

POSITION DESCRIPTION

Title: Head of Woodwind

Reports to: Principal through the Director of Music

Date: September 2024

At Genazzano FCJ College, we're on a mission... to fuse the wisdom gained from over 130 years of educating girls, with the best techniques and practices of contemporary learning. Together, it redefines individual academic success and creates a distinctive opportunity to equip girls for a future we cannot imagine – but are privileged to guide them to.

From the co-educational Early Learning Centre (3- and 4-year-olds) to the specialist girls' pathways from Preparatory to Year 12, Genazzano is on a relentless quest to unlock the potential of every student as they uncover their personal excellence and fuel their aspirations. To do this, our professional environment at Genazzano emphasises innovation, the importance of lifelong learning and quality relationships between staff, students and parents.

Our Catholic faith and educational expertise energise us to prepare our students for a future where the keys to success will be very different to that of the past. For this reason, we unapologetically coach our students outside their comfort zone and challenge them to think critically about the world they'll inherit. This commitment extends beyond the classroom. We believe in nurturing not just their minds but also their hearts and spirits. Hope, courage, and a profound sense of community are the pillars upon which Genazzano FCJ stands.

As a future-oriented community, with a distinctive learning culture and a heart for humanity, we value reflection, excellence, wisdom, and service to empower our students and staff to transform the world around them.

In addition to an extensive Classroom Music program, the Music Department involves over 350 students in instrumental music and runs 34 ensembles on a weekly basis. Music plays an important role in the overall education at the College and students are frequently asked to perform both on and off campus.

EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Genazzano FCJ College is committed to creating and maintaining a child safe environment in which all students, including Aboriginal children and students with a disability, feel safe and are safe. Our College actively promotes the safety and wellbeing of all students and all staff members are committed to protecting students from abuse or harm in the College environment, in accordance with their legal obligations including child safe standards.

A condition of employment is that staff are deemed to be persons suitable to work with children. Genazzano FCJ College has a Child Safe Policy and a Child Safety Code of Conduct. All staff members of the school are subject to and expected to comply with the Child Safe Policy and the Child Safety Code of Conduct.

NATURE OF THE ROLE

At Genazzano College teachers operate in a multi-faceted role where duties include:

- Best practice in teaching
- Pastoral care
- Curriculum development
- Professional development
- Co-curricular involvement
- General and Administrative duties
- Duty of care responsibilities

The Head of Woodwind will:

- Support the vision and ethos of the College
- Work as a cooperative and professional team member
- Assist in building strong relationships through positive and supportive communication with children, families and staff
- Maintain confidentiality on all issues relating to children, families and staff

Key Responsibilities and Duties:

In accordance with the College Strategic Plan and the instructions of the Director of Music, the following challenges are key components of the role:

- Play a key role in the development of Woodwind teaching across the college (Prep – Year 12)
- Have the capacity to prepare and present curriculum issues related to the Woodwind Department as required by the Director of Music
- Possess qualifications and experience in instrumental and ensemble teaching
- Have the capacity to conduct large and chamber ensembles related to the Woodwind Department
- Liaise with other Heads of Instrument areas
- Liaise and support visiting Woodwind teachers with regard to:
 - School and faculty policies
 - Student information
 - Student lists and timetabling
 - School calendar clashes
 - Curriculum matters
 - Assessment procedures
 - Reporting procedures
 - Allocation of resources
 - Scheduled performances, camps and workshops
 - Seeding appropriate professional development relevant to the Woodwind teaching area
- Manage the Woodwind budget allocated by the Director of Music
- Monitor the condition of Woodwind instruments and liaise with the Co-ordinator of Instrument Maintenance
- Oversee the stock of Woodwind instruments, their state of condition and recommendations for repair and purchase of new instruments

- Attend relevant workshops, seminars, concerts and professional development programs
- Prepare and present performance opportunities for Woodwind students
- Liaise with ensemble conductors and audition players for ensembles
- Maintain regular communication with parents, class teachers or tutors of Woodwind students
- Have the ability to work as a member of a team with an understanding of and interest in the total music program
- Participate in the selection and review of Woodwind staff
- Oversee the library of Woodwind music
- Meet regularly with the Director of Music to review progress in the Woodwind Department
- Prepare reports on the operation of the Woodwind Department when requested
- Teaching of private flute students
- Running of ensembles as requested
- Management of Year 5 and 6 Band program
- Organisation of musical items as requested
- Participate in orchestral rehearsal
- Ordering of books
- Organisation of concerts, AMEB entries, competitions
- Preparation of VCE students/AMEB students

Skills Required:

- Interpersonal skills
- Identify priorities
- Work within narrow time frames and meet deadlines
- Ability to work effectively both autonomously and in a team environment on projects within the Woodwind Department
- Interact effectively with personnel at all levels
- An energetic, passionate, experienced and an inspiration to our students
- Willing to take the Woodwind Department to the next level in terms of excellence, performance opportunities and knowledge
- Encompass the tradition of Genazzano FCJ College with future ideas
- An excellent team player

Key Selection Criteria

- Demonstrated high level of competence as a Flute Teacher – beginner to advanced level
- Demonstrated high quality teaching skills which enable students to reach their full potential
- Demonstrated high level of competence as a performer on their main instrument
- Competent accompanying skills (Piano) are an advantage
- Ability to develop constructive relationships with students which engender positive attitudes to learning
- The capacity to actively contribute to a broad range of school activities, including ensemble groups and performances

- Ability to work collaboratively with colleagues both at the faculty level and within the structures established by the College for the co-ordination of student welfare and the monitoring of student progress
- Current Victorian Institute of Teaching (VIT) registration or Permission to Teach is a preferable for the position however non-VIT qualified applicants will be considered
- Demonstrated willingness to explore the use of technology in the teaching of music
- Demonstrated willingness to support the ethos of Genazzano FCJ College; including an active commitment to the College Mission Statement

Teaching load

- This role attracts a time fraction of 0.8 FTE. This includes the teaching of private students and the involvement in the Band program on Thursday morning

PROFESSIONAL DEVELOPMENT

- Have current knowledge of curriculum initiatives in their teaching areas
- Commit to ongoing professional development in their teaching areas
- Be open to researching areas of interest relevant to directions provided in the College's Strategic Plan
- Continue their development of ICT skills as technologies evolve
- Participate in the staff appraisal process
- Be an active member of a relevant professional association as duties permit
- Support collegial learning by acting as a mentor or supervising and supporting a student teacher after consultation with subject coordinator

ACCOUNTABILITY & EXTENT OF AUTHORITY

- The Music Teacher is accountable to the Principal through the Director of Music
- For implementation of Child Safe Standards, this position is accountable to the Deputy Principal, Child Safe Officer

CONDITIONS OF EMPLOYMENT – as per the Victorian Catholic Education Multi Enterprise Agreement - VCMEA

- Employment is conditional on being registered with the Victorian Institute of Teaching and maintaining that registration. Non-VIT registered applicants will be considered
- Teachers are required to be at school from 8.25am–3.25pm.
- All teachers are expected to attend their allocated before-school, recess, lunchtime and/or after-school supervision duties