



Head Cocurricular Music

Position Description

Brigidine College inspires girls to value learning, to be true to themselves and to honour their spiritual heritage. It challenges young women to act in the world with strength and gentleness.

The college recognises the integral role played by the Head of Cocurricular Music in the life of the school. In appointment to the position, the Principal delegates the responsibility for the oversight and management of cocurricular music activities.

The Head of Cocurricular Music provides strategic direction and supports a multi-faceted team in the development and oversight of the Cocurricular Music program – instrumental and choral. The Head of Cocurricular Music has professional and personal attributes that enable him or her to influence others to improve their practice.

Reports to: Director Cocurricular

MISSION

The Head of Cocurricular Music will demonstrate commitment to the Catholic ethos and spiritual life of the college by

- participating in the liturgical life of the college and supporting the religious rites and practices of the Catholic faith
- supporting the Brigidine tradition and heritage in the daily life of the college

COCURRICULAR MUSIC PROGRAM

The Head of Cocurricular Music will develop the cocurricular program within the College by

- assessing the standards of new students to the College and encouraging participation in the Cocurricular program
- planning and overseeing the development of the cocurricular program with special emphasis on participation and performance
- taking responsibility for the peripatetic music program, ensuring that all students are catered for in their musical development
- working closely with the Head of Music (Curriculum) in the overall development of music within the College
- ensuring that the students have optimum opportunities for performance both within and beyond the college.

Cocurricular Music Program Management

- setting goals and developing strategies for music performance in consultation with Head of Music and Director Cocurricular
- ensuring appropriateness and integration of performance into the overall music education curriculum in the College
- liaising with the Head of Music and the music staff to plan repertoire that is balanced across styles, musicality and technique
- maintaining appropriate standards of creative achievement and behaviour in rehearsals and in performances
- producing regular performance events that allow the students to showcase material covered in class to the best of their ability
- investigating and providing performance opportunities (both external and internal) for students of all levels of ability
- being aware of all 'duty-of-care' issues and school obligations in the process of running rehearsals

College Musical

- collaborating with Director of the College Musical, undertake the Musical Director (MD) role including (but not limited to):
 - coordinating and directing the orchestra
 - running twice-weekly rehearsals with chorus, leads and musicians
 - arranging scores as appropriate
 - participating in the audition and selection process
 - overseeing general aspects such as ticketing, budgets, sourcing sets, costumes, prop development with Property Team

Event Management

- organising and running musical events, in consultation with the Head of Music and other music staff, as appropriate and required
- liaising with Director Cocurricular to establish a working budget for each commercial Music event/performance
- initiating comprehensive communications regarding events to staff, students and parents, carers and the College community
- ensuring adequate and effective student supervision in compliance with the College's policies, guidelines and standards
- responding to all enquiries in an appropriate and timely fashion

Peripatetic Music Program

- overseeing the contracting, management and performance of peripatetic music tutors and specialists that support cocurricular programs
- ensuring that Peripatetic Staff are efficiently allocated rooms to allow for maximum usage of the facilities
- collating enrolments and ensure that staff are informed of the students they are teaching and have relevant contact details
- ensuring all student requests for lessons are dealt with in a timely manner
- maintaining a productive contact with parents
- maintaining the student database
- ensuring that high quality Peripatetic staff members with industry and performance experience are engaged
- liaising with the Performing Arts Administrator to complete tasks as appropriate

Head of Cocurricular Music

Key Challenges:

- Balance demands on time – personally and professionally
- Work within the context of the whole school community
- Keep up to date in terms of curriculum development
- Develop and review personal professional goals.

Key Outputs:

- Preparation of choral and ensemble lists in consultation with the Year Coordinators and AP Pastoral
- Oversight and management of the Ensemble Selection Process
- Oversight of changes to student participation
- Oversight and management of Cocurricular activities in the College including Eisteddfods, Competitions, Concerts, Performance Calendar, Peripatetic Staff
- Student, staff and parent enquiries managed appropriately
- Academic data and participation records are kept up to date
- Academic and performance tracking of students

Experience and Qualification Requirements:

- Evidence of experience and effectiveness as an educator
- Evidence of informal and formal professional development (e.g. post graduate study)
- Evidence of participation in professional associations
- Understanding and application of Curriculum related issues
- Ability to plan, develop and deliver effective programs
- Ability to effectively work with staff, students and parents

Relationships:

- Head of Music – meets with regularly
- Administration Coordinator – meeting of deadlines
- Heads of Department and Year Coordinators – communicates with regularly on the cocurricular tracking of students
- Principal and Leadership Team – working within broader College context
- Teachers, Staff, Students & Parents – daily interaction as required
- External bodies, including other schools and organisations as required