



**Vision:** Aquinas College's vision is to educate boys to become the men the world needs.

**Strategic Purpose:** Aquinas College's purpose, in partnership with parents and guardians, is to provide a Catholic education for boys in the Edmund Rice Tradition.

**Our Values:** Faith in action | Justice with compassion | Service with generosity  
Respect for all | Excellence every day

**EREA Touchstones:** Liberating education | Gospel spirituality | Inclusive community | Justice and solidarity

## POSITION DESCRIPTION

Instructions	
1.	Read the Position Description carefully.
2.	If you need anything clarified, ask the Deputy Headmaster.
3.	Keep a copy available for you to refer to at work.
Please note: As the needs of the College evolve your Position Description may need to be revised. This would occur in collaboration between you and the Deputy Headmaster.	

<b>POSITION TITLE:</b>	<b>DIRECTOR OF MUSIC</b>	
<b>REPORTS TO:</b>	<b>HEAD OF ARTS AND CULTURE</b>	
<b>SCHOOL / DEPARTMENT:</b>	<b>ACROSS COLLEGE</b>	
<b>MAIN PEOPLE INTERACTIONS:</b>	<b>INTERNAL</b> Music Team (including peripatetic staff) Heads of Learning Areas (HOLA) Directors Of College Pastoral Care Team Teaching Colleagues College Support Services (see Staff Handbook) Senior Management Team College Leadership Team Junior and Senior school staff	<b>EXTERNAL</b> Parents/Guardians External Suppliers/Providers Facility Providers Professional Associations and Networks Perth College Music Team
<b>POSITION PURPOSE:</b>	Inspire, lead and manage staff in the delivery of the College's music curriculum and co-curricular programs to provide students with quality opportunities.	
<b>EXPECTED BEHAVIOURS AND ATTITUDES:</b>	1. Actively support the Edmund Rice Charism, Edmund Rice Schooling and the Catholic ethos; 2. Actively support a child safety culture, with a zero tolerance for child abuse; 3. Adhere to the Aquinas College values at all times; 4. Adhere to the College's Policy, Procedures and Codes; 5. Adhere to health and safety procedures and actively contributes to maintain a safe, healthy and tidy environment; and 6. Display: <ul style="list-style-type: none"> <li>o a commitment to the Catholic ethos;</li> <li>o energy, enthusiasm and drive;</li> <li>o diplomacy and tact;</li> <li>o a commitment to confidentiality;</li> <li>o honesty and integrity;</li> <li>o an outstanding work ethic;</li> <li>o loyalty to the role, people and the College;</li> <li>o a positive and proactive attitude; and</li> <li>o respect for self and others.</li> </ul>	

<b>KEY POSITION RESPONSIBILITIES:</b>	<b>TASK FOCUS AREAS TO BE DEMONSTRATED:</b>
<b>UPHOLD THE CATHOLIC ETHOS AND THE EDMUND RICE TRADITION</b>	Active support of the Catholic ethos and values of the College; Active promotion of the College's evangelising mission through its life and curriculum; Embracing involvement in the life of the College; and Fostering the EREA touchstones (Charter).
<b>PROVIDE LEADERSHIP</b>	Supporting the Headmaster with strategic actions to meet College strategic objectives; Demonstrating collaborative leadership in the Edmund Rice Tradition; Developing, motivating and encouraging direct reports, peers and other College personnel to successfully achieve individual, team and College objectives; Ensuring the capability and effectiveness of the team to meet short and long term College requirements; Provide mentoring and support to College leaders on people management strategies; and Monitoring and supporting student and employee well-being
<b>MANAGE PEOPLE</b>	Ensuring that individual and team accountabilities along with the College's expectations are clearly defined, understood and agreed; Monitoring and directing work undertaken; Supporting and mentoring the individual and the team to effectively manage priorities, workloads, planning and performance; Encouraging personal and professional development; Enabling opportunities to gain or enhance required skills; Recognising and celebrating the achievement of individuals and teams; and Conducting periodic performance reviews, ensuring fairness, honesty and equality.
<b>ACTIVELY SUPPORT PASTORAL CARE</b>	Work in accordance with the College's Pastoral Care programs; Proactively communicate with parents/ guardians in a timely manner; and Maintain the confidentiality of delicate or sensitive information at all times.
<b>FINANCIAL MANAGEMENT</b>	Effectively manage resources within allocated budget; and Ensure budget is integrated and aligned with music curriculum and co-curricular priorities.
<b>ACTIVELY SUPPORT COLLEGE OPERATIONS</b>	Comply with all relevant legislative, regulatory obligations, College policies and procedures; Complete administrative and operational activities in alignment with College requirements; and A willingness to undertake tasks as requested by the Headmaster or their delegate.
<b>COORDINATE THE COLLEGE'S MUSIC PROGRAMS</b>	In conjunction with HOLA, plan, coordinate and administer classroom music, instrumental music and across College co-curricular music programs; Assist all classroom and instrumental music staff with the design and delivery of a sequential program for all students from K to Year 12; Ensure that instrumental and co-curricular music programs are effectively and efficiently resourced and financed, enabling the successful delivery of these programs; Plan, and develop music co-curricular events to provide opportunities for students to perform and distribute details of events in a timely and efficient manner to all relevant parties; Deliver the music program through the effective and timely coordination of participants, services, facilities and logistics; Lead the peripatetic staff to ensure continuity and effective delivery of instrumental music lessons and maintain the connection between the classroom and instrumental music programs through clear communication; Arrange musical accompaniment at College masses, productions ceremonies and events, and Assist in the running of all music events
<b>MAINTAIN AND DEVELOP EFFECTIVE RELATIONSHIPS</b>	Develop and maintain effective, professional relationships with internal and external stakeholders to ensure the efficient coordination of College performances, events and ceremonies; Develop and maintain effective, professional relationships with internal and external stakeholders, to support the continuation of College's significant and established musical partnerships;

	Liaise with and garner support from the College teaching and non-teaching staff to enable the effectiveness of the College's classroom, instrumental and co-curricular music programs; and Represent the College at external events, seminars and forums.
<b>PROVIDE EFFECTIVE COMMUNICATION</b>	Ensure the effective and accurate communication with stakeholders regarding the College's music events, including recital, festivals and examinations; Contribute accurate and timely music content to the College's various publications; and Actively participate at internal music meetings and forums.

<b>CRITERIA:</b>	
<b>QUALIFICATIONS:</b>	Tertiary qualifications specific to the specialist area of education; Relevant post graduate qualifications (desirable); Have or be prepared to obtain Accreditation to Teach in a Catholic school; Teachers Registration Board (TRB) registration; Working with Children Check clearance; Satisfactory National Police clearance; Have or be prepared to undertake Mandatory Reporting training; and Maintain the currency of specialist expertise through a commitment to ongoing professional development.
<b>KNOWLEDGE AND EXPERIENCE:</b>	Comprehensive leadership experience within the education sector; Significant knowledge and expertise in leading, developing and implementing of classroom music and instrumental music programs; An understanding of current educational issues including the Australian Curriculum, the Western Australian K-10 Curriculum and Year 11-12 WACE courses; Experience conducting a range of musical ensembles including band, orchestral and choral music; Knowledge of choral music; Extensive experience delivering education content and a commitment to teaching excellence; Significant experience delivering educational vision with a strong sense of purpose; Knowledge of contemporary management approaches and a commitment to applying them; and Experience in and knowledge of boys' educational philosophies and a commitment to applying them.
<b>SKILLS AND ABILITIES:</b>	Strong interpersonal and influencing skills, enabling harmonious and positive relationships with colleagues, students, parents/guardians Demonstrated collaborative leadership skills; Strong written and verbal communications skills; Strong time management and organisational skills; Demonstrated ability to work autonomously and as part of a team; and Strong problem solving and critical thinking abilities; and Piano skills with the ability to accompany choirs and soloists is advantageous.

## ACKNOWLEDGEMENT

I \_\_\_\_\_ have read and understand the expectations detailed in this position description and accept the responsibilities of this role. I will use all my knowledge, experience, skills and abilities to meet requirements, as set out in this Position Description.

EMPLOYEE NAME:

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EMPLOYEE SIGNATURE:

\_\_\_\_\_

DATE:

\_\_\_\_\_

HEADMASTER

(OR DELEGATE) NAME:

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HEADMASTER (OR DELEGATE)  
SIGNATURE:

\_\_\_\_\_

DATE:

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