



Head of Music - Replacement Position

Plenty Campus

Position Description

Re-advertised

An exciting opportunity has become available at the Plenty Campus for Head of Music. This position is a full-time replacement role for Terms 1 and 2, 2018 commencing Thursday 25 January 2018.

The Head of Music is responsible for the oversight of the Primary Music performance program and the administration, teaching and performance program of Music and Drama in the Secondary School. The role includes a teaching allotment as well as leadership of the Faculty, of, Instrumental, and Choral ensembles, and Musical Director of the School Musical which occurs in early Term 2. This is an opportunity to join a vibrant and energetic staff on a Campus that is experiencing growth in both enrolment and facilities. The School is presently at the threshold of introducing a series of fresh and dynamic curriculum initiatives and is seeking a passionate educator keen to work closely with the Curriculum Coordinator in teaching innovative programs of study to students.

The ideal applicant will be experienced in teaching Units 1-4 VCE Music and Middle School Music. The successful applicant will be an enthusiastic educator of young people with a keen interest in developing their skills and knowledge.

Awareness of teaching Music in a laptop school would be an advantage. Active involvement in the co-curricular and sporting program is expected. Applicants must have a genuine love of learning and be able to demonstrate a commitment to student centered learning, collaborative practice, pastoral care, co-curricular responsibilities and the philosophy and values of Ivanhoe Grammar School.

The Head of Music will manage and oversee the Administration and conduct of the Music Department and all aspects of the Performing Arts.

Administration

- Manage the Peripatetic Music Staff. This includes days teaching, room allocation, timetable and payment, assisted by the Music Secretary.
- Liaise with students and parents regarding applications for lessons and instrument hire. Complete “missed lesson” notices.
- Organise concerts, soirees and recitals. This includes obtaining expression of interest from students and staff, letters to parents of students who are performing, putting together the programs and advertising.
- Oversee all music, drama and dance performances and assessments in Term 2.
- Prepare musical items for all assemblies.
- Ensure there is an accompanist for Chapel.
- Assist with the Secondary Choir.
- Assist with the Secondary Orchestra.
- Support the Music Captain with informal lunchtime concerts each term - “Music in the Round”.
- Prepare the Choir and Orchestra for the ANZAC service and organise a Piper.
- Take music classes as required.
- Follow up and proof read all primary and secondary instrumental and vocal music reports.

Faculty Head, Performing Arts

- Oversee curriculum development and delivery, Music, Drama, Dance and Theatre Studies 7 – 12.
- Attend meetings for Faculty Heads and conduct regular Performing Arts faculty meetings.
- Liaise with teachers in the Performing Arts Faculty re marking and reporting requirements and deadlines.

Musical Production

The Head of Music oversees the Musical Production.

The Head of Music will take on the role of Musical Director/Rehearsal Pianist:

- The Head of Music will organise professional musicians for the production if required, and assist with rehearsals for the student musicians.
- The Musical Director along with the Director will identify staff members to assist with the Production, for example;
 - Producer
 - Back Stage Manager
 - Costume liaison and assistant producer.
- The Music Secretary will provide administrative support, and the Marketing department will provide support for advertising and promotion.

Academic Staff at Ivanhoe Grammar School will have or be able to demonstrate:

- A high standard of teaching practice based upon an understanding of varied teaching and learning approaches.
- A sound understanding of the principles of Senior and Middle Years Schooling.
- An ability to contribute to an effective professional team with a shared vision for the schooling of early adolescents and young adults.
- An interest in curriculum that is holistic, challenging, integrative and exploratory.
- An understanding of the ways assessment and evaluation may promote learning.
- An appreciation of the importance of feedback on student assessment.
- A good understanding of the place and use of computers within the classroom and as a tool for learning.
- An ability to differentiate the curriculum to cater for different learning abilities.
- The ability to create learning environments where individuals feel secure and valued while challenged to define and pursue their own level of excellence.
- An understanding of the preferred learning styles of boys and girls responding to their needs with appropriate teaching strategies.
- Positive support for the fulfilment of all students.
- An ability to communicate openly and honestly.
- An ability to foster good relations with the parent community.
- Professional standards as described in the Victorian Institute of Teaching “Professional Standards for Teachers”.

Specific Duties

- Assist with the development and sharing of teaching materials.
- Provide student reports as required.
- Attend Parent/Teacher/Student Interviews as scheduled.
- Participate in the School’s Professional Development activities.
- Other duties as may be specified by the Deputy Principal/Head of Campus.

Applicants must be able to demonstrate a commitment to student centered learning, collaborative practice, pastoral care, co-curricular responsibilities and the philosophy and values.

Ivanhoe Grammar School values student safety, including child safety. All staff are required to adhere to the School’s Student Wellbeing Policy, OHS Policy and Staff Code of Conduct. Where a staff member breaches these Policies or Staff Code, the School will take appropriate disciplinary action.

This position description is an overview of the duties and responsibilities of this role and does not represent the entirety of this position. Ivanhoe Grammar School reserves the right to vary this position description to meet the changing needs of the School.

Please refer to the School’s website www.ivanhoe.com.au/currentvacancies for the application process.

Only applications using the Schools online Application for Employment form will be accepted. Previous candidates need not apply.

Applications close **midday Tuesday 19 September 2017** and will be shortlisted upon receipt and interviews may take place during this process.

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