses.

Responsibilities and Duties

Subject to the discretion of the Principal, the Head of Productions is responsible for staging the School's annual Musical Production.

Responsibilities include:

Annual Musical Production

- Creating the artistic vision for the productions (directorial vision, movement direction, set design, lighting design, sound design, costume design, etc.)
- Assembling and overseeing the production team, including:
 - Providing design directives
 - Running auditions
 - Leading rehearsals
 - Managing the production schedule
- Collaborating closely with the other Head of Productions (DB/FR) and Head of Performing Arts (KK), particularly in relation to the biennial Primary production.
- Liaising with the Performing Arts Coordinator (FR) on the shared biennial Primary production elements, where relevant; these may include, but are not limited to, licensing and agreements, staging and sets, venue.
- Collaborating with the Head of Co-curricular Performing Arts and other Performing Arts staff and facilitating production meetings to ensure all aspects of rehearsal, production and performance meet the standard required for excellence
- Leading productive and inspiring rehearsals with the cast and production team.
- Demonstrating and inspiring an enthusiastic and committed approach from the students and production team
- Overseeing the administration tasks associated with auditions and rehearsals for the productions including, but not limited to, rehearsal schedules
- Ensuring that all health and safety precautions and guidelines are being met throughout the rehearsal process and across performances including ensuring that all supervision, risk assessment and first aid requirements are met
- Managing the Production budget for their campus and section

Community engagement

- Communicating with students, families, staff and other stakeholders on all matters relating to the production
- Closely collaborating with the Marketing and Communications Manager in the promotion of the production
- Collaborating with the Head of Co-curricular to record Colour Points for Production-related activities

Leadership

- Overseeing the duties carried out by the Performing Arts Assistant (DB) or Performing Arts Coordinator (FR) in relation to the Production
- Providing guidance to all staff involved in the Production, be they Primary or Secondary staff; and leading them through both collaboration and consultation

General responsibilities

- Undertaking the duties of a teacher as defined by the Position Description for a Teacher
- Carrying out other duties as directed by the Principal

Qualifications, Skills and Experience:

- Experience working in a leadership role within the Performing Arts
- Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing demands
- Excellent oral and written communication skills
- Experience in planning and conducting school musical productions
- Current registration, or immediate eligibility for registration with the Victorian Institute of Teaching
- Graduate qualifications within two or more of the Performing Arts subjects

Personal Qualities

- Outstanding communication and interpersonal skills to build relationships with key stakeholders
- Ability to lead and motivate staff through empathy and strong collaboration skills
- Ability to inspire students through passion, empathy and inclusivity
- Personal sense of initiative, enthusiasm and high energy
- Commitment to professional learning and continuous improvement
- Demonstrated interest in ongoing personal professional development.

Key Selection Criteria

1. Experience working in a leadership role within the Performing Arts.
2. Outstanding organisational capability, planning, interpersonal skills to direct very successful major musical productions.
3. Excellent interpersonal skills, leading with empathy, transparency and collaboration to motivate staff and inspire students.

This Position Description may be altered from time to time to meet the operational needs of the School.