



Director of Music

About Parade College

Parade College is a Catholic school in the Edmund Rice tradition. The College aims to help young people grow into well-rounded individuals who will make a meaningful contribution to society. In a vibrant learning community, students are encouraged to explore and develop their talents to the fullest and aim for excellence in all their endeavours.

Parade College is the oldest Edmund Rice School in Australia, dating back to 1871, and has a proud history of excellence in the education and pastoral care of its students. As a long-standing Catholic school in the Edmund Rice tradition, Parade College strives to be a learning community that offers best practice education and pastoral care to its students to foster fullness of life and holistic growth for all. Parade offers a multitude of curriculum options for students whatever their interest may be; from academic, sporting, music, visual arts and trade options.

The College is pleased to announce, our VCE Vocational Major (VCE VM) program at Parade College has become co-educational in 2025. The College welcomes full-time female student enrolments for the first time in our long history, into Year 11 in 2025. Starting in Term 1 2025, our VCE Vocational Major program, based at our Preston campus, has expanded our student offerings by introducing a new Tertiary Pathways Program. The Tertiary Pathways Program includes a second stream of our highly successful Sport Academy, along with a new Business Academy. Both academies provide a bespoke educational opportunity that allow students to gain direct entry into a number of undergraduate tertiary courses at La Trobe University upon completion of the two-year course.

The professional environment for staff at Parade College emphasises innovation, the importance of lifelong learning and quality relationships between staff, students and the College community.

The Position

We are seeking an experienced and passionate Director of Music, preferably with a proven success as a leader of a large school-based music program, to facilitate, support and enhance music education and performance through our school based music program that promotes excellence.

Working with the Learning Area Leader, Visual and Performing Arts, the Director of Music is responsible for leading and managing a high quality music program and team of music educators, creating and maintaining an environment for best practice and performance. They will lead all aspects of the Music program and work collaboratively with all members of the Music Department – classroom, instrumental and administrative staff. They will be a musician with a proven record as a leader of a large school-based music program which promotes excellence in music education and performance.

Responsibilities of the role will include:

- Lead and inspire all staff members of Parade College's Music Department
- Encourage staff collaboration to enhance teaching and learning, and performance practices
- Organise the yearly music calendar of events, in consultation with music staff and the College Leadership Team
- Oversee the lesson timetabling of all instrumental lessons across the College
- Effectively plan for and manage the School's extensive performance calendar including concerts, recitals and assemblies

- Working in collaboration with the Productions Facilitator and team on College Musical and Dram Productions
- Implement strategies and expectations which promote a positive learning environment
- Provide students with a child-safe environment

The leadership appointment is for a two year term available for immediate start (or by negotiation), with an ongoing teaching position associated with this appointment.

Application Requirements

In preparing an application, please read the advertisement and position description carefully to ensure that you can demonstrate your ability to meet the position requirements and have a good understanding of the role.

Applications must include:

- a **covering letter**
- a separate statement addressing the **Key Selection Criteria** addressing your skills, qualifications and experience relevant to the role; together with;
- a current **Curriculum Vitae**.

Applications must be addressed to The Principal, and submitted via the College website:

<https://www.parade.vic.edu.au/school/employment>

For enquiries please contact the Director of Human Resources via email: hr@parade.vic.edu.au, or phone: 94683300.

This community is committed to the safety, wellbeing and protection of all children in our care.

Parade College acknowledges Aboriginal and Torres Strait Islander peoples as the traditional custodians of the lands where we live, learn and work.

Parade College is an Equal Opportunity Employer



PARADE COLLEGE

POSITION DESCRIPTION

Position Title	Director of Music
Reports To	Principal, Assistant Principal - Teaching and Learning, Learning Area Leader

PRIMARY PURPOSE OF POSITION

In consultation with the Teaching and Learning Executive, the Teaching and Learning Team, and the Learning Area Leader (LAL), Heads of Department are responsible for fostering unity and development within their own Department and within Year Levels covered by the Department.

The Music Department is a Department within the Visual and Performing Arts Learning Area. The Director of Music also acts as Head of Department (Music) responsible to the Learning Area Leader (Visual Arts and Drama).

The Head of Department works closely with the Learning Area Leader and is responsible through the LAL to the Teaching and Learning Executive. The Head of Department works with subject teachers as a team in decision-making and, through personal commitment, works to inspire more enthusiastic, effective teaching within each subject, ensuring that resources, talents and facilities are fully and effectively utilised in achieving the Curriculum aims and goals as stated in the Mission Statement.

STATEMENT OF DUTIES

Director of Music	<ul style="list-style-type: none">• To take responsibility for the entire ensemble program at the College.• To appoint conductors for the major ensembles and allocate practice schedules in conjunction with Timetable Management Team.• To develop new ensembles in the College.• To be the Musical Director of the annual College Musicals in collaboration with the Director and Producer of the Musical. Specifically to:<ul style="list-style-type: none">◦ Arrange for appropriate compositions for each particular musical◦ Organise accompanists for the rehearsals◦ Recruit musicians for the orchestra to rehearse and perform• To schedule regular rehearsals for all ensembles, and inform students, parents staff and administration of any extra rehearsals during school time or after school/weekends.• To ensure "up to date" rosters and attendance records at rehearsals and to follow up any regular absenteeism.• To order appropriate band music for all ensembles.• To coordinate performances within the school on special occasions as requested by the Leadership Team (e.g. assemblies, graduation, feasts).• To organise performances and competition entries outside the school (including ACC, EREA, local and national group and solo competitions).• To make sure the College owns the sheet music being performed and that staff are up to date with copyright legislation.• To keep a current inventory of all instruments used with replacement values for the Business Manager's Office.• To maintain a roster of instruments being borrowed by students.• To budget for new instruments and equipment.
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	<ul style="list-style-type: none"> • To attempt to expand to include a good range of woodwind and strings to be taught formally at the College. • To organise any touring/camps that ensembles undertake in accord with College policy. • To hold the position of secretary and school liaison person with the parents Bands Committee and produce and distribute minutes to the Principal, LAL, Music staff and Committee members. • To inform parents of any band performance details through the Newsletter and inform staff through the weekly Staff Bulletin.
Classroom Teaching and Learning	<ul style="list-style-type: none"> • To focus on what is conducive to excellent teaching in the Department. • To ensure that each teacher provides the students with a course outline at the commencement of the course, including the assessment requirements. • To lead the teaching and learning process by modelling new/best practice. • To monitor what is being taught in Department classes. • To provide recommendations for staff appointments and teaching allotments.
Professional Development	<ul style="list-style-type: none"> • To lead professional development in the Department by offering professional development activities in the designated times during the year. • To identify professional development needs: individual and group. • To encourage staff to attend targeted activities and become active members of their professional association. • To attend professional development activities to ensure own development. • To lead and support staff in the consistent implementation of the Parade Instructional Model through targeted professional development, coaching, and collaborative planning.
Department Architect	<ul style="list-style-type: none"> • To actively support the curriculum direction and innovations in the College. • To develop a Department culture that embraces collaboration, sharing and a desire for improvement. • To support Department teachers. • To support and explain school policy in curriculum matters to Department teachers. • To manage Department staff to maximise effectiveness of the Department. • To provide advice to students with respect to subject selection. • In consultation with the Dean of Learning, to case manage students who accelerate in the VCE. • To articulate and explain procedures and policies relating to the Victorian Curriculum and VCE offerings. • To act as chief representative and advocate for the Department. • To understand and articulate how Department needs and interests fit with the overall school goals and priorities.
Curriculum Strategist	<ul style="list-style-type: none"> • In consultation with the Learning Area Leader – Visual Arts and Drama: <ul style="list-style-type: none"> - To take responsibility for the delivery of curriculum and change in the Department including ensuring alignment with programs such as Year 9 ExCEL and other cross-curricular or co-curricular initiatives relevant to the learning area. - To interpret and implement the requirements of external mandates. - Lead analysis and interpretation of academic data to inform teaching practices, identify areas for improvement. - Ensure that all subject course outlines are updated to accurately reflect and comply with the current curriculum and study designs for the Victorian Curriculum 2.0, VCE and/or VCE Vocational Major. - Oversee assessment practices and ensure they are in line with the relevant and study designs for the Victorian Curriculum 2.0, VCE and/or VCE Vocational Major. - Monitor and follow up with Music Learning Area staff regarding concerns related to lesson delivery, curriculum adherence, and overall teaching effectiveness.

	<ul style="list-style-type: none"> - To oversee the consistent implementation of course outlines and class lesson plans on the College Learning Management System. • To review, in term 4 each year, Department curriculum in consultation with Department staff to ensure appropriateness for students, and ability to maximise outcomes. • To lodge a report on the review with the Assistant Principal (T&L). • To maintain an awareness of changes and trends in Department curriculum, and to communicate this to staff. • To develop Department assessment and reporting within school guidelines. • To ensure that all curriculum decisions/initiatives at Department level are in line with overall school direction, goals and priorities. • To form strategies to promote the Department within the school and in outside community. • To implement initiatives that can be used to promote school in the wider community.
Leadership	<ul style="list-style-type: none"> • To model the use of computers in the classroom. • To promote the use of ICT across the Department. • To support the development of Department material for the College intranet.
Administration	<ul style="list-style-type: none"> • To facilitate attendance of Department staff at relevant professional development activities through the College professional development procedures. • To ensure that suitable model report comments be developed and made available to teachers. • To make provision for the completion of Department reports in the event of teacher absence. • To collaborate with the College Timetabler to ensure that Music and Instrumental Classes are effectively timetabled, roomed, resourced and staffed. • To chair Department Meetings and organising regular meetings within the Department and discussion with respect to matters of educational practices and principles. • To forward minutes of these meetings to the College Executive and the Director of Teaching & Learning. • To ensure that copies of the various courses of study offered by the Department are filed with the Teaching and Learning Executive and that each relevant subject teacher has a personal copy for on-going reference and assessment. • To take responsibility for the writing of exam papers in conjunction with appropriate subject teachers and ensure that a copy is lodged with the Assistant Principal (Teaching and Learning). • To help prepare the Department's annual budget, and supervise the expenditure of all monies. • To requisition through the LAL approved purchases according to the College Purchasing procedure, through the Purchasing Officer. • To ensure that all resources purchased within the Department are processed by the Resource Centre before distribution within the Department. • To cooperate with the Resource Centre Staff in ensuring that all resources are returned to the Resource Centre. • To oversee the care and conservation of specialist rooms and equipment where appropriate. This applies particularly to faculties such as Arts and Technology, Information Technology and Health and Recreation. • To organise, in consultation with the Learning Area Leader and Director of Teaching and Learning, the compilation of booklists within the subject area and ensuring that a draft booklist is lodged for final approval with the Teaching and Learning Executive by the stipulated date. • To request software through the Software Application Form as appropriate. <p>Other duties as requested from time to time by the Principal.</p>

KEY PERFORMANCE INDICATORS	
<ul style="list-style-type: none"> • Display a high degree of accountability and efficiency in the carrying out of the duties for this position. • Able to competently carry out multi-tasking duties both in immediate and longer term situations. • Be approachable and responsive to all members of the Department. • Give strong evidence of commitment and contribution to the effective running of the performance schedule of the Department. • Show initiative and energy in all matters pertaining to Curriculum development at the College. • To establish and maintain a positive spirit and good order in the Department. • To continually strive to improve the academic results of the Department. 	
POSITION REQUIREMENTS	
Skills and Attributes	<ul style="list-style-type: none"> • The Head of Department is required to have a comprehensive knowledge of the curriculum area and of current trends in curriculum development. • The Head of Department needs to lead and inspire a team of teachers to achieve desired educational outcomes of the College. • The Head of Department requires the capacity to be an effective instructional leader, learning area architect, and curriculum strategist. • The Head of Department needs to be innovative, flexible and supportive in raising the profile of the Department. • The Head of Department is required to have an understanding of the operative teaching connections between pastoral, academic, social, spiritual, cultural, sporting and creative factors that work together to provide a dynamic learning community committed to the wellbeing of the whole person.
Child Safety	<ul style="list-style-type: none"> • Be a suitable person to engage in child-connected work • Be experienced in working with children • A demonstrated understanding of child safety • A demonstrated understanding of appropriate behaviours when engaging with children • A sound knowledge of legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards, • Working familiarity with Child Safe requirements and expectations of VCEA PROTECT, VIT, EREA and VRQA • A demonstrated understanding of and commitment to Child Safety protocols, codes of conduct and to ensuring Parade College is a Child Safe School.
Selection Criteria	<p>Applicants should be able to demonstrate:</p> <ol style="list-style-type: none"> 1. Support and participation in the faith life of Parade College including commitment to the Mission Statement, ethos of the College, Charter of Edmund Rice Education Australia and personal faith formation. 2. Ability to effectively lead a team of Music staff to ensure a very high standard of professional practice. 3. Ability to promote a healthy learning environment which promotes best practice and excellence in student learning outcomes. 4. Understanding of and commitment to literacy initiatives. 5. Understanding of and commitment to academic excellence including the ability to actively promote this within the academic staff. 6. Knowledge and understanding of contemporary practices and policies related to student learning and, in particular, boys education. 7. Understanding and support of policies and the ability to encourage the implementation of these policies within the Learning Area. 8. Well-developed interpersonal skills including organisation and communication with the ability to work effectively, independently and collaboratively, as part of a team. 9. Commitment to ongoing professional learning.
TERMS AND CONDITIONS	

- Terms and conditions for this position are as outlined in the *Catholic Education Multi Enterprise Agreement 2022* for Registered Teachers. Salary is set out in the Agreement according to years of experience and qualifications.
- This position attracts a POL allowance and a time allowance, as determined by the Principal.
- The position will, from time-to-time require attendance outside normal hours. Generous remuneration within the position of leadership time allowance is provided for this time outside of regular hours.
- The appointment is for two years. The position will be re-advertised after two years and is subject to the College cyclical review program. The formal review process will include a review of the teaching programs offered by the Learning Area.
- The position reports to the Assistant Principal, Teaching and Learning and will need to be available to the Assistant Principal, Teaching and Learning during specified periods leading up to the commencement of school and after school finishes.
- The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. The position requires the completion of an Annual Review Meeting.
- All employees at Parade College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.
- Parade College is fully committed to the protection of children. The successful applicant will be expected to satisfy child protection screening, and adhere to the School's Child Protection Policies.