



## POSITION DETAILS

Position Title:	<b>HEAD OF MUSIC</b>
Award:	Independent Schools NSW/ACT Standards Model (Teachers) Multi-Enterprise Agreement
Department:	Music K-12
Work arrangement:	Full time
Leadership Allowance:	
Period Allowance:	14 period allowance per cycle – teaching 24 periods per cycle
Date Established:	10 May 2024
Date Updated:	
Reports to:	Headmaster/Deputy Headmaster
Direct Reports:	Teachers, Administration Manager
Position Holder:	<b>Vacant</b>

## KEY OBJECTIVE(S)

- Responsible for the efficient leadership and operation of the Music Department and the Music Cocurricular Program K-12.
- Compliance with all Child Protection directives

## CHILD SAFE STATEMENT

“Central Coast Grammar School (CCGS) is committed to the safety, protection, and wellbeing of all our students and children involved in activities at CCGS. The School requires all prospective school staff to contribute to creating a culture of child safety and wellbeing and be committed to protecting students from abuse or harm in the school environment.”

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## CONFIDENTIALITY

This position will come across confidential information. Therefore a confidentiality agreement is required as detailed in the contract of employment.

## COMMUNICATION

Internal	Headmaster, Executive, Teaching and Support & Operational staff (including direct reports) and students
External	Third party providers, suppliers, visitors, visiting students



## KEY ACCOUNTABILITIES

### Leadership and Development of Staff

- Participate in the recruitment and selection of new staff for the department
- Induct/Oriente new staff, ensuring an appropriate induction program is in place for a smooth transition
- Foster the development of staff by supporting and promoting ongoing professional development, including continued academic study, HSC marking and a variety of teaching experiences
- Mentor/coach staff dependent on their development needs
- Ensure team members receive feedback about their performance in the class-room as teacher
- Conduct appraisal of staff in accordance with CCGS policies. Develop and recommend appropriate programs to assist with career development/advancement
- Ensure staff are adequately prepared to meet the aims, objectives and outcomes of the subjects and year levels they are teaching
- Assist staff with their preparation of programs of work, assessment and resources
- Visit classrooms by prior arrangement, for teaching, observing, disseminating information or discussing issues when appropriate
- Where appropriate, delegate to provide opportunity for staff to grow
- To support the mission, aims and objectives of the School
- Resolve disputes/conflict between staff using appropriate resolution/mediation skills
- Adhere to and ensure all staff within area of supervision are aware of and conform to EEO, OH&S and other legislative requirements and School policies.

### Academic/Curriculum

- Encourage the pursuit of excellence in teaching and learning
- Analyse data e.g. including department, NAPLAN and HSC RAP data to inform improvement and action plans
- Promote a collaborative approach with other departments
- Develop a culture within the department of evaluation, benchmarking and striving for continuous improvement
- Implement syllabus requirements of the NESA (where applicable) within the framework of the aims and objectives of CCGS
- Within the framework of the NESA syllabus:
  - i. Establish a clear and specific statement of aims, objectives and outcomes for each year level in which subjects are taught
  - ii. Ensure preparation of appropriate courses of work at each year level to meet these aims, objectives and outcomes
  - iii. Ensure appropriate programs of assessment are implemented at each year level, having regard for the School Assessment policy which regulates assessment procedures in the Senior College.
- Establish clear statements of expectations for students studying subjects in the Department, covering areas such as study techniques, assessment requirements, marking criteria, language requirements, etc.
- Compile and maintain assessment records as required by NESA.

### Cocurricular Program K-12

- Liaise with Deputy Headmaster, Director of Instrumental Music and staff to ensure that successful implementation of a responsive, well-organised, and holistic Music Cocurricular Program
- Consistently improve the processes for managing the program through the entire cycle, including advertising, sign-up, roll-marking, and activity review
- Monitor child protection initiatives across the program
- Ensure appropriate staffing of activities, in conjunction with the Heads of School, Director of Instrumental Music and other staff
- Maintain effective timetabling, scheduling, and where applicable, transport needs for activities
- Manage the correct allocation and authorisation of scheduled cocurricular payments to staff and provide to the Business Manager and Payroll and Finance Administrator for processing each quarter
- Monitor budget for staff remuneration costs



- Continuous evaluation and monitoring of the program to ensure it continues to meet the needs of the School community, responsive to the direction from the Headmaster, Deputy Headmaster and Heads of School
- Provide leadership and guidance to staff to ensure activities are appropriately organised and the appropriate level of supervision is in place
- Ensure that regular, informative, and clear cocurricular communications for students, staff, parents and other members of the School community are maintained through appropriate channels (e.g. email, MyCCGS, TASS system, etc.)
- Efficiently compile an annual Junior School and Senior School information sheet (flyer, handbook) and facilitate communication to all students and parents about the Music Cocurricular Program opportunities that are on offer at CCGS
- Maintain a visible presence by attending and observing cocurricular activities (including evening or weekend activities as appropriate) over the course of the year, with the aim of attending each activity, with a particular focus on promoting and encouraging student engagement
- Source professional development opportunities for the program and manage with staff to improve on their practice
- Assume responsibility for the compilation of (non-academic) reporting for each cohort and coordinate applicable awards for relevant assemblies, presentations
- Provide information and assistance to the Deputy Headmaster and the Headmaster in any matters regarding the Music Cocurricular Program
- Possess a clear understanding of key child-protection regulations, WHS issues, and relevant legislation requirements, ensuring all WHS and risk-assessment requirements are appropriately managed and addressed
- Oversee reporting of student engagement/representation on K-12 semester reports by maintaining accurate and up-to-date student cocurricular information
- Ensure that the cocurricular offerings and scheduling of activities are not only rich and sustainable, but also considers the necessary balance with core academic imperatives
- Devise and implement, in consultation with the Headmaster and relevant staff, a long-term plan for the development of broad, appropriate and sustainable co-curriculum provision at the School
- Provide an annual written report to the Headmaster each year to address achievements across the School's K-12 Music Program, progress on established goals each year, response/s to any issues or concerns, and recommendations for the program for the following year

### **Management/Administration**

- Lead Department meetings and ensure all staff within the Department attend and are informed of meetings; and represent Department views at leadership meetings
- Distribute information to staff concerning:
  - Resource material relevant to their subject/s
  - Curriculum development relevant to their subject
  - Student details where appropriate to their teaching
  - Discussions/outcomes from leadership meetings
- Prepare and organise the Department's needs in relation to:
  - Textbooks
  - Reporting and assessment comments and content
  - Budget requirements
  - Timetable requirements
  - Due dates for assessment
  - Purchase, co-ordination and care of teaching resources
  - Excursion supervision and procedures.
- Monitor contact with community members and organisations where appropriate for assistance with courses – e.g. guest speakers, resource people, excursion contacts etc
- Oversee the work of any Support & Operational staff within the Department
- Ensure safe procedures are incorporated into the operations of the Department in accordance with proper Work, Health and Safety principles



## **Professional Development**

- Maintain regular contact and association with Professional Teacher organisations
- Assist with the organisation of in-service training and to support staff professional development activities within the School
- Focus development within the Department on innovation, by keeping abreast of changes occurring in various subjects and at different levels at which they are being taught and ensuring staff are aware of these

## **Student Wellbeing**

- Encourage, organise and assist student involvement in enrichment activities outside the School
- Assist and advise students regarding possible careers and courses in available subjects within the Department
- Assist students and parents in course/subject selection
- Assist staff members in the Department in their academic care/discipline of students being taught in the Music Department
- Determine, monitor and evaluate classroom expectations
- Other tasks as required

## **WORK HEALTH AND SAFETY**

- Follow rules, instructions and safe work procedures
- Use equipment and substances only in accordance with manufacturers instructions and training
- Wear and use protective equipment and clothing provided in the correct manner
- Report any hazards or safety issues identified in the workplace to the Property Manager, or the Business Manager
- Participate in the Central Coast Grammar School Work Health and Safety (WH&S) consultation process by discussing WHS issues with the Property Manager, Facilities & Services Coordinator, Business Manager and the WH&S Committee members
- Observe all the rules, policies and procedures at all times to ensure a safe and healthy workplace for yourself and others.
- Provide for personal safety and the safety of others by ensuring that all plant and equipment, protective and first aid and emergency equipment is not altered or interfered with e.g. removal of safety guards or devices or first aid or safety equipment.

## **SPECIAL CONDITIONS**

- Physical demands in the role may include: lifting, movement, travel, talking, seeing/inspecting, standing/sitting
- Environmental conditions may include climate/ temperature, lighting, noise, hazards, ventilation, indoor/outdoor, separate office/open plan, etc.
- Need to be available outside of normal work hours to attend events, productions, etc.



## PERSON SPECIFICATION

### EDUCATION/PROFESSIONAL MEMBERSHIPS

- Tertiary qualifications in teaching is essential
- NSW Education Standards Authority (NESA) Accreditation

### EXPERIENCE

- Previous teaching experience in the subject matter and management of cocurricular program
- Previous leadership experience preferred

### ABILITY

- Demonstrated teaching practices
- Competently operate machinery and equipment as applicable to the role
- Demonstrated knowledge of WHS principles and practices to ensure work is conducted in a safe manner
- Computer skills

### SPECIAL REQUIREMENTS

- Effective communication skills (both oral and written) and the ability to communicate positively at all levels across the School
- Good organisational and time management skills and the ability to meet deadlines
- A high level of interpersonal skills, a willingness to be an active team member and contribute to the broader fabric of the School
- Extensive knowledge of operations and curriculum and co-curriculum development
- Ability to use initiative and adapt to various situations in a timely manner
- Ability to work as part of a team.

Signed:

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Date

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Steven Bennett – Deputy Headmaster

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Date

***Please return signed document to Human Resources***