

Head of Music

Position Overview

The Head of Music is responsible for the management, development and co-ordination of the music program in conjunction with the Principal of the VCA Secondary School. The Head of Music will have a specific responsibility for the implementation of the Melbourne Recital Centre Concert.

Roles and Responsibilities

Teaching

The overall Guidance and Vision of VCASS Music within the context of the VCASS Vision, Mission and Guiding Principles Policy.

The successful candidate will be responsible for;

- Leading Curriculum Development in all areas of the VCASS Music Program
- Providing educational leadership and modelling best practice teaching
- To be involved in all aspects of VCASS teaching
- Staffing of the VCASS Classroom teaching program.
- Staffing of the Instrumental Teaching and Ensemble tutoring program
- Staff performance plan process in conjunction with the Assistant Principal
- Overseeing the extensive Visiting Artists program
- Overseeing the annual Music Awards
- Overseeing the audition process and Music entry to the school
- Student Welfare in the music program with the Head of Student Services and the School Psychologist.
- The Leading Teacher responsibilities outlined by in the Enterprise Agreement, reproduced below
- Other duties as required by the Principal

Curriculum Administration:

- Artistic overview of the extensive VCASS Concert Program including the Annual Melbourne Recital Centre Concert, the May Ensembles Concert, the key Jazz performances as well as the Chamber Ensemble and Solo Competition concerts
- Overview of the Extensive Large Ensemble Program
- Overview Outreach Program
- Overview Performance Classes and student Solo Performance Concerts
- Overview student Chamber Performance concerts

Budget & Resource Management:

- Prepare the Music Faculty Budget
- Maintaining the equipment and facilities of VCASS Music
- Any other duties as determined by the school Principal

Performances:

- Concert Management

Leading Teachers

Leading Teachers are expected to undertake a broad leadership role in the school and participate in the many activities that the school undertakes both externally and internally. The person who undertakes this role in our school should be passionate about the arts and prepared to work outside of typical school workplace ethos. Leading Teachers at VCASS will be required to act as the senior officer when necessary and represent the school at key events or be nominee for the Principal. A key element of the role will be working closely with and supporting the Principal and Assistant Principals. It is expected that Leading Teachers will attend a range of evening activities, concerts, exhibitions and performances to support staff and students, and be excited about this. The school Flexible Work Policy and Professional Learning opportunities are some of the rewards that leading teachers will receive for their efforts.

There are also a number of responsibilities for Leading Teachers set out in the new agreement:

- *leading and managing the implementation of whole-school improvement initiatives related to the school strategic plan and school priorities*
- *leading and managing the implementation of whole-school improvement strategies related to curriculum planning and delivery*
- *leading and managing the provision of professional learning and developing individual and team performance and development plans for teaching staff within the priorities of the school*
- *leading and managing staff performance and development (review of staff)*
- *teaching demonstration lessons*
- *leading and managing the development of the school's assessment and reporting policies and practices*
- *leading and managing the implementation of the school operations and policies related to student welfare and discipline*
- *responsibility for general discipline matters beyond the management of classroom teachers*
- *contributing to the overall leadership and management of the school*
- *contributing to the development of proposals for school council consideration*
- *developing and managing the school code of conduct.*

