



HAILEYBURY

Position Description

Haileybury is one of Australia's leading independent schools with campuses at Brighton, Berwick, Keysborough, Melbourne CBD, Darwin (Northern Territory), and Tianjin (China). The School has enrolments exceeding 4000, and is acclaimed for its outstanding academic achievements, small class sizes, broad range of co-curricular activities, excellent facilities, and international engagement.

Haileybury has established highly innovative and rigorous teaching and learning programs at all levels from ELC to Year 12. Further information on Haileybury is available at www.haileybury.vic.edu.au

Haileybury seeks applicants for the following position:

Job Title:	Head of Haileybury Music		
Reports To:	Principal CEO	To Commence:	January 2019
Campus Location:	Keysborough	No. of Vacancies:	1
Employment Status:	Full-time	Tenure:	Permanent position with tenured leadership role
Salary Range	Up to \$110,234pa + Financial Allowance + 11% super	Manages Others:	YES NO

SCOPE AND RESPONSIBILITIES

Haileybury prides itself on delivering a music program of remarkable depth and breadth. The quality of music-making and delivery of the academic music program is of the highest quality. The School is looking to employ a visionary leader of this large and complex program. The successful candidate will be an outstanding musician and ensemble leader, and possess wide-ranging leadership and organisational skills befitting the high profile of this role at Haileybury. This position enjoys a great deal of operational autonomy, and requires proactive, energetic and creative leadership.

Specific responsibilities

- Oversee all elements of the music program both curricular and co-curricular across all stages of schooling
- Collaborate closely with the Music Administrator regarding the day-to-day running of the department
- Ensure all students are given the opportunity to enjoy a rich and varied musical experience
- Interact with a wide cross section of the school community across all campuses through teaching and performance avenues
- Ensure the Music School provides a welcoming and inclusive environment for the staff and students
- Supervise and manage full-time and part-time staff.
- Prepare and manage the Music budget



- Instigate long- and short-term planning for the Music Department and its role in the School
- Organise class allocations
- Monitor the attendance of sessional staff.
- Address staff welfare issues where appropriate.
- Organise PD opportunities
- Ensure the music staff maintain an identity as a part of the academic staff as a whole
- Coordinate all aspects of the classroom curriculum in consultation with the Deputy Heads of Music and the Assistant Head of Music – VCE Studies
- Organise regular and pertinent music staff meetings
- Appoint sessional music staff
- Organise, implement and monitor teaching, assessment and reporting procedures for instrumental tuition
- Instigate recruitment of students into the instrumental program
- Administer the major performance ensembles of the College
- Instigate smaller ensembles within the department
- Organise and manage performances for the ensembles and instrumental soloists
- Coordinate the musical aspects of the College's major school events
- Liaise and collaborate with staff from other departments, where appropriate
- Attend all music functions of the College
- Fulfil the duties of a Head of Department of Music
- Oversee a performance calendar that brings music to students and the Haileybury community in general

KEY SELECTION CRITERIA

- Substantial leadership experience in an academic setting
- Proven success at devising, managing and delivering a complex and academically successful institution, program or department
- Budget management experience
- Ability to initiate and implement ideas to enhance the school
- Excellent people management skills

SELECTION CRITERIA – others

- An ability to respond to the differing needs, interests and talents of all students especially in relation to gender differences
- Ability to lead, manage and form a rapport with students and build collaborative working relationships
- Ability to manage pastoral issues through effective dialogue and process – staff, students and parents
- VIT registration and Criminal Record Check within the last 12 months
- Strong verbal, written and inter-personal communication skills
- Time-management skills.

PERSONAL QUALITIES

- Well organised
- Patient and relationship-oriented
- Enthusiastic and conscientious
- Ability to be part of a dynamic team.



ACADEMIC QUALIFICATIONS

- Recognised teaching qualification
- Postgraduate Qualifications will be favourably considered.

INHERENT REQUIREMENTS

(This sections gives information about the physical and emotional health abilities required for the position)

Cognitive Demands:

- Ability to work with groups of teenage and younger students and to handle multiple (sometimes competing) demands from them and from colleagues in a semi-structured environment
- Ability to carry out high-level responsibilities, and effectively interact and communicate with students
- Ability to make high level decisions and/or be involved in high-level decision-making
- Ability to be resilient when dealing with staff and students
- Ability to perform role whilst managing students' behavioural demands.

Physical Demands:

- Ability to stand for long periods of time, to write on a blackboard/screen, move freely amongst a class of students for up to seven hours per day and to work at a computer
- Ability to adapt a variety of body postures including prolonged standing, reaching overhead/forward, bending of back, squatting and rotation of neck
- Ability to lift/carry parcels of up to 5 kgs for short distances.
- For full-time staff only:
- Ability to manage students in a sporting situation, accompany students to sporting venues and assist with the delivery and demonstration of skills in training sessions
- Ability to coach in both indoor and outdoor environments
- Ability to demonstrate sporting activities with the upper/lower limbs, move upper/lower limbs through a full range of movement and simultaneously coordinate upper limb/lower limb activity
- Ability to demonstrate sporting activities in a variety of environments which may include indoor/outdoor/water.

Environmental Demands:

- Ability to work in environments of variable noise levels, temperatures and weather conditions
- Ability to assess whether Personal Protective Equipment (PPE) is required for particular activities and wear as appropriate.
- Ability to carry out high-level responsibilities, and effectively interact and communicate with students
- Ability to make high level decisions and/or be involved in high-level decision-making
- Ability to be resilient when dealing with staff and students
- Ability to perform role whilst managing students' behavioural demands.



HAILEYBURY

GENERAL INFORMATION

- Teachers at Haileybury are expected to be involved in the School's co-curricular program and usually work some evenings and weekends as required.
- The successful candidate will be expected to support the vision and ethos of the School.
- Staff must ensure that all decisions, pertaining to their role at Haileybury, are made in line with legislations and Haileybury Policies and Procedures as set out in the Staff Manual.

Further information about this position is available from:

Name:

Stewart Bell Director of Visual and Performing Arts
--

stewart.bell@haileybury.vic.edu.au
--

This position description was prepared by: Ebony Gannon on 4 September 2018