



**St Leonard's College**

An education for life.

# Teaching Position Description

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<b>POSITION TITLE:</b>	<b>Head of Singing</b>
<b>Prepared:</b>	<b>September 2019</b>
<b>REPORTS TO:</b>	<b>Directors of Music – Education and Performance</b>
<b>Prepared by:</b>	<b>Head of Human Resources</b>

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## POSITION PURPOSE

To be an enthusiastic, vibrant and committed teacher to develop a world class singing culture at St Leonard's College from ELC to year 12.

The Head of Singing is responsible for the planning, management and direction of the singing philosophy at St Leonard's College.

The Head of Singing will direct all aspects of singing at the College and be ultimately responsible for all singing performances. This includes inclusion of singing in the curriculum and cocurriculum programs as well as overseeing all private voice lessons. In addition, the Head of Singing will have responsibility for community singing at all major College events including but not limited to, Church services, Speech Nights and assemblies.

## POSITION STATUS

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

The Head of Singing 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 singing programs are aligned across the College to enable a strong vertical music program from ELC to year 12;
- prepare and organise choirs and singers for College events such as the Annual Choir Concert, 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 choirs for competitions and tours;
- lead and develop whole College singing in assemblies to prepare for major events;
- to teach new hymns as well as to introduce traditional hymns to various year levels;
- oversee and liaise with the Junior School music teachers to implement the Junior School House Music event and the Annual Junior School Performance;
- conduct several choirs within the Singing program (including a senior choir);
- create and organise appropriate performance schedules for all choirs and singers;
- participate in and lead the three-day choir camp section of the annual January Music Camp;
- attend performance leadership team meetings;
- ensure appropriate cocurricular pathways that should include both 'core' and 'specialist' opportunities;
- in conjunction with the Directors of Music, evaluate and appropriately allocate resources and singing staff (including choir directors and assistants as well as private singing instructor staff);

- influence repertoire choices across all choirs so that learning is cohesive and well balanced;
- ensure excellence in the Singing components of the three musicals produced annually at the College;
- devise strategies to increase student engagement and uptake;
- create and manage appropriate audition processes for singers;
- be responsible for the management of the Community Choir (including choice of director and repertoire advice/selection);
- lead and conduct the year level choral program in years 5 and 6;
- participate in the development, management and direction of the year 1/2 and year 3/4 choirs;
- ensure appropriate recommendations are made for student singers who apply for colours or awards;
- assist choir leaders and singing instructors in the process of ordering music;
- direct classroom music staff in their teaching of Singing at curriculum level from ELC to year 12;
- 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 choir conductor and as a performer;
- enthuse, motivate and encourage vocal 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.