



JOB DESCRIPTION

Date	August 2023
Position Title	Director of Music
Reports to	Headmaster

Summary:

The Director of Music is responsible to the Headmaster for all aspects of the School's comprehensive Music programme, and aligning these to the School's values, aims and objectives. With excellent musicianship, leadership and management skills, the Director of Music leads, develops and fosters a positive culture of Music education at Hale School. The ongoing management, development and review of all academic and co-curricular Music programmes at Hale School is the duty of the Director of Music.

Within the co-curricular Ensemble Music Programme, Hale School enjoys a strong relationship with St Mary's Anglican Girls' School. The Director of Music will have a strong influence in managing this relationship in the years ahead.

The Director of Music is also responsible for Hale School Music's presence and involvement in the wider community. Engagement and relationships with professional musicians, music industries, tertiary institutions and music education associations play an important part in providing a music programme that is diverse, visionary and exciting for students.

Responsibilities:

The key tasks, responsibilities and duties are:

1. LEADERSHIP OF THE MUSIC DEPARTMENT

- Lead and manage Music Department programmes and events from Years 1 to 12
- Chair regular meetings with academic Music staff
- Oversee the work of:
 - Music Administration staff
 - Academic Music staff
 - Instrumental Music Tutors
- Ensure timely communication of departmental and wider school information to Music staff
- Respond to parent queries and follow up, as appropriate
- Respond to student queries and concerns, as appropriate
- Attend Friends of Hale Music parent group meetings and support, as appropriate
- Meet regularly with the Music Captain and Vice-Captains
- Liaise with Music and Drama Centre technicians and Events Team
- Liaise with St George's Cathedral regarding the annual Hale – St Mary's Carol Service
- Liaise with St Mary's Anglican Girls' School regarding rehearsals and performances
- Audition and interview students for Music Scholarships and make recommendations to the Headmaster
- Undertake ongoing evaluation of all aspects of the department

2. ADMINISTRATION

- Prepare Staff Duty Statements
- Prepare the annual Music budget
- Prepare and submit an annual Department Report to the Headmaster, and deal with matters arising from the Report
- Monitor and manage departmental finances
- Oversee maintenance and upkeep of all Music Department instruments and the School Instrument Store
- Prepare and manage the Hale Music calendar and Weekly Ensemble Rehearsal Schedule
- Prepare advertisements for Music Scholarships
- Write articles for The Haleian, The Cygnet and fortnightly School newsletter to showcase Hale Music
- Authorise and administer excursions and tours in accordance with Hale School Policy
- Prepare the Parent Information Booklet with the Music Administrator(s)

3. STAFF LEADERSHIP AND PROFESSIONAL LEARNING

- Coordinate Music classes for Years 1 - 12
- Teach Music in the Classroom programme and co-curricular Ensemble programme
- Liaise with the Director of Curriculum regarding teaching and assessment programmes
- Assist the Headmaster in recruitment of Music staff
- With the Director of Studies, participate in timetable planning, particularly in allocating staff to classes
- Discuss staff performance with the Director of Human Resources and Staff Development and, where appropriate, the Headmaster. Such discussion will normally follow appraisal, both formal and informal.
- Establish and maintain good departmental staff morale and a professional attitude in the department
- Maintain effective teamwork and a shared vision, alignment and commitment within the department
- Conduct staff appraisal and professional learning planning, in conjunction with the School Executive
- Take responsibility for the general welfare and professional conduct of staff in the department, including oversight of new staff induction
- Be responsible for the professional development programme within the department
- Ensure the dissemination of material relating to professional development courses to relevant staff and decide who should attend such courses, in consultation with the Director of Teaching and Learning
- Promote, coordinate and celebrate student involvement in external competitions, festivals and events

4. TEACHING AND LEARNING

- Support and model the School's philosophy of teaching and learning within the department
- Stay fully informed of current curriculum and pedagogical developments in music education, including developments in the WA Curriculum
- Disseminate and act on appropriate information received from the SCSA, AISWA, ASME and other relevant bodies
- Actively participate as a member of the Head of Department team and in conjunction with members of the School Executive to develop the academic programme in the School
- Ensure that curriculum meets the requirements of the WA Curriculum and SCSA ATAR Music
- Take responsibility for the planning and organisation of all courses from Year 1 to 12, including provision of effective communication to relevant Junior School staff on programmes for boys in Years 1 – 6.
- Allocate students to classes as appropriate and discuss class placements with parents and Pastoral Care Leaders within the School, as needed
- Liaise with the coordinators of the Curriculum Support and the Enrichment programmes, as appropriate
- Ensure that the format, content, marking procedures and production of all assessment programmes meet appropriate standards
- Maintain accurate records of assessment at all levels
- Ensure adherence to, and compliance with, all SCSA directions applying to Upper School courses
- Oversee the reporting to parents by members of the department

5. MANAGEMENT OF THE CO-CURRICULAR MUSIC PROGRAMME

- Coordinate and plan the annual performance programme, including music tours, camps and the regular series of concerts and recitals from Years 1 to 12
- Coordinate and plan the weekly rehearsal schedule for Years 1 to 12
- Coordinate and plan the Hale – St Mary’s Music programme, including:
 - regular meetings with the St Mary’s Director of Music
 - the Hale / St Mary’s annual performance programme
 - the Hale / St Mary’s rehearsal schedule
 - auditioning of Hale / St Mary’s students for ensembles
- Liaise with the Coordinators of Junior and Middle School Music regarding co-curricular music
- Attend Junior, Middle and Senior School concerts as well as Hale / St Mary’s concerts
- Allocate staff and students to appropriate ensembles

6. MUSIC TUTORS

- Communicate and encourage professional development and best practice in instrumental music teaching and learning
- Liaise with Music Administrator(s) to coordinate and oversee teaching rooms and lesson timetables
- Check and sign-off Music Tutor salaries each fortnight
- Provide guidelines, deadlines and oversight for music tutor reports
- Interview and appoint Instrumental Music Tutors to the department, where required
- Update the Music Tutor Information Booklet, as required
- Hold meetings with Music Tutors, as appropriate
- Support and manage performance and teaching practices of Music Tutors

7. OTHER DUTIES

- Organise accompanists for Assemblies and Chapel Services
- Organise Congregational Singing Practices for the School, as required
- Liaise with Community Relations to foster relationships with the wider community through the School’s music programme
- Liaise with the Headmaster and the Head of Senior School regarding the provision of music for assemblies, special services and Speech Mornings / Days
- Liaise with the Chaplain to support the spiritual and chapel life of the School through the provision of appropriate sacred music
- Liaise with universities regarding pre-service teachers and oversee, monitor, mentor and report on pre-service teacher progress
- Liaise with Heads of House to plan and organise the House Singing Competition
- Liaise with the Artistic Director and Drama Department regarding the provision of music for School productions
- Discuss and communicate student recommendations for Music Symbols and Colours with Music staff
- Maintain the ethos of Hale School by acting in a manner that supports the School’s Values, Statement of Purpose, Ethos and Anglican framework
- Be aware of, and understand, the obligations of working in accordance with all School policies, but particularly Mandatory Reporting and Child Protection, Staff Conduct and Discipline, and Critical Incident Management
- Maintain membership of, and active participation in, relevant professional associations and encourage Music staff to participate in regular professional development

The Headmaster, at his sole discretion, reserves the right to vary your duties at any time. Such a variation of your duties does not constitute a breach of contract or termination of your employment.