



SACRED HEART GIRLS' COLLEGE

POSITION DESCRIPTION

DIRECTOR OF MUSIC

Sacred Heart Girls' College is a Catholic faith community enriched by the Our Lady of the Missions charism; a community where students are at the heart of all that we do.

We commit to honouring the uniqueness and gifts of each person by:

- Celebrating and strengthening our Catholic identity, history and heritage
- Creating an authentic, challenging, collaborative and safe learning environment
- Building a culture of excellence
- Adopting ethical and responsible practices that ensure sustainable use of resources
- Working in partnership with parents and the broader community.

The Director of Music is appointed by the Principal and is responsible to the Deputy Principal, Learning and Teaching, Learning Leader - Arts and the Mission and Ministry – Liturgy and Retreat Leaders for the provision of exemplary music experiences and opportunities for students at the College. The Director of Music holds a significant position of leadership within the College and as such, is expected to commit to the vision and values of the College and carry out leadership that reflects those vision and values articulated in the College Mission Statement and in accordance with the College Strategic Plan and the Annual Action Plan.

It is the role of the Director of Music to provide outstanding leadership of the School's large and vibrant Music Department, guiding reflective, future-oriented and evidence-informed best practice in the delivery of classroom and co-curricular Music programs across the whole School, from Years 7 to Year 12.

The Director of Music has responsibility for the leadership of Instrumental Music reporting to the Deputy Principal – Learning and Teaching, reporting to the Learning Leader – Arts in relation to classroom music, and the Liturgy and Retreat Leaders in matters related to liturgical music experiences. He/she is responsible for building and maintaining strong involvement in the life of the School and the wider community. The Director of Music will provide cultural, educational, human and technical leadership to the College.

ROLE RESPONSIBILITIES

CULTURAL LEADERSHIP

- Actively and publicly advocate for the value of involvement in the College music program
- Provide students with a child-safe environment
- Be a positive role model and actively and publicly promote and support the College, its mission, vision and values
- Foster a positive climate within the Music area that is compatible with the College ethos and expectations
- Provide ongoing musical support for and involvement in the liturgical life of the College.
- Share with the Principal and members of the College Leadership Team in being a presence in the school and the wider community

Specific duties

- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Support members of the College Leadership Team in working with the College community in implementing the Strategic and Annual Action Plans
- Report to the Mission and Ministry – Liturgy and Retreat Leaders in relation to music for whole school Masses and liturgical celebrations
- Promote music in the school, raising its profile

- Support school events, ceremonies and celebrations with music performed by students, curating and managing solo, ensemble and choir performances
- Convene meetings of the Instrumental Music staff and participate in meetings and professional learning as required by a teacher at the College
- Regularly report to the Deputy Principal – Learning and Teaching on matters relating to the Instrumental Music Program including the organisation of music for College events
- Encourage staff, students and parents/carers to be involved in music events at the College
- Provide a variety of performance opportunities for students learning music through both the classroom and instrumental programs
- Acknowledge and affirm music student achievement by contributing to College publications, both printed and digital such as Cordis, newsletters, website, Instagram

EDUCATIONAL LEADERSHIP IN THE AREA OF MUSIC

The Director of Music will report to the Learning Leader – Arts for all aspects of the classroom music program.

- Support high quality teaching by modelling best practice, facilitating teacher development and professional growth and providing feedback and support for Instrumental Music teachers
- Implement innovative, inclusive programs that are responsive to student, parent/carer and community needs
- Keep abreast of emerging educational and related issues in relation to music education
- Lead the development and continuous improvement of co-curricular music programs
- Ensure the co-curricular music programs integrates with the classroom music curriculum
- Ensure comprehensive and balanced offerings of music opportunities for all students
- Oversee the communication with Instrumental Music staff to ensure that student learning in instrumental lessons supports their success in classroom Music

Specific duties

- Report to the Deputy Principal – Learning and Teaching in developing and implementing a Performance Program for the College that includes the Annual Music Concert
- Support Music staff in the use and integration of ICT within the curriculum, including the School's Learning Management System
- Use data to ensure the music policies, programs and practices provide opportunities that are appropriate, inclusive, varied and relevant, valuing the abilities, interests and needs of all students
- Support the Instrumental Music teachers in providing feedback to students in accordance with College Assessment and Reporting practices
- Attend Leadership formation days scheduled by the College and identified on the annual calendar

HUMAN LEADERSHIP

- Work with the Deputy Principal – Learning and Teaching in the development of a whole school approach and commitment to music at the College
- Provide a climate conducive to professional discourse and collaboration
- Provide leadership and ongoing support for the Instrumental Music staff
- Provide leadership and ongoing supervision and support of the Music Administrator
- Demonstrate excellent interpersonal skills and the capacity for effective communication
- Encourage and build leadership capacity of members of the Instrumental Music Team
- Recruit, develop and retain a strong, expert team of Instrumental Music staff
- Facilitate processes that ensure collaborative consultation, effective communication, sensitivity and respectful responses to student needs

Specific duties

- Participate in the interviewing, selection and appointment of Instrumental Music teachers
- Provide induction for and mentoring of Instrumental Music teachers
- Support Instrumental Music teachers to fulfil their responsibilities and the College expectations with respect to their involvement in music performance activities
- In consultation with the Deputy Principal – Learning and Teaching keep Instrumental Music staff informed about relevant decisions and issues affecting the music policies, programs and practices
- Liaise with parents/carers as required on matters relating to participation in music

- Mentor and support student leaders in the area of music promotion and student involvement

TECHNICAL AND ORGANISATIONAL LEADERSHIP

- Lead, co-ordinate and manage the Instrumental Music Team
- Maintain records in accordance with College policy and practices
- Demonstrate high levels of organisational and administrative skills
- Plan, develop, organise and co-ordinate programs and processes relating to the co-curricular music programs

Specific duties

- Ensure students are well supervised and participate in a safe environment
- Oversee the work of the Music Administrator
- Work with the Director of College Organisation and members of the Planning Team in relation to the organisation of relevant music activities and events that occur at the whole school and year levels in and outside school hours
- Manage timelines, multiple priorities and be meticulous when completing tasks
- Manage the Instrumental Music resources which will include budget, equipment and rooms where appropriate
- Ensure agendas and minutes of Instrumental Music Team meetings are sent to the Deputy Principal – Learning and Teaching
- Circulate information, materials and resources to members of the Instrumental Music Team
- Ensure accurate records of student participation in music activities are retained

VARIATION TO THE ROLE

The principal, or delegate may assign other duties from time to time, which are broadly consistent with the role or vary the Position Description, after consultation, in response to the changing needs of the College.

TERMS AND CONDITIONS

The successful candidate will be provided with a Staff Handbook that sets out the expectations and requirements of employment at the College. Child protection legislation requires preferred applicants to be subject to employment screening. Sacred Heart Girls' College supports the principles of equal opportunity employment and encourages diversity in the workplace.

Reports to	Deputy Principal Learning and Teaching, Learning Leader – Arts, Mission & Ministry – Liturgy and Retreat Leaders
Internal Liaisons	Deputy Principal - Students, Director of College Organisation, Staff and Students
External Liaisons	Parents/Carers, relevant professional associations
Conditions	POL Level 2, Time release: 6 periods per cycle There is a classroom and/or Instrumental Music teaching component associated with this role. The Director of Music requires VIT registration
Appointment Time	Until the end of 2026 (with a mid-term appraisal)