



St Ursula's College  
TOOWOOMBA

PO BOX 2284 - 38 TAYLOR STREET - TOOWOOMBA QLD 4350

P: (07) 4632 7611 F: (07) 4638 5634

admin@st-ursula.qld.edu.au

www.st-ursula.qld.edu.au

CRICOS No: 03033M

ABN: 27 122 661 858

## ROLE DESCRIPTION

### Position Title: Director of Music

<b>Position</b>	Director of Music (Temporary Long Service Leave Relief Contract)
<b>Reports To</b>	The Director of Music reports to the Principal through the Head of Faculty (Arts) and Deputy Principal.
<b>Classification</b>	<p>This position is classified as a Tier 1, Middle Leadership position under the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Religious Institute Schools of Queensland 2015-2019</i>.*</p> <p><i>*Please note we are currently awaiting the FWC to approve the new proposed Enterprise Agreement.</i></p>
<b>Teaching Load</b>	The successful applicant will be allocated an appropriate teaching load having regard to their position and teaching experience.
<b>Fixed Term</b>	<p>Term 1, 2021</p> <p>This is a Temporary Long Service Leave Relief Contract position. There is a possibility of ongoing work/permanency depending on the College's operational needs.</p>
<b>Date</b>	This Role Description is current as at October 2020.

### College Culture Statement

St. Ursula's College, Toowoomba, a Catholic educational and residential community in the Ursuline Tradition, is dedicated to the education and care of young women.

We strive to create learning opportunities that will encourage students to take responsibility for their own thinking and learning, so that they may become more resourceful and empathetic young women who seek:

- the development of a personal faith and spirituality;
- participation and leadership in all facets of today's and tomorrow's world.

The challenge for all is to model relationships within and beyond our community based on:



- mutual respect;
- tolerance and acceptance;
- care for the individual and the environment;
- interdependence and collaboration;
- service,

so that our students, growing in wisdom, justice and integrity will contribute responsibly to their own transformation and that of society.

## Overall Position Purpose

The role of Director of Music at St Ursula's College is a Middle Leadership position at St Ursula's College. This role ensures that processes designed to improve the educational and performance outcomes of students within the Music Department, Instrumental and Vocal Ensemble Programs are managed as effectively as possible.

St Ursula's College embraces an exciting and diverse cultural inter-curricular program where students are offered a range of opportunities to immerse themselves creatively in the Arts. Crucial to this role of Director of Music is the ability to liaise effectively with all staff involved with these programs - the Performance Arts staff, Instrumental/Vocal Ensemble tutors, parents, students and external agencies on matters related to student performance, both within and outside the College.

The Director of Music will work to ensure that all developments and activities within the Music Department are consistent with the Catholic/Ursuline ethos that underpins St Ursula's College as expressed in the College Culture Statement, the current Strategic Plan, Curriculum and Teaching and Learning Frameworks, wellbeing Framework or Pedagogical Frameworks.

The Director of Music is responsible for the overall implementation of the College Instrumental and Vocal Ensemble Programs (including classroom and extra-curricular music) Years 7-12.

This Middle Leadership Position builds on the Director of Music's commitment and duties as a Teacher, as expressed in the St Ursula's College Teacher Role Description.

### **Key responsibilities of the Director of Music include:**

#### **1. Leadership and management for students**

- Lead student involvement in the wide range of music activities offered at the College.
- Identify music/vocal talents of individual students and subsequent support and encouragement of those students in the development of these talents.
- Lead the College Music Immersion Program and any music tours.
- Implement the College wellbeing program, where relevant, into the College Music Program.
- Provide performance opportunities for all students in the Music/Instrumental/Vocal Ensemble Programs both within the College and the wider community.
- Support and take leadership role within the delivery of the College Musical (taking place every second year).



- Provide opportunities for student leadership in Music through the College's Student Leadership Program.
- Promote individual and ensemble achievements in the wide range of music activities in the College through the appropriate channels and in liaison with the Marketing Department.

## **2. Leadership of staff**

- Ensure qualified instrumental and vocal tutors are appropriately engaged by the College.
- Ensure appropriate induction processes are followed working with the Human Resources Coordinator.
- Lead by ensuring tutors maintain professional standards of behaviour and work practices at all times.
- Manage and report any issues between tutors and parents and/or students to the Head of Faculty (Arts) and Human Resources.
- Lead, manage and supervise the workflow of the Music Administration Assistant.

## **3. Leadership and management within the College Community**

- Explore new strategies to promote increased audience attendance at Music performances throughout the year.
- Lead by planning, rehearsals and directing musical experiences for the students of the College and the wider community.
- Collaborate with the College Leadership Team and Marketing Manager regarding College Special Events.
- Ensure that all administrative procedures and deadlines associated with the delivery of the Music Program (classroom and co-curricular) and the efficient running of the College are adhered to within the Music Department and reported to the Head of Faculty (Arts).
- Lead the organisation and development of Instrumental and vocal ensembles.
- Lead staff by attending off-campus performances, including Eisteddfods where possible.
- Coordinate student signups, workshops, camps and performances as relevant to the Instrumental Music program
- Lead, coordinate and assign instrumental students to tutors and ensure the adoption of appropriate reporting processes of students.
- Lead and oversee the budget for the Instrumental Music Department, including the purchasing of materials, instruments and music as required and maintaining clear and transparent record keeping processes.
- Support the College's Religious and Liturgical Experiences through Masses, Liturgy, Open Days and Special Functions.
- Lead and oversee the register of instruments.
- Lead and oversee the maintenance of musical instruments used in classroom and for hire to students and the establishment of a system of repairs for each instrument, including tuning of pianos throughout the College.



#### 4. Communication

- Ensure effective written and verbal communication to all stakeholders.
- Foster effective teamwork by using a consultative, collaborative and inclusive approach and team building.

#### 5. General

- Work flexibly as part of a team in the pursuit of the College's Mission, Values and Strategic Direction.
- Promote the benefits of a St Ursula's College education at all times.
- Demonstrate support for the College's philosophy, policies and procedures, core values and commitment to the Ursuline and Catholic ethos;
- Maintain a degree of flexibility in working hours and duties in order to meet the requirements of this position and the College's changing operational and business needs;
- Accept that the College reserves the right to modify the position from time to time (including this Role Description) to meet its operating needs;
- Assist and relieve in other positions from time to time;
- Undertake other reasonable and relevant duties within skills, knowledge and capabilities as directed by the Principal or their delegate.

### Essential Selection Criteria

The Director of Music must hold relevant qualifications and experience to allow them to complete the responsibilities of this role as outlined above. They are personally responsible for ensuring that their certification and ongoing professional development are maintained as required.

The successful applicant will demonstrate the following essential criteria:

- applicants must be registered with the Queensland College of Teachers or be willing to become registered in Queensland prior to commencing in role;
- excellent interpersonal, organisation and communication skills;
- demonstrated ability to lead in the area music;
- excellent management, communication, relational and operational skills necessary to lead teams and community;
- demonstrated ability to build positive relationships with staff, students and parents.



## CHECKLIST FOR APPLICATION

1. Cover letter addressed to Mrs Appleby, College Principal, addressing the Selection Criteria. This should be no more than 4 (four) A4 pages in length.
2. Curriculum Vitae no more than 5 (five) A4 pages in length.
3. Copies of qualifications.
4. Referees – two professional referees are required. One referee must include an immediate superior or Principal. *Please note, we respect your confidentiality and will advise you before we contact your referees.*
5. Applications to be submitted electronically to the College Principal - [principal@st-ursula.qld.edu.au](mailto:principal@st-ursula.qld.edu.au). Please mark the subject as “Application – Director of Music”
6. Applications to be submitted by **5pm, Friday 23 October 2020**.
7. If you have any questions or wish to have a confidential discussion regarding the position, please contact Human Resources Coordinator, Miss Brontë Shaddock – [hr@st-ursula.qld.edu.au](mailto:hr@st-ursula.qld.edu.au)
8. Interviews will be conducted the week beginning Monday 26 October 2020\* in person or via Zoom.

\*Please note interviews will be held at the College, located at 38 Taylor Street, Toowoomba, Queensland 4350 or via Zoom.