Kilbreda College

DIRECTOR OF MUSIC

OCTOBER 2026

ROLE DESCRIPTION

Kilbreda College is governed by Kildare Ministries and administered by the Kildare Education Ministries Board.

Position	Director of Music (POL 3)
Tenure:	2027 – 2029; Ongoing tenure at the College as a teacher
Remuneration:	CEMEA 2022 (or equivalent)
Reports to:	Assistant Principal, Teaching and Learning Principal
Direct Reports	Domain based staff (teaching and education support staff where applicable) Instrumental Music Tutors
Key internal liaisons	Learning Leader/s Performing Arts Head of College Organisation Instrumental Music Tutors Director of Faith and Mission Liturgy and Chapel Coordinator Administrative Assistant, Performing Arts Production Band (in Senior Production years)

All staff members of Kilbreda College are expected to support Catholic education in the Brigidine tradition as expressed in the College's vision and mission statements. Leaders are expected to reflect the values of Kildare Ministries in the way that they perform their leadership role and in the relationships they form with all members of the College community. Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

The **Director of Music** is responsible for providing strategic and operational leadership of the College's music program. As a member of the middle leadership team, the Director of Music cultivates a vibrant and inclusive culture of music-making that enriches the educational, faith and community life of the College. This position oversees instrumental music, ensembles, choirs and performance opportunities, while fostering excellence in music education and creating pathways for students to develop confidence, creativity, collaboration and personal growth through music.

The Director of Music will lead with purpose, compassion and professionalism, building positive relationships with students, staff, families and the wider community. Working collaboratively with College leadership and the Performing Arts faculty, the Director of Music will develop and implement a vision for music that aligns with the strategic priorities, values and mission of Kilbreda College

Child safety: At Kilbreda College, the safety and wellbeing of every child and young person is paramount. All staff share responsibility for creating a culture where students are respected, protected and supported to flourish. This requires being fully familiar with, and committed to, the College's Child Safeguarding Program, the Child Safety and Wellbeing Policy, Child Safeguarding Codes of Conduct, and all related policies and procedures.

KEY RESPONSIBILITY AREAS

1.0 College Leadership

1.1 Promote and actively support the Catholic, Kildare Ministries and Brigidine ethos of the College through all aspects of the music program.

1.2 Provide leadership by championing the College Vision, Mission and Strategic Plan through the development of a vibrant and inclusive music culture

1.3 Lead and model a culture of excellence, creativity, participation and student growth within the music program

1.4 Develop authentic and respectful relationships with students, parents and colleagues, fostering trust, belonging and engagement

1.5 Represent the College music program positively within the College community and at external events, performances and competitions

1.6 Serve as a positive role model, demonstrating integrity, professionalism, innovation and lifelong learning

1.7 Work collaboratively with College leaders to support strategic priorities and contribute to a culture of continuous improvement

1.8 Support the College's Performance and Development processes and contribute to staff growth and formation

1.9 Undertake any other duties as delegated by the Principal

2.0 Leadership of Music Program

2.1 Develop, articulate and implement a clear vision for Music at Kilbreda College, aligned with contemporary practice and the strategic directions of the College

2.2 Provide leadership and oversight of the instrumental music program, ensuring high-quality tuition, effective administration and positive student outcomes

2.3 Lead, support and coordinate instrumental music tutors, accompanists and other music personnel, fostering collaboration, professional growth and accountability

2.4 Develop and lead a comprehensive ensemble program including choirs, bands, orchestras and contemporary music groups

2.5 Coordinate and conduct music ensembles and performances as required

2.6 Work collaboratively with Music teachers to ensure strong alignment between classroom music and co-curricular music opportunities

2.7 Promote student participation, engagement and excellence across all aspects of the music program

2.8 Lead planning and preparation for College liturgies, assemblies, masses and significant community celebrations requiring musical leadership

2.9 Coordinate music support for College productions, including collaboration with Production Directors and the leadership of production bands where applicable

2.10 Provide opportunities for student participation in external festivals, competitions and community performances, including events such as the Victorian Schools Music Festival

2.11 Use data, student voice and participation trends to evaluate and strengthen the effectiveness of the music program

2.12 Ensure all music activities comply with College policies, risk management requirements and child safety obligations

3.0 Management and Administration

3.1 Lead at least one initiative within the Learning Area during the tenure that enhances student agency, promotes active learning, and fosters personal excellence through innovative curriculum design and pedagogy.

3.2 Design and oversee curriculum within the Learning Area that not only meets Victorian Curriculum and VCAA requirements but also integrates cross-curriculum capabilities in innovative and future-focused ways, preparing students with the knowledge, skills, and dispositions to thrive in a rapidly changing world

3.3 Support and enhance VCE Music programs, including Music Inquiry and performance pathways, through curriculum leadership and collaboration with teachers

3.4 Work collaboratively with subject teachers to develop strong, effective learning teams that foster a climate of trust, shared purpose, and professional dialogue, drawing on contemporary research, emerging trends, and evidence-based practices

3.5 Lead Learning Area meetings that foster collaboration, professional dialogue, and the sharing of practice, using data to drive continuous improvement in curriculum and assessment. Prepare and circulate agendas in advance, and provide minutes to the Principal, Assistant Principals, and learning area staff to ensure transparency, alignment, and follow-through

3.6 Work with Learning Area staff to develop and enact an annual Learning Improvement Plan, promoting collaboration, professional dialogue, and reflective practice to drive continuous improvement in learning and teaching

3.7 Ensure all Year 7–10 units of work are designed using a Backward Design/Understanding by Design approach and are fully documented in alignment with the Kilbreda College template.

3.8 Leverage a range of data — including internal assessments, NAPLAN, and VCE results — with Learning Area teams to drive evidence-informed innovation, foster reflective practice, and build a culture of continuous improvement in teaching and learning

3.9 In consultation with the Assistant Principal: Performance and Development, lead the Professional Practice and Review (PPRR) process for designated members of the Learning Area, fostering professional growth, reflective practice, and a culture of continuous improvement

3.10 Support and monitor staff in fulfilling their professional responsibilities, ensuring alignment with College expectations, and follow up constructively where concerns arise

3.11 Lead subject teams and individual teachers to ensure courses of study are implemented with consistency and quality, that assessment moderation processes are embedded, and that learning and teaching resources are regularly updated and accessible on the College network

3.12 Guide subject teams and teachers in the development and implementation of formative and summative assessment, including the preparation of examination papers, to ensure alignment, fairness, and rigour

3.13 Actively contribute to the collective leadership of the College through participation in Learning Leader Team meetings, modelling collaboration and shared responsibility

3.14 Supervise and direct the daily and long-term duties of education support staff (e.g. Administrative Assistant – Performing Arts), ensuring clarity of expectations and effective use of resources.

3.15 Coordinate Learning and Teaching Proposals within the Learning Area, ensuring clarity, alignment, and a focus on innovation and student outcomes

4.0 Management and Administration

4.1 Coordinate the acquisition, maintenance and inventory of musical instruments, equipment, uniforms, music library resources and performance assets
4.2 Manage music program administration, including timetabling, communication, enrolments and reporting processes
4.3 Coordinate calendars, rehearsals, performances, camps, tours and music events
4.4 Promote the achievements of students in the learning area and the music program through College publications, social media, newsletters and community events
4.5 Support College Open Events, Information Evenings and promotional activities by showcasing student talent and program opportunities
4.6 Assist with the recruitment, induction and ongoing support of music staff, tutors and production band members
4.7 Maintain effective communication with students, families, tutors and staff regarding program operations and opportunities
4.8 Work with the Assistant Principal: Learning and Teaching to coordinate the publication and dissemination of subject information, including at key events such as the Pathways Expo and through subject handbooks
4.9 Develop and manage the annual music budget in consultation with the Business Manager and College Leadership Team, ensuring responsible stewardship of resources
4.10 In consultation with subject teachers and the Head of Information Services, compile booklists that reflect curriculum requirements and resource priorities
4.11 Oversee the day-to-day organisation of the Learning Area, including the ordering and maintenance of resources, repair and security of equipment, and ensuring appropriate learning materials are provided in the absence of classroom teachers
4.12 Assist the Leader of Learning: Middle Years and/or Senior Years with the identification and selection of students for accelerated studies, ensuring decisions are guided by data, teacher insights, and transparent criteria that support student growth and success
4.13 Actively engage in professional learning and leadership formation opportunities

5.0 General accountabilities for all staff

5.1 Demonstrate alignment and support for the Catholic, Kildare Ministries and Brigidine ethos of the College
5.2 Support and enact the Vision, Mission and Values of the College
5.3 Commit to and actively support the College's agenda for continuous improvement as outlined in the Strategic Plan and participate in school improvement planning
5.4 Be well informed and comply with all College policies and procedures, including obligations in relation to the Child Safe Standards and processes for reporting suspected abuse
5.5 Demonstrate duty of care to students in relation to their physical and mental wellbeing
5.6 Demonstrate professional and collegial relationships with colleagues
5.7 Adhere to the College's professional dress code for staff
5.8 Attend all relevant staff meetings, assemblies, College masses, College Open events, information evenings, community days etc. and professional learning days / sessions

This statement of duties is not intended to be an exhaustive or exclusive list of duties assigned to the position. They are intended as a guide as to the responsibilities of the role. The position is subject to review and modification by the Principal (or nominee), in negotiation with the appointee, in response to the evolving needs of the College, and experience and expertise of the appointee. Non-teaching staff are generally trained as emergency wardens as part of their duties.

Any significant additions to the responsibilities may be requested by the Principal (or nominee) through consultation and mutual agreement with the appointee.

SELECTION CRITERIA

The successful applicant will demonstrate the following experience, qualifications and personal attributes:

1. **Vision and strategic leadership**
   The ability to articulate and lead an inspiring vision for music that builds upon the strong foundations of the College's music program and aligns with Kilbreda's mission, values and strategic direction.
2. **Musical and educational expertise**
   Demonstrated expertise in music education, including the ability to lead a high-quality program encompassing classroom music, instrumental tuition, ensembles, choirs and performance pathways.
3. **Student growth and engagement**
   A passion for nurturing the musical gifts of every student, fostering individual and collective growth, and creating inclusive opportunities for students to experience the joy of music, develop confidence and strive for excellence.
4. **Collaborative and relational leadership**
   The ability to build positive, respectful relationships and work collaboratively across the College, bringing staff together around a shared purpose and supporting music teachers, instrumental tutors and education support staff to flourish.
5. **A vibrant College music culture**
   The capacity to inspire participation and lead a diverse and engaging program of rehearsals, performances and events that enriches the life of the College and strengthens connections with families and the wider community.
6. **Contribution to faith and community life**
   A commitment to the Catholic identity and Brigidine tradition of Kilbreda College, including the ability to work with colleagues to enrich liturgies, Masses, assemblies and significant College celebrations through music.
7. **Organisation and stewardship**
   Demonstrated organisational and administrative skills, including the ability to coordinate people, programs and events, manage resources responsibly, and use evidence and feedback to support continuous improvement.
8. **Child safety and wellbeing**
   A demonstrated commitment to the safety, wellbeing and dignity of every child and young person, and to creating a respectful and inclusive environment in which all students can flourish.