



# Role Description

<b>Position Title</b>	<b>Head of Choral / Music Teacher</b>	<b>Direct reports</b>	Music Teacher/Music Programs Coordinator
<b>Department</b>	Teaching	<b>Classification</b>	Level 1-11
<b>Responsive to</b>	Director of Music (Functional Manager) Deputy Principal Head of Curriculum	<b>Employment Status</b>	Fixed-Term
<b>Reporting to</b>	Director of Music, Principal (Overall Manager)	<b>Date</b>	May 2021

## The Organisation

At Christ Church Grammar School we inspire and ignite hearts and minds.

Our school was founded in 1898 and is a leading inner city, independent, Anglican, coeducational primary school that provides an outstanding education for children through until Year 6.

Our breadth and depth of expertise makes us unique.

## Our Vision

We aspire to be the leading coeducational school for children through to Year 6.

## Our Mission

- We embrace explicit, evidence-based learning
- We enable every child to be their best
- We ensure our children learn in an environment grounded by love and faith
- We foster caring, supportive and enduring relationships with children, families and the community.

## Our Values

- Cherish individuality
- Inspire excellence
- Think globally
- Show respect
- Have faith

All we do is embedded in respect, integrity, empathy and courage.

## Values Statements



### **Cherish individuality**

*Through acknowledgement and acceptance of all children's individuality, learning is personalised. Diversity is celebrated and everyone's uniqueness is appreciated. Staff, parents and children at our school are cherished and valued. We develop and nurture trusting relationships based on respect and honesty.*

### **Inspire excellence**

*Inspiring excellence means to be, do and give of our best in all aspects of school life. We believe in setting high standards and we have a passion for what we do. We trust in each other and have faith. Professional collaboration and teamwork are key components to continual improvement and high standards. Communication, knowledge and support for parents and teachers are vital elements of our school life.*

### **Think globally**

*We embrace open dialogue within and beyond our school. We accept and understand connectedness and our curriculum embraces the exploration of other cultures. We constantly strive to make multi-faceted connections with the broader community and we are committed to having the capacity to extend our reach beyond the boundaries of the school.*

### **Show respect**

*We treat others how we would like to be treated and look after our environment. We model, show and expect respect in all aspects of school life. We believe that our expectations must be consistent and that people should feel comfortable to have open conversations in order to achieve great outcomes.*

### **Have faith**

*We embed the Anglican faith into our daily practice and interactions. We also acknowledge and respect other faiths. We believe in fostering a culture of respect and faith and we have faith in all members of our community.*

### **Your Team**

The role of the Christ Church Grammar School Teacher is to facilitate the achievement of the School's objectives by developing and delivering responsive and contemporary high-quality education to the children.

### **Your Role**

As an educator, you are expected to be an active member of a team which provides high quality education and care to students at the School.

This includes:

- Actively supporting the School's Mission and Value statements
- Implementing the policies and associated procedures of the School at all times
- Developing strong educational relationships with children at the School
- Fostering highly professional relationships that support and partner with families within the School community and
- Working collaboratively with other staff towards continuous improvement in all areas of the School's operations, especially the delivery of literacy and numeracy programs

## Key Responsibilities

### Teaching Practice

The role of the teacher may include the following responsibilities:

- Work proactively within a collaborative team
- Complete differentiated weekly programming planners, including evaluative comments
- Use Information and Communication Technologies to present engaging and challenging learning experiences
- Plan and present learning experiences that are student-centred and outcomes focused
- Closely monitor student progress and maintain up-to-date student records on each student's learning
- Facilitate appropriate individualised remediation and extension activities as required
- Ensure that all documents are prepared and presented in a professional format in keeping with School practice and that high standards of spelling, grammar and punctuation are maintained
- Teach music to a range of classes from Kindergarten to Year 6 as required, with a Kodaly approach to music education, informed by the Orff approach.
- Be available for the school's co-curricular music ensemble program.
- Be involved in the preparation, rehearsal and performance of the annual school musical if necessary
- Write reports, communicate with parents and be available for parent/teacher meetings
- Be available for student supervision duties.
- Must take part in all whole school compliance training to ensure the Safeguarding of pupils at the School. The dates of these staff training days will be publicised a term in advance.
- Other activities may arise that require your involvement.

The role of the Head of Choral may include the following responsibilities:

- In association with the CCGS Director of Music, develop and implement a vision for a choral program that strives for excellence.
- Lead a range of choirs in rehearsal and performance as required, organising accompaniment as necessary.
- Look for opportunities for the choirs to perform that drive their improvement and promote CCGS as a school of choral excellence.
- To be responsible for the programming, scheduling, administration and communication of all choirs.
- In association with CCGS Director of Music, select suitable repertoire for choirs.
- Support and oversee the singing and choral skills of other staff involved in the choral program.
- Support musical activities within the school.
- Attend camps, rehearsals, concerts and related school events that occur outside allocated school hours
- Other duties that may arise that require your involvement.

### Pastoral Care

All staff have pastoral responsibilities within the School. The key tasks of each teacher include:

- Knowing each student as:-
  - an individual (eg. medical history and problems, likes/dislikes and interests)
  - a member of a family
  - a member of the School (academic ability and progress, involvement in games, co-curricular activities)
- Develop an open relationship based on mutual trust with the students
- Monitor each student's progress
- Monitor each student's behaviour development and being aware of any circumstances which lead to poor or erratic behaviour
- Monitor each student's attendance patterns and report matters of concern to the Head of School (Operations)

- Develop and maintain open lines of communication with parents
- Attend and participate in Staff Meetings, Assemblies and Chapel
- Attend school-organised activities

### **Co-curricular program**

- Contribute actively to the School's Cocurricular musical program
- Ensure all activities are pursued in a manner consistent with the School's values
- Encourage students to be active participants in the co-curricular program offered
- Keep accurate records of students' attendance and performance in co-curricular activities
- Ensure adequate levels of supervision and standards of behaviour during activities
- Ensure the necessary equipment is available and maintained

### **Spirituality**

- Behave in a way that is in sympathy with the School
- Support the work of the Chaplain by attending Chapel and the exploration of spiritual themes within the classroom
- Recognise a spiritual search for meaning as an essential element of our common humanity

### **Professional Development**

- Keep up to date with curriculum and resource development
- Maintain adequate technology competencies relevant to teaching
- Attend appropriate seminars and courses
- Participate in subject or area association meetings as appropriate
- Maintain relationships with professional associations
- Participate in and contribute to the School's professional development programs
- Participate in the School's Professional Development and Review process
- Participate in the development and evaluation of curriculum, programs and resources for the implementation of the curriculum

### **Service and Teamwork**

- Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner.
- Maintain professional confidentiality concerning information about staff and/or students.

### **Performance Feedback**

Participate in the School's Annual Appraisal System.

### **Child Safety**

All personnel working at the School in any capacity (including volunteers, contractors, teaching staff, administrative staff etc.) must be aware of the Child Safe Standards as outlined in Ministerial Order 870 and must comply with the School's policies and practices related to these.

As part of your role, you will be working with children. It is your obligation to always ensure their safety. Any concerns about a child's safety are to be reported in accordance with your duty of care obligations. You will be required to undertake the necessary working with children check, police record checks and reference checks during your employment with Christ Church Grammar School. CCGS has zero tolerance for abuse of any kind. Disciplinary action, up to and including termination of employment, will be taken should it be determined that abuse has taken place or there has been a failure to report any suspected or alleged abuse. The School's Child Safe Code of Conduct is available on the school website.

## Other

- Working with Children's Clearance
- The School is a smoke-free environment
- Other general conditions as per the EBA for Teaching Staff

## Environment, Health and Safety

1. Comply with the School's OH&S policies and procedures
2. Take reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace
3. Seek guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injuries are reported immediately to the Manager
4. Participate in meetings, training and other environment, health and safety activities
5. Not willfully place at risk the health or safety of any person in the work place
6. Not willfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
7. Cooperate with the School, in relation to activities taken by the School to comply with OH&S and environmental legislation

## Equity, Diversity and Inclusion

1. Model and promote appropriate behaviour in relation to equity and diversity principles and practices
2. Embrace the School's equity and diversity initiatives, strategies and implementations in staff equity/diversity related areas, promotion of staff equity and diversity policy/training.

## Your Relationships

Your role requires interaction with the following stakeholders:

### Internal

- Principal
- Head of School (Operations)
- Head of Early Years
- Head of Individual Differences
- Head of Sport
- Teaching Staff
- Reception staff
- Leadership Team

### External

Parents of students

## Key Selection Criteria

### Experience, knowledge and Skills

As a **suitable** candidate, you will hold the following skills:

#### Teaching

- An engaging delivery style that stimulates and educates students

#### Leadership

- Demonstrated experience working in a Head of department role within an educational environment
- An appetite for a very busy but key supportive role in a dynamic educational setting
- Strong leadership and communication skills, including oral presentations and business writing
- Ability to create strategic plans and enact these within the department
- Provide Mentorship to staff and engage in the performance appraisal/management process for members within the team directly reporting into this role.

#### Relationships

- The ability to build trusting and respectful relationships with students, parents, peers and other staff

#### Teamwork

- The ability to work as part of a team and independently

#### Professionalism

- Punctuality and flexibility
- Ability to work under pressure and to deadlines
- The ability to maintain confidentiality
- The ability to represent the School at a professional level

#### Problem Solving

- Problem Solving and decision-making skills

#### Interpersonal Skills

- Effective communication and interpersonal skills to develop and sustain quality working relationships

#### Time Management

- Effective planning and time management skills
- The ability to prioritise
- Ability to show initiative and to be proactive

#### Technology

- Competent technology skills relevant to the teaching areas

## Qualifications

As a **suitable** candidate, you will have completed:

- Teaching experience in a school setting
- Undergraduate or post-graduate qualifications in primary education
- Kodaly Certificate for primary level(s)
- First Aid Training
- Anaphylaxis, Asthma and CPR training

In your role, you are expected to adhere to the School's Behaviours which are listed below:

## Courage

- Admit mistakes
- Have honest conversations
- Believe in themselves and each other
- Stretch beyond their comfort zone
- Are prepared to do things that are not always easy
- Take action, where needed
- Resolve issues
- Enact our values and convictions
- Take risks
- Have zero tolerance to bullying

## Integrity

- Do the right thing, even when no-one is watching
- Are honest and truthful
- Support each other
- Are objective and open
- Live our values
- Honour their word – if we make a promise, we keep it

## Respect

- Are honest with each other
- Appreciate opportunity
- Are kind to each other
- Are accountable – we follow through
- Take pride in what we do
- Include everyone
- Support each other
- Value differences
- Look after the property of others
- Listen and acknowledge each other's opinions
- Have an open mind
- Acknowledge effort
- Value confidentiality

## Empathy

- Listen and acknowledge each other
- Help each other
- Are authentic and genuine
- Are respectful and care deeply
- Do what we say that we are going to do