Position Description

Head of Music

The Head of Music provides the vision for, and leadership of, the Music Department, which will continue the development of a Music School of Excellence in all its expressive, creative, practical and communicative forms. The Head of Music is responsible for the leadership of the Academic Music programme and has direct oversight of the Co-ordinator of Music Performance to ensure a vibrant co-curricular music programme continues to thrive.

The Head of Music is a member of the Academic Committee and assumes full responsibility for the oversight and management of the Music department and the Music secretary. This is a significant position of responsibility in the school.

The Head of Music is responsible to the Head of Studies and provides direction and oversight of the staff and students within the Music programme. The Head of Music is expected to lead by example and set high academic standards for both staff and students.

Duties & Responsibilities:

A Head of Department at Kinross Wolaroi School is a member of the school’s Academic Committee and as such provides leadership and educational direction for the school. The Head of the Music reports to the Head of Studies for Academic matters and to the Director of Co-curricular for the Music Performance area. In addition the Head of Music has direct oversight of the Music secretary.

The position involves a teaching load of up to 0.8 of a full time load and includes co-curricular Music responsibilities. An overview of duties includes:

Music Performance

Of critical importance to the Head of Music is the direct oversight of, and responsibility for, the Co-ordinator of Music Performance.
Leadership Skills

A Head of Department at Kinross Wolaroi School:

- is a collaborative leader who leads the department by example
- knows, and works positively, to promote the ethos of Kinross Wolaroi
- understands the ‘bigger picture’ of education at Kinross Wolaroi
- appreciates the needs of students in regards to other subject areas and their overall education
- supports and motivates staff
- is proactive in the induction of new staff, particularly beginning teachers
- provides clear guidance on the Professional Development of staff
- oversees the Performance Development of staff
- resolves issues promptly and effectively
- sets strategic goals for the department both short term and long term
- chairs regular departmental meetings and encourages professional dialogue
- promotes professional standards within the department
- works collaboratively with staff to determine teaching allocations for the following year
- has effective written and verbal communication skills to parents, colleagues and students
- clearly outlines departmental policies and procedures within a Faculty Handbook
- reflects on their own practice through an annual performance development overseen by the Head of Studies
- assist with the appointment of teaching staff to the department

Curriculum Management

A Head of Department at Kinross Wolaroi School:

- is passionate about their curriculum area
- is up-to-date with recent trends in the curriculum area
- promotes professional development with staff
- has oversight of programming in compliance with Board of Studies syllabuses
- has oversight of the registration of programmes
- has oversight of the department’s assessment for learning (7 – 9) and assessment of learning (10 – 12)
- has oversight of the department’s examinations (7 – 12)
- has oversight of departmental reports
- has oversight of the department’s budget and resources
- ensures that the department’s texts are relevant and suitable for each year group
- sets high standards for the delivery of curriculum in the department
- keeps student work samples and records in compliance with the Board of Studies Registration and Accreditation period
Student Management

A Head of Department at Kinross Wolaroi School:

- supports, motivates and promotes student learning
- provides students with appropriate advice as relevant in their subject area
- tracks the academic progress of students in collaboration with staff and the Director of Learning Enrichment
- manages student behaviour in collaboration with parents, staff and the Head of Senior School
- ensures the placement of students’ in an appropriate class level is determined through a policy that is transparent to staff, students and parents

Brian Kennelly
2 February 2011