

POSITION DESCRIPTION



The Cathedral School
of St Anne & St James
T O W N S V I L L E

ROLE TITLE:

Head of Performing Arts (Extra-Curricular)

REPORTS TO:

Luke Bails (Principal)

Tonia Gloudemans (Deputy Principal)

Louise Anderson (Head of Junior School)

INDUSTRIAL AGREEMENT:

The Queensland Anglican Schools Enterprise Agreement

COMMENCEMENT DATE:

April 2024

The Cathedral School has a dynamic performing arts program for students from the Early Learning Years through to Grade 12 and is seeking to appoint a Head of Performing Arts (Extra-Curricular) to oversee this program. To fill this vacancy, we are looking for someone to commence mid-April 2024 who:

- Enjoys working with teachers and children alike, appreciating individual differences.
- Is passionate about performing arts and desires to share their love of the Arts with others.
- Is a skilled musician, conductor and teacher who enjoys teaching students.
- Is an energetic leader with a happy, outgoing disposition.
- Stays active in the music community and values diversity, inclusion, culture, and traditions.
- Encourages innovation and desires to continually learn and challenge themselves.

The Head of Performing Arts (Extra-Curricular) is a permanent full-time position responsible for:

- Strategic leadership of the Extra-Curricular Performing Arts Program.
- Operational excellence of the Extra-Curricular Performing Arts Department.
- Performance excellence in private tuition, instrumental music, and performance ensembles, choirs, bands, and groups.

This is a fantastic opportunity to work in an amazing school with a great team of professionals. At Cathedral we are excited about the future, and we cherish the opportunity to invest in the leaders of tomorrow.

The Cathedral School of St Anne & St James located in Mundingburra is Townsville's only Independent Anglican School for boys and girls from Early Childhood to Year 12 and boarding students from Year 7 to 12. The School is set adjacent to a lagoon and lush tropical rain trees creating a wonderful canvas to inspire learning and creativity. At Cathedral we 'educate for life-long success'. We know that this requires a well-rounded education and a focus on developing the "whole person" by nurturing the body and spirit as well as the mind.

ORGANISATIONAL ENVIRONMENT

The Cathedral School is an Anglican co-educational school of approximately 1100 students from six weeks old to Year 12 including 150 boarding students from Years 7 to 12.

MISSION:

The mission of The Cathedral School is to be a caring, Christian community in which students are challenged and inspired to explore, learn, and grow so they will be equipped to make wise decisions as informed members of society.

AIMS:

1. To be a Centre for academic excellence.
2. To encourage an understanding that the spiritual and moral aspects of life are central to our humanity
3. To affirm the unique worth of the individual.
4. To inspire our students through creative, purposeful, enjoyable learning, to reach their full potential.
5. To develop attitudes which are anticipatory, visionary, and reflective.
6. To educate our students to be discerning, sensitive, and responsible.

ORGANISATIONAL EXPECTATIONS

All employees are expected to respect the confidentiality of the individual, and to treat all members of the school community with courtesy.

All employees are bound by the requirements of the school's policies, procedures and any other practices (such as the Code of Conduct and Dress Code) and are expected to provide appropriate support and pastoral care to students of the school.

The Cathedral School is committed to maintaining a healthy and safe work environment. Everyone must adhere to the Workplace Health and Safety Act.

The Cathedral School is committed to the safety and wellbeing of children enrolled at the school. As a condition of employment in accordance with the Working with Children (Risk Management and Screening) Act 2000 (Qld), employees are expected to obtain and hold for the duration of employment, their Queensland Teacher Registration, or a working with children "blue card".

Staff are required to take an active role and be well informed regarding their legal obligations in relation to child safety and duty of care. Staff must familiarise themselves and comply with the school's Student Protection Manual.

Proof of qualifications will be required prior to commencement.

The position description is a guide only and is not intended to be an exhaustive list of duties attached to this position. Employees may be required, from time to time, to undertake duties that are outside their usual role or specialism, but within their skills, competency, and capability.

Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways which are inconsistent with their obligation to act impartially. Nor should such information be used improperly to cause harm or detriment to any person, body, or the school.

EXPECTATIONS

The Head of Performing Arts (Extra-curricular) role involves leading the strategy and vision of The Cathedral School Performing Arts (Music, Dance, Speech, and Drama) Extra-Curricular programs, managing administrative operations, growing student participation, and developing and leading staff to operate as a highly collaborative and motivated team.

The Head of Performing Arts (Extra-curricular) is a Junior, Middle, and Senior School leader, role modelling exemplary mentoring, collaboration, administration, and communication skills with staff, students, parents, and the wider community.

PRIMARY ROLE PURPOSE

The position of Head of Performing Arts (Extra-curricular) is responsible for leading, managing, and promoting the Junior School Instrumental Music Program, and the Junior, Middle, and Senior Schools Extra-Curricular Performing Arts Program (Music, Dance, Speech and Drama), with a focus on:

- Strategic leadership of the Extra-Curricular Performing Arts Program.
- Operational excellence of the Extra-Curricular Performing Arts Department.
- Performance excellence in private tuition, instrumental music, and performance ensembles, choirs, bands, and groups.

RELATIONSHIPS AND AUTHORITY

The position is responsible to the Principal through the Deputy Principal – Operations and Strategy for the day-to-day performance of duties. Employees at this level are responsible for their own work.

Work is carried out with general supervision on progress and outcomes and involves the application of knowledge and initiative to achieve outcomes within time constraints by prioritising tasks, setting goals, and determining best practices to implement in order to meet deadlines.

Problems are solved by reference to established practices and procedures, and the application of initiative or judgement in applying them or by reference to the Heads of School or Deputy Principal.

KEY ACCOUNTABILITIES

The Head of Performing Arts (Extra-Curricular) is responsible for the achievement of specific outcomes in the following key areas:

STRATEGIC LEADERSHIP

- Develop and implement a vision of Performing Arts (Extra-Curricular) that aligns with and supports the School's vision, mission, and current strategy.
- Develop and lead the school toward the enactment of that vision by monitoring, reviewing, implementing, and evaluating the Performing Arts (Extra-Curricular) programs in the Junior, Middle, and Senior Schools.
- Develop and refine policies and procedures for the operation and management of the Performing Arts (Extra-Curricular) programs, ensuring a supportive environment for all stakeholders.
- Be a visible ambassador for The Cathedral School and enhance the School's profile in terms of participation and success.

OPERATIONAL EXCELLENCE

- Ensure the effective day-to-day operation and organisation of the Performing Arts (Extra-Curricular) programs and the calendar.
- Provide leadership and assistance in the delivery of major school events by identifying resource requirements, preparing timelines, overseeing rehearsals, and preparing the venue to ensure the effective utilization of resources and the maintenance of Cathedral's standing in the community regarding the Extra-Curricular Performing Arts.
- Liaise regularly and work in conjunction with the Deputy Principal, Heads of Schools, Head of The Arts Department, Heads of Girls and Boys Boarding, teaching staff, administration officers, support staff, students, parents, and volunteers to support the Performing Arts (Extra-Curricular) Program.
- Work with extracurricular Heads (including coaches, e.g.) to determine mutually suitable lesson, rehearsal, and performance dates and times.
- Coordinate the lesson, rehearsal, and performance commitments of students and staff.
- Oversee the care, maintenance, use, and stocktake of all Performing Arts (Extra-Curricular) instruments, equipment scores, and department resources.
- Prepare and manage annual budgets for all Performing Arts (Extra-Curricular)-related matters including acquisition and maintenance of instruments, service delivery and support, and regularly assess performance against the budget to ensure the financial viability of the program.
- Ensure regular and effective publicity, communication (letters, handbooks, etc.), and regular, semesterly, and annual reporting for Performing Arts (Extra-Curricular) activities within the school.
- Working with the Registrar, overseeing the music scholarship process, including preparing criteria and conducting auditions.

PERFORMANCE EXCELLENCE

- Manage and coordinate the appointment of staff within the Extra-Curricular Performing Arts Department to ensure the necessary mix of skills, knowledge, and capabilities meet the current and future objectives of the program, including:
 - Identifying and supporting the ongoing professional development needs of staff to develop organizational and personal capacity.
 - Recruiting, developing, and training staff to undertake duties that support the Extra-Curricular program.
- Maintain effective teamwork, a shared vision, alignment, commitment to the Kodaly philosophy and Extra-Curricular Performing Arts Program, professional attitude, and morale within the Department.
- Meet regularly with the Deputy Principal and direct reports to advance strategy, improve systems and processes, and ensure smooth operations and communication.
- Support the Junior, Middle and Senior Schools, and the House production directors with their musical productions.
- Develop, implement, oversee, participate in, and review a range of ensembles and lessons within the school to ensure that excellence, guidance, and sequential development are provided to a diverse range of students.
- Provide a sequential developmental pathway for students to progress through their desired disciplines within the Extra-Curricular program offered at the school, including, but not limited to:
 - Bands, ensembles, and the instrumental music program.
 - Choirs and vocal groups.
 - Dance groups.
 - Speech and Drama groups.
- Ensure local, regional, state, and national performance opportunities are available and provided to students at the school.
- Coordinate key performance events and departmental activities including, but not limited to lunchtime concerts, recitals, Showcase, Music tours, Music festivals, School Expos/Open Days, Presentation Nights, Sounds of Celebration Awards Evening, Music Awards, student leadership, and community performances.

SKILL AND KNOWLEDGE

ESSENTIAL CRITERIA

The Head of Performing Arts (Extra-curricular) will be required to meet the following Essential Criteria and actively work towards obtaining the desired competencies, knowledge, and skills.

Qualifications

- Bachelor of Education or a Music degree qualification supported by a post-graduate diploma or degree in teaching or education.
- Registration with the Queensland College of Teachers.
- Current First Aid and CPR certificates.
- A COVID-19 digital certificate or immunisation history statement indicating full vaccination status.

Competencies, Knowledge & Skills

- Expertise in specialist instrumental Music teaching in private and/or group learning environments (all levels) and in directing a range of vocal and instrumental ensembles.
- Demonstrated ability to lead a department (balance competing interests, build a common approach, improve the skills and knowledge of others, manage performance, etc.).
- Track record in setting goals, developing strategy, and delivering outstanding outcomes in a Performing Arts context.
- Excellent interpersonal, communication, leadership, organisational, administrative, technical, planning, and time-management skills.

Desirable Competencies, Knowledge & Skills

- An understanding of legislation related to Music copyright, performing rights, and reproduction rights.
- Understanding of occupational health and safety and anti-discriminatory practices.

APPLYING FOR THE POSITION

Applicants wishing to apply for the position are required to submit a **cover letter** and **resume** outlining their experience providing 3 work references to which the school can contact. We will assess applications as they arrive, so please apply today!

Please send applications to:
Human Resources
The Cathedral School
Email: hr@cathedral.qld.edu.au