



Pittwater House

POSITION DESCRIPTION

TITLE	Coordinator of Music (Leadership Level 2) - K-12
REPORTS TO	Principal via Deputy Principal
LOAD	0.6 Teaching Load 0.4 Coordinator Load
PERIOD OF EMPLOYMENT	Commencing Term 1 2020 Full Time - Permanent

POSITION OVERVIEW

Liaison with

1. Deputy Principal
2. Coordinator of Performing Arts
3. Coordinator of Dance and Drama
4. Heads of School
5. Head of Teaching and Learning
6. Coordinator of Learning Enrichment
7. Staff
8. Parents

Philosophy

The care of and interest in the individual student is one of the most important aspect that differentiates Pittwater House from other education institutions. Differentiating between the sexes and maximising the needs of each gender is a core aim of Pittwater House Schooling.

Providing the students with an academic, relevant, global, 21st century educational experience that encourages the use of technology and critical thinking skills is central to the Pittwater House service.

Honesty and integrity are the first of the Pittwater House Core Values and need to be reflected in staff attitude towards all areas of the school. Confidentiality of records and information, both personal and corporate, is of paramount importance. In all dealings with parents, students, staff and members of the public your approach needs to reflect the high standard and reputation of the School and your actions need to be in accordance with relevant laws.

About the Position

The Coordinator of Music is responsible for leading growth and excellence in the Music academic programs from K to 12. They will work in conjunction with the Coordinator of Performing Arts and Coordinator of Dance and Drama.

Departmental Leadership

The Coordinator of Music will:

Manage and develop staff

1. Provide leadership, motivation, support and guidance to all Music staff K-12.
2. Lead improvement, innovation and change in the Music Faculty
3. Lead the development of the Music staff as individuals, practitioners, experts in their fields and future leaders
4. Lead a Departmental annual review of analysis of HSC, NAPLAN and internal assessment results
5. Be an ethical and empathetic leader, who promotes professional growth of all faculty members
6. Actively build staff capacity through implementing the schools professional learning plans and be actively involved in the schools professional learning strategies
7. Manage and monitor staff wellbeing and performance
8. Support and encourage the development of external professional networks and collaborations with external agencies to optimise skills, share resources and to develop the faculty professionally.
9. Keep abreast of current teaching and learning strategies, curriculum developments and technologies
10. Ensure that Music staff are kept up to date with the latest developments and trends in their fields of responsibility, interests and expertise and can participate in professional learning

Contribute to student success

1. Lead the establishment of an inclusive learning environment that meets the needs of students from a range of abilities and backgrounds
2. Implement initiatives that will continue to improve and maximise student results and success.
3. Be active in communicating with parents regarding student learning matters and other departmental issues.

Manage Department

1. Lead the department in a way that actively supports the schools Core Values and strategic plans
2. Be responsible for ensuring all NESA requirements are understood and complied with
3. Be responsible for ensuring the department implements and follows best practice in assessment and reporting

4. Implement resource evaluation strategies
5. Ensure that the teaching and learning environments and opportunities within the department are safe for staff and students
6. Develop and manage the department budget
7. Investigate possible funding sources and prepare submissions for funding
8. Ensure that services and facilities meet the needs of students and staff
9. Ensure risk management plans are created when required
10. Respond sensitively and promptly to community and parental requests and complaints

Contribute to whole of school development

1. Be an active member of the curriculum leadership team to enable cooperation between faculties and develop educational policies and strategies.
2. Work with the Coordinator of Performing Arts to maintain and enhance the school's high profile as a school where music is valued and where excellence in music is achieved.
3. Work with the Coordinator of Performing Arts to ensure the music program is showcased to the broader school community
4. Work with Department Coordinators and Head of Junior School to support pedagogical initiatives, inquiry and differentiation.
5. Contribute to the schools' publications, including HouseNews, Pittwaterman and other publications.

Other

1. Maintain a teaching load
2. Undertake any other duties as assigned by the Principal

ESSENTIAL CRITERIA

Role specific expectations as Music Coordinator

1. Propensity to recognise the value and uniqueness of each individual within the faculty.
2. Experience or demonstrated ability to articulate and lead a clear faculty-based strategy aligned with the School's strategic directions.
3. Experience or demonstrated ability in working with individual faculty members to set and work towards professional teaching goals.
4. Experience or demonstrated ability in leading professional growth conversations as part of a learning community.
5. Commitment to one's own ongoing learning and the learning of the staff within their faculty.
6. Experience or demonstrated ability in the use of data to inform reviews of faculty practices, resources and effectiveness. This will include, but will not be limited to HSC, NAPLAN and Allwell results.
7. Experience or demonstrated ability in facilitating faculty discussion, programming and team building in the Music context.
8. Will have experience in community engagement.
9. Will be a driven, creative thinker, focused on innovation and progressive change.
10. Professional and personal integrity.

11. Being flexible and able to lead change.
12. Being proactive and innovative.
13. Effective interpersonal communication skills.
14. Experience in public speaking and presenting to large groups.
15. Experience or demonstrated ability in leading and working in a collaborative environment.
16. Experience or demonstrated ability in building an effective team.
17. Postgraduate qualifications will be highly regarded.

General expectations for staff at Pittwater House

A Pittwater House teacher will create a learning environment that is engaging, promotes and recognises excellence and differentiates for the needs of all students. They will:

1. Have qualification in education and be registered and comply with NESA requirements
2. Have academic mastery of the subject content they teach
3. Have proven skills in programming, lesson planning, assessment and reporting strategies
4. Be reflective teachers, continually looking for feedback and learning opportunities
5. Embrace the use of relevant resources and strategies to improve student agency, engagement, differentiation and learning
6. Recognise the importance of providing differentiated content, assessment and learning strategies in all classes
7. Be skilled in classroom management and administration
8. Understand the need to provide effective feedback to students in order to improve their understanding and learning
9. Maintain effective communication with colleagues, Heads of School and parents
10. Be an active user of the schools e-learning platform to support learning and communication
11. Assess and return work promptly to students with adequate feedback
12. Be available for faculty and staff professional learning, before and after school, where required
13. Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and wearing appropriate professional attire
14. Take an active interest in the general life of the School - supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation of, and promote a high quality of education within, the School
15. Maintain professional confidentiality concerning information about staff and/or students and their families.
16. Act as a member of a team, developing and supporting the philosophy and ethos of the team
17. Ensure that all documents are prepared and presented in accordance with the School's Style Guide
18. Attend and participate in assemblies where directed

Pastoral and Co-curricular Expectations

A Pittwater House teacher will recognise the importance of pastoral care and be actively involved in the program. In particular, they may:

1. Be allocated a "Form Class" each year (pastoral class).
2. Be responsible for attendance and following up attendance issues.
3. Promote pastoral care and leadership of the students.
4. Report directly to the Head of the Grammar School or Girls College.
5. Be involved in the pastoral and leadership annual camp or Band Camp.
6. Maintain and run the pastoral program in the allocated Form time.
7. Attend and participate in assemblies where directed.
8. Be available for co-curricular activities after school and other times where required.
9. Provide appropriate administration and supervision during these activities, where required.