



BRIGHTON GRAMMAR SCHOOL

Position Description

Position Title:	Co-ordinator Junior School Music
Division:	Junior School
Date Revised:	September 2009

Position Overview

The Co-ordinator Junior School Music is responsible to the Head of Junior School and the Director of Music. The Co-ordinator Junior School Music is responsible for overseeing the entire Junior School Music Program which includes both instrumental and classroom music.

The Co-ordinator Junior School Music will be expected to teach a full teaching load (1.0) and to be actively involved in the extra-curricular program of the School.

While the primary responsibilities of the position are articulated, it is expected that the incumbent will engage with the School Community and participate fully in events and activities, playing a vital ambassadorial role as a senior representative of Brighton Grammar Junior School.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties of this Position. The Position Description is subject to review and modification by the Headmaster or Director of Human Resources in response to the changing needs of the School, and the development of the skills and knowledge of the Co-ordinator Junior School Music.

Responsibilities

Specific responsibilities of the Co-ordinator Junior School Music include:

- Familiarity with current developments in Music education including documentation from relevant educational authorities. Membership of appropriate Learning Area associations would be valuable.
- Responsibility for the documentation of the Junior School Music Programs and these sections of the Junior School Handbook.
- Working closely with the Head of Junior School and Assistant Head of Junior School/Administration in planning of all activities that involve any departures from the normal School timetable.
- Overseeing all curriculum development in conjunction with the Director of Music and Assistant Head of Junior School/Curriculum.
- Ensuring that classroom and instrumental music have a close relationship where each supports and helps the other grow.
- In conjunction with the Music School Secretary, individual Music Teaching Staff and Junior School Class Teachers, to oversee that boys who are enrolled for individual music lessons are not consistently missing the same subject.
- Providing the Head of Junior School and Assistant Head of Junior School/Administration, with copies of individual music lesson timetables.
- Overseeing all instrumental staff, both salaried and sessional, when located at the Junior School (Wilson House).
- In conjunction with Director of Music and Head of Junior School, planning a yearly calendar of events that is clearly communicated to parents at the commencement of each year and organization of all concerts, recitals, music performances at assemblies, special music for Chapel and extra curricular programs.
- Liaising with parents over any music-related issues.
- Marketing the Junior Music Program in the wider community through public performances.
- Overseeing the nature and format of assessment and reporting in Music.
- Maintaining the good order of the Music rooms and responsibility for the allocation of rooms used for instrumental music.
- Advocating and recruitment for all Junior School performing groups.
- In conjunction with the Director of Music and Music Staff to ensure that each section of instrumental ensembles are satisfactorily balanced from both a short and long term perspective.
- Attendance at regular Music School staff meetings.
- Maintain an up-to-date inventory of all classroom instruments and equipment held at Wilson House and advise the Director of Music when replacements and upgrades are required.
- Report on a weekly basis to the Director of Music and to the Head of Junior School to ensure efficient communication and organisation.

Teaching Duties

- Class Music teaching from Years 3 to 6.
- Direction of the Borwick House Choir and associated performances in conjunction with Junior School Music Staff.
- Direction of Class Singing at Years 5 and 6, in conjunction with Junior School Music Staff.
- Direction and training of the music component of Junior School musicals and theatrical productions.
- Other duties pertaining to the Junior School's music performance program.

Other

- Undertake other duties as required by the Head of Junior School or Director of Music.

Experience and Qualifications Required

- Relevant educational qualifications at a tertiary level.
- Current VIT registration.
- Demonstrated experience in primary music education and curriculum development.
- Experience in Kodaly and Orff methodologies.
- Well developed choral direction and vocal skills.
- Experience playing the piano and teaching others.
- A demonstrated ability to enthuse, motivate and encourage boys to take part in various Junior School Music ensembles.
- Significant experience in implementing successful education programs for boys.
- An up to date and thorough understanding of principles and practices relating to student learning strategies.

Key Competencies Required for the Position

Delivering results & meeting expectations of the school's parent community

- Set and maintain high standards in all aspects of the Junior School's Music performance program.
- Monitor the quality of the education provided to students.

Applying expertise

- Develops theoretical knowledge and expertise through continual professional development with an emphasis on general Music education appropriate to the primary school levels.
- Shares expertise and knowledge with others.

Deciding and initiating action

- Makes prompt, clear decisions which may involve tough choices or considered risks.
- Takes responsibility for actions, projects and people.
- Takes initiative, acts with confidence and works under own direction.

Relating and networking

- Establishes good relationships with parents and staff.
- Builds wide and effective networks of contacts inside and outside the school.
- Adapts interpersonal style to suit different people and situations.

Professional development

- Regular maintenance and updating of music knowledge and practical performance skills.

Presenting & communicating information

- Expresses opinions, information and key points of view regarding music education clearly.
- Makes presentations and undertakes public speaking with skill and confidence.
- Responds quickly to the needs of an audience and projects credibility.
- Demonstrates outstanding music capability as a Conductor and Performer.

Planning and organising

- Sets clearly defined objectives and identifies and organises resources needed to accomplish tasks.
- Plans activities and projects well in advance and takes account of possible changing circumstances.

Accountability and Extent Of Authority

- Works closely with the Head of Junior School, Director of Music and Music staff.
- The Co-ordinator Junior School Music will be allocated a budget for both instrumental and classroom music. The budget allocation would be part of a central music budget controlled by the Director of Music.

Reporting Relationships

This position reports to:	Head of Junior School and Director of Music.
Direct reports to this position:	Junior School Class Music Teacher.
Internal relationships	In carrying out these responsibilities the Co-ordinator Junior School Music will liaise with individuals across the Junior School and the Music School as required in order to fulfill the inherent requirements of the position.
External relationships	The Co-ordinator Junior School Music will liaise with members of the School parent community and extended families, relevant committees and associations, and other external parties as necessary to fulfill the objectives of the position.