



Position Description

Position	Acting Dean of Music
Reports to	Executive Director (Operations)
Type	Acting role – Semester 1 2022 with underlying ongoing teaching role
Direct Reports	Head of Music & Performing Arts (Junior School) Head of Bands, Orchestras, Choirs, Brass and Keyboard Music Academy Conductors, Accompanists and Teachers Instrumental Studies Tutors (Junior & Senior Schools & Community) Music Academy Administrator
Classification	Leadership Level 3; Independent Schools NSW/ACT Standards Model (Teachers) Multi-Enterprise Agreement 2017

The Role

The Acting Dean of Music is responsible for all elements of music education at Canberra Girls Grammar School. The Acting Dean is responsible for academic excellence (curriculum music) and is directly responsible for leading and developing the Music Academy across the Junior and Senior Schools, which includes our Community programs. Providing effective guidance and direction to our staff in the delivery of the Music Academy and curriculum music through quality teaching, the Acting Dean of Music will focus on the learning journey of our students and community members through music.

Working in collaboration with the Deputy Principal (Head of Senior School), and the Head of Junior School with Senior and Junior School Directors the Acting Dean will promote and support a strong academic and performance culture that aligns with the School's Strategic Design.

Responsibilities / Duties

It is the nature of the work at Canberra Girls Grammar School that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises and undertake tasks that are not specifically covered in the position description.

1. Strategic Leadership

- a. Lead a strategic improvement plan to support the academic offerings and performance outcomes of the Music Academy
- b. Continue to implement the Music Academy Strategic Plan 2020-2024
- c. Provide strategic advice to the Executive Director (Operations) concerning the implementation and coordination of academic music programs and proposed improvements to the Music Academy
- d. Lead the communication, development and promotion of the Music Academy and implementation both within the School and externally
- e. Lead best practice in a framework of Music Academy policies and procedures that ensures our culture of learning complies with relevant legislation and reporting requirements
- f. Lead the promotion of the Music Academy programs
- g. Create and promote strategic partnerships and professional networks with other schools, community organisations and professional associations beyond the School
- h. Continue to develop the Music Academy Professional Learning Series
- i. Undertake projects and assignments as required by the Acting Principal

2. Program and Performance Leadership
 - a. Advise the Principal, Head of Senior and Junior Schools and Directors on long-term directions in academic music and performance development and implementation, while ensuring compliance with relevant reporting bodies
 - b. Ensure regular communication to the Head of Senior School and Directors on progress, implementation and evaluation of changes, assessment and reporting
 - c. Audit, review and evaluate the Music curriculum, linking quality teaching and learning and assessment
 - d. As the line manager to the Head of Junior School Music and Heads (Orchestras, Bands, Brass, Choirs, Keyboard) provide leadership and professional supervision in all areas of their responsibility including but not confined to quality teaching, curriculum development, student management, budgeting, communications, event management, staffing and strategic planning
 - e. Lead the organisation and provision of advice to students on all matters associated with their music education across the Junior and Senior Schools
 - f. Coordinate and lead all transition programs for Junior School students including the management of variations to students' music programs and advice to students and parents on the implications of any changes
 - g. Meet with, and mentor the current CGGS Music Scholars
 - h. Work in collaboration with the Music Academy Administrator regarding the analysis of student data including number of students involved in the programs, student and parent satisfaction (survey data) and quality of performance levels
3. Staffing
 - a. Ensure highly professional teachers are allocated appropriately across all teaching areas in the Music Academy and Academic Music programs (Junior and Senior Schools)
 - b. Work with the Acting Director (Staffing) to ensure the planning and provision of relevant professional development programs and activities for Music Academy and academic music staff which support the professional goals of the school and individuals
 - c. Encourage and support pre-service teaching opportunities within the Senior School Music faculty
 - d. Support all Music staff through the STEP goal setting process
 - e. Support HR through active participation in the recruitment process for Music Academy and academic Music staff including selection, induction, mentoring and probation reviews;
4. Research and Reporting
 - a. Develop, review and deliver regular reports to the Executive Director (Operations) to guide decisions in regard to the Music Academy programs, and where required communicate these to relevant staff
 - b. Maintain an active research presence and, where appropriate, represent the school to external bodies
 - c. Undertake reviews, research and reporting into areas identified by Senior Management with recommendations for commendations, improvement and adjustments as required
5. Other
 - a. Maintain a vigilance across all school policy areas and assist in implementation
 - b. Maintain vigilance across all reporting requirements and legislation as they relate to the school and assist with their preparation and delivery as required
 - c. Provide regular contributions to School publications and Social Media platforms
 - d. Plan and delivery the Sisters of the Church Music Festival in 2022 as hosted by CGGS
 - e. Other duties as required by the Principal

Committee Responsibilities

It is expected that the Acting Dean of Music will lead academic excellence and performance through the Music Academy in consultation with the Head of Senior and Junior Schools to create a committee structure.

The Acting Dean of Music will chair the following fortnightly meetings:

- Curriculum Music Meeting (Senior School)
- Music Academy Administration Meeting
- Music Academy Strategic Meeting

The Acting Dean of Music will also chair meetings for whole school events and festivals as the need arises.

Qualifications and Relevant Experience

- Relevant Teaching qualifications with Master and PhD level study highly regarded
- Ability to maintain a WWVP clearance
- Previous experience in a leadership role in a school
- Kodály teacher training and experience in designing and implementing Kodály inspired music education courses in a Senior and or Junior School setting
- A strong knowledge of girls' education with previous leadership experience in a complex, innovative organisation
- Demonstrated understanding of current educational issues, particularly in relation to the care of girls and young women

Personal Characteristics

- Highly developed decision-making skills and a demonstrated ability to problem-solve, think strategically, creatively and analytically
- Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and manage a number of competing demands
- Outstanding interpersonal and oral and written communication skills with a demonstrated capacity to build rapport and interact positively across the School
- A proven record as a consultative and participative leader and agent of change, whom students, staff and parents will willingly engage with
- A dynamic and accountable leader with ability and drive to initiate programs and deliver agreed strategies and objectives within a defined timeline.
- Demonstrated knowledge of legislation, compliance, policies and procedures relevant to this position
- Demonstrated sound judgement, tact and discretion
- Ability to liaise professionally with staff, students, parents, and members of the broader community.
- Innovative practice, lateral thinking, use of initiative, and the ability to anticipate the needs of the organization.
- A demonstrated interest in ongoing professional learning to strengthen personal development.