



POSITION TITLE:	Head of Bands
Prepared:	September 2019
REPORTS TO:	Directors of Music – Education and Performance
Prepared by:	Head of Human Resources

POSITION PURPOSE

To be an enthusiastic, vibrant and committed teacher to develop and lead the College's Band program. The Head of Bands will work with the Directors of Music to create a program that supports and develops students' involvement in Concert Bands throughout the College.

The Head of Bands is responsible for the structural planning, management and direction of the College Concert Band program as well as the oversight and management of several instrument based ensembles.

Ensembles within the Bands Program include Wind Symphony, Symphonic Band, Concert Band, Clarinet Ensemble, Flute Ensemble, Percussion Ensemble and the Percussion Maestros.

POSITION STATUS

This is a permanent full time role, but as with all positions of responsibility the Head of Bands is tenured for three years.

The Head of Bands will report to, and work closely with, the Directors of Music and will be part of the Music Performance Leadership team.

Key Roles and Responsibilities

- liaise with the Directors of Music to ensure that curriculum and cocurriculum bands programs are aligned across the College to enable a strong vertical music program from Junior School to year 12;
- prepare and organise ensembles for College events such as the Annual Church Service, Music Festival, Community Day Fair, Speech Nights, assemblies and the Festival of Giving as well as encouraging and overseeing the preparation of bands for competitions and tours;
- conduct one or more ensembles within the cocurriculum and curriculum bands program (including a senior band);
- create and organise appropriate performance schedules for all ensembles within the bands program;
- participate in and lead the three-day band camp section of the annual January Music Camp;
- attend performance leadership team meetings;
- organise the annual bands concert;
- ensure appropriate cocurricular pathways that will include both 'core' and 'specialist' opportunities;
- in conjunction with the Directors of Music, evaluate and appropriately allocate resources (including staff directors and assistants) for each ensemble activity within the area;
- influence repertoire choices across all ensembles so that learning is cohesive and well balanced;
- supply recommendations for the maintenance and purchases of equipment and resources used within their area;
- create and manage appropriate audition processes in liaison with all coordinators;
- ensure appropriate recommendations are made for students in their area who apply for colours or awards;
- assist ensemble leaders in the process of ordering music;

- support classroom staff where appropriate in their teaching of band music at curriculum level;
- coordinate appropriate marching instruction for bands involved in ANZAC Day commemorations;
- Oversee the percussion stock and ensure the appropriate allocation and maintenance of percussion equipment in rehearsal spaces;
- Any other tasks as deemed appropriate.

Qualifications

An approved degree in Music and Music Education, some accompanying skills would be an advantage.

The person will be expected to:

- have an outstanding performance profile as both a band conductor and as a performer;
- enthuse, motivate and encourage band students;
- be a skilled educator;
- have proven organisational skills;
- assist with recitals, concerts, camps and tours;

OTHER FUNCTIONS & RESPONSIBILITIES

The responsibilities of a St Leonard's College teacher include, but are not limited to:

- Preparing and executing well-planned, academically rich and innovative lessons;
- Developing a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs;
- Employing a variety of effective teaching strategies to effectively implement the curriculum;
- Ensuring that classrooms are places where technology is seamlessly, yet actively, employed to assist in effective learning;
- Reporting on academic achievement to parents via the Continuous Reporting system and make appropriate levels of contact with parents as necessary;
- Developing learning relationships with students that assist in developing the confidence and learning of St Leonard's College students;
- Giving appropriate time to the planning of lessons and collaboration with other teachers as part of teaching teams;
- Actively contributing to a culture of teaching and learning where teachers learn with, and from, each other and actively inquire into effective pedagogical practice;
- Engaging in active and continuous professional learning that is relevant to their area/ subject discipline as well as concerns and debates in the education sphere more generally;
- Being thoroughly versed in the policies of the College and abide by the policy directives;
- Supporting Pastoral staff in ensuring that the expectations of student behavior and dress are met;
- Engaging with students in a variety of activities outside the classroom, including House and co-curricular activities.

Teachers at St Leonard's College are dynamic, enthusiastic professionals who are committed to:

- the development of learning and teaching programs with clearly defined outcomes;
- the maintenance of effective assessment recording and reporting strategies;
- the integration of ICT into teaching and learning in the classroom;
- meeting all curriculum and assessment requirements;
- engaging in cocurricular and pastoral programs of the College.

GENERAL RESPONSIBILITIES

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all staff provide a Criminal Record check (if requested) and Working with Children Check (WWCC) or Victorian Institute of Teaching (VIT) before their position will be confirmed.

- The College:
 - is an equal opportunity employer;
 - complies with the requirements of the Privacy Act;
 - has a strong commitment to OH&S;
 - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards;
 - Communication – effective, helpful and positive.
 - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students).
 - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support.
 - Accountability – we do our work with honesty, integrity and enthusiasm.
 - Performance – we perform to the best of our ability.
 - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

CHILD SAFETY AND PROTECTION RESPONSIBILITIES

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safety and Protection Policy and procedures including being compliant with the Child Safety Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.