POSITION DESCRIPTION
HEAD OF MUSIC FACULTY

St Patrick’s College is a Year 7 to 12 Boarding School for boys, founded in 1893 and conducted by Edmund Rice Education Australia. The aim of the College is to support parents in educating their sons within the Catholic tradition and the spirit of Edmund Rice.

St Patrick’s College is embarking upon an exciting period in its long and distinguished history with the continued development of teaching and learning facilities and the development of integrated teaching and learning teams throughout the College. The College continues to evaluate all structures and re-design them to enhance teaching and learning outcomes for all boys.

Job title: Head of Music Faculty

Reports to: Deputy Headmaster, Teaching and Learning

Support staff: The Head of Music Faculty will be supported by a range of personnel, including:

- Headmaster
- Deputy Headmaster – Teaching and Learning
- Heads of School
- Faculty Teachers
- Director of Administration
- VCE Coordinator
- VETiS Coordinator
- Enhanced Learning Team
- Administration staff (curriculum documents preparation, report preparation)
- Members of Teaching staff
- Director of the Kelty Resource Centre

Remuneration: The Head of Music Faculty is a Position of Leadership (POL) 2 role within the College’s leadership structure and receives 10 periods per fortnight time release.

Tenure: The Head of Music Faculty is a three-year appointment in line with recommendations from the College’s Consultative Committee. A performance appraisal process relating to the key selection criteria for the position will be undertaken with the Headmaster, the Deputy Headmaster, Teaching and Learning
and / or the Deputy Headmaster, Student and Staff Wellbeing on an annual basis.

**Job Summary**

The Head of Music Faculty leads the development, implementation and review of all curriculum programmes from Years 7-12 within the designated Music learning area. Whilst the Head of Music Faculty will have a strong focus in the Junior and Middle School and may be required to teach at least part of their load within these schools, the incumbent may also have a teaching load within the Senior School. The Head of Music will also assume responsibility for the ensemble program at St Patrick’s College, including the Direction of two or more ensembles.

Heads of Faculty will meet regularly with the Deputy Headmaster – Teaching and Learning and will provide information and materials to the College’s Education Committee as requested.

**Duties and Responsibilities**

The duties of Head of Music Faculty are to:

- Conduct at least two ensembles and delegate responsibility of other performing groups to appropriately qualified staff.
- Actively assess the development of each performing ensemble in relation to the direction and ensemble being provided.
- Develop choral opportunities with the music programme, including the continuation of the St Patrick’s College Chamber Choir.
- In liaison with the Head of Co-curricular Performance, organise and plan for performance evenings featuring ensembles at St Patrick’s College.
- Convene and conduct meetings of the Faculty to lead the process of curriculum development and delivery.
- Attend Curriculum Committee meetings.
- Participate in, and advise on the preparation of courses of study (content and processes) with Faculty members and endorse the final products and their distribution, after consultation and approval from the Deputy Headmaster – Teaching and Learning.
- Collaborate and advise on all aspects of assessment procedures and work requirements with Faculty members in keeping with College assessment and reporting guidelines (ensuring VELS, Australian Curriculum and VCAA compliance) and endorse the final products after consultation with the Deputy Headmaster – Teaching and Learning.
- Collect, interpret and respond to student learning needs arising from key assessment data (particularly VCE, NAPLAN and On Demand).
- Maintain and develop required aspects of the College’s reporting system.
- Oversee all aspects of the development of end of semester examinations.
- Prescribe the texts and other resources to be used at each level and ensure fairness to parents including maintenance of books through Ballarat Books and Learning Field. (Three years is the usual minimum life of a prescribed book).
- Prepare and submit Faculty budget following guidelines established by the College’s Business Manager.
- Ongoing management of allocated budget, including approval for spending and reporting of budget variances to the Deputy Headmaster – Teaching and Learning and the Business Manager.
- Ensure that course descriptions conform to the curriculum policies and practices of the College, and that subject teachers teach within the guidelines of the course description.
- Meet with the Deputy Headmaster – Teaching and Learning as scheduled by the Director of Administration to plan, manage and review programmes relating to curriculum development, delivery and assessment.
- Participate in the ARM process for Faculty members as required.
- Advise and support teachers on appropriate content and methodology within the subject and Faculty.
- Identify appropriate professional learning activities for Faculty staff and foster a professional learning culture with the Faculty.
- Oversee the use, care and maintenance of Faculty facilities.
- Develop Faculty protocols and forums to ensure effective training transfer following Faculty members attending professional learning activities. Utilise a variety of forums such as meetings, presentations, written reports, on-line collaboration and knowledge bases to develop a culture of collegiality and professional learning.
- Write a Faculty report for the College Annual.
- Write an annual report regarding the Faculty for the College Board.
- Leading staff in working as part of an integrated team of teachers.
- Developing a sense of team within the Faculty.
- Supporting, mentoring and managing all Faculty members.

**Experience and Qualifications**

It is anticipated that the Head of Music Faculty would have the following:

- Teaching qualifications and experience, including post-graduate study in an education specific field.
- Demonstrated experience in educational leadership and an understanding of the issues specific to teaching within Faculty.
- Qualifications and/or demonstrated experience in managing, mentoring and developing staff.
- Understanding of the requirements of students engaged in learning within Faculty.
- Experience within a Catholic educational organisation.
- Attendance at appropriate professional development activities relating to leadership and teaching and learning.

**Key Selection Criteria**

The Key Selection Criteria that will be used to select the Head of Music Faculty are:

1. Understanding and demonstrated commitment to the Catholic philosophy and ethos of education.
2. Qualifications and experience in educational leadership and the management of students and staff.

3. Experience and interest in the education of boys.

4. Demonstrated ability to successfully develop innovative curriculum initiatives that enhance educational outcomes for boys within faculty area.

5. Experience in working as part of an integrated team of teachers.

6. Demonstrate a capacity to respond and lead the areas noted in the duties and responsibilities statement.

Application Procedure
Applications addressing the Key Selection Criteria for the position of Head of the Music Faculty should be submitted to the Headmaster, Mr John Crowley. All applications must include a cover letter and a full resume including contacts for three confidential referees. Applications for the position close at 4pm on Friday September 11, 2015.

Applications to:

Mr John Crowley
Headmaster
St Patrick’s College Phone: 03 5331 1688
Locked Bag 31 Fax: 03 5331 8150
BALLARAT 3350 Email: jobs@stpats.vic.edu.au