



Head of Learning Area – Geographe Bay Music

Instrumental Music School Services

Position number	00039996
Agreement	The School Education Act Employees' (Teachers and Administrators) General Agreement 2017 or as replaced
Classification	School Administrator Level 3
Reports to	Principal (School Administrator Level 5)
Direct reports	As delegated

Context

Instrumental Music School Services provides instrumental music services to more than 450 public primary and secondary schools, reaching more than 15,000 students from Years 3 to 12. In addition to weekly small group instrumental lessons, numerous opportunities are available for students to work collaboratively across year levels and other schools.

Geographe Bay Music group includes four large symphonic bands, two large jazz ensembles, vocal ensembles, percussion ensembles, rock bands and numerous single, duo and trio performers. There are 230 students over seven schools involved.

Geographe Bay Music group links the Busselton Senior High School and Cape Naturaliste College music programs into a joint entity, and include students from Dunsborough Primary School, Geographe Primary School, Busselton Primary School, West Busselton Primary School and Vasse Primary School.

Visit education.wa.edu.au to find out more information about the Department of Education.

This position will be based at Busselton Senior High School and Cape Naturaliste College.

Key responsibilities

- Is accountable for the effective daily management of the Geographe Bay Music (GBM) area, and retains a teaching role.
- Manage classroom music program, Instrumental Music School Services teachers, GBM bands, performances, tours and extra-curricular activities.
- In collaboration with Principals of GBM schools and members of administrative teams, provide educational leadership to GBM schools and the community by developing and promoting the GBM vision and encouraging school staff, volunteers from the community and others to share ownership of the GBM vision and goals.

- As a curriculum leader, provide professional leadership to specialist music teachers or others in the school who teach within the area of responsibility and provide up-to-date information on relevant specialist curriculum issues.
- Facilitate teaching and learning outcomes through effective performance management, and modelling and promoting a culture of improvement and excellence.
- Use effective change management strategies, leads the GBM community to accept and develop opportunities for improved service in the relevant area, and links strategic planning and review.
- Contribute to the development of the GBM plan through participative decision-making, including assisting in developing school policy and establishing and maintaining systems.
- Establish and manage GBM administrative and operational systems, including financial and physical resources, in order to ensure the effective operation of the department in accordance with legislative and industrial policy and guidelines.
- Liaise with students and parents of students studying in the area of responsibility, placing considerable focus on providing advice about post-secondary pathway planning.
- Liaise with Principals and Deputy Principals of GBM schools, other Heads of Department, relevant staff and the GBM Music Support group.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

Selection criteria

1. Demonstrated capacity to provide effective leadership in a diverse range of educational settings.
2. High level of interpersonal and public relations skills that demonstrate the ability to establish and maintain effective working relationships to achieve planned outcomes.
3. Demonstrated professional knowledge and the ability to apply this knowledge to ensure a high level of educational outcomes for all students, (e.g. Aboriginal students, students from diverse ethnic backgrounds and students with special needs).
4. Demonstrated capacity to manage staff, physical and financial resources.

Eligibility and training requirements

Employees will be required to:

- hold a recognised teaching qualification and be currently registered or eligible for registration to teach in Western Australia
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 13 December 2019
Reference D19/0557485