



Oxley
COLLEGE

HEAD OF MUSIC CO-CURRICULAR

To Think
To Dare
To Dream



HEAD OF MUSIC – CO-CURRICULAR (K-12)

School Campus	Whole School
School Division	P-12 Staff
Reports to	Head of Co-curricular (P-12)
Key Relationships	Heads of Department, Music and Drama Teaching Team
Employment	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Ongoing
Status	<input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary
Remuneration Classification	Independent Schools NSW Teaching Staff Multi-Enterprise Agreement (2021)
Tenure	Permanent Position

Oxley College is a well-established independent, co-educational, non-denominational Pre-K to 12 day school of 850 students nestled in the scenic Southern Highlands of NSW.

At Oxley, we hold a fundamental belief in the comprehensive education of the whole child. Our vision is to be a vibrant, respectful, and inclusive learning community where the development of character, genuine care for every individual, and enlightened academic rigour inspires our students to thrive.

We are committed to fostering a dynamic, innovative, and evidence-based learning environment that revolves around the needs of each student. Our child-centred approach ensures that high-quality learning and teaching are the heart of the educational experience we offer. We seek to inspire and empower students to not only enjoy their learning journey but also apply their knowledge to comprehend the intricacies of the world and their unique place within it.

As a College community, we cherish the values of kindness, courage, and wisdom. Our dedicated staff work in partnership with parents and carers to create an environment that nurtures each student's academic, emotional, and social development. With a focus on character and enlightened academic pursuits, we aim to inspire every individual to achieve their full potential and contribute positively to the global community.

Oxley College is proudly a Child Safe Organisation, putting the best interests of children and young people first.

Further information about the College and its programs can be located on our website: [Oxley College](#).

Position Summary

An exciting opportunity has arisen for a Head of Music - Co-curricular (K – 12), to join our talented team. The ideal candidate will have excellent communication, a love of teaching and a passion for Music performance.

The Head of Music - Co-curricular is responsible for the instructional leadership of a dynamic team, including the Music Peripatetics; The Head of Music Co-curricular will have a deep understanding of and a commitment to engaging and developing music students and ensembles across the Junior and Senior School.

The Head of Music – Co-curricular will have oversight of Ensembles, Bands and Choirs and work closely with the College Executive for events including Foundation Night, Speech Night, Graduation, and other College events. They will work closely with the team to ensure Oxley is represented in a range of community events.

The Head of Music Co-curricular will be ably supported by the Performing Arts Assistant.

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Duty Statement

At Oxley College, a Head of Department evidences their professionalism and passion for teaching and learning by following these statements, based on the Professional Standards for Teachers and the Visible Learning framework. As a professional educator and leader, the role holder will:

- Actively lead and manage the academic programmes to ensure they are sequential, engaging, challenging, vibrant and agile.
- Ensure that the curriculum delivered is of the highest standard, matching the needs of students.
- Ensure that the curriculum reflects best practice in curriculum design and pedagogy.
- Provide instructional and inspirational pedagogical leadership of a curriculum team that reflects evidence-based practices.
- Plan and maintain a budget that reflects the strategic priorities of the College.

Leadership and Management

- Lead [Music Peripatetics staff](#) to be inspired and passionate teachers.
- Inspire, mentor and lead a team of staff who are always striving to develop their professional practice and expertise as teachers.
- Foster staff who are accountable, team orientated and driven by high expectations for students.
- Manage the Peripatetic Team..

General Duties

All staff are expected to:

- Participate actively in professional learning programs, staff meetings and planning sessions.
- Attend scheduled Assemblies and House meetings.
- Attend parent-teacher sessions and other key events in the College calendar.
- Undertake regular supervision duties.
- Be willing to provide reasonable cover for absent colleagues when required.
- Undertake other duties as determined by the Head of College.

Attributes And Expectations

All staff are expected to uphold the College's values by:

- Have successful educational leadership experience within a secondary school context.
- Support a contemporary view of evidence-based innovation, leadership and learning supporting students of all abilities with kindness and compassion.
- Having the ability to communicate confidently, clearly and cooperatively with students, staff and parents.
- Safeguarding and promoting the welfare of children.
- Supporting and promoting the College's culture, reputation, and strategic objectives.
- Model a high degree of professionalism and confidentiality.
- Complying with the College's Code of Conduct and other policy and regulatory requirements.
- Respecting and upholding the College's values and ethos.
- Respecting people of all backgrounds within the College community.
- Building relationships with students, staff and parents based on respect, trust, and shared purpose.
- Behaving ethically and with appropriate confidentiality and sensitivity.
- Modelling punctuality and adherence to organisational deadlines.

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Skills And Qualifications

The successful role-holder must:

- Have excellent written English and effective interpersonal communication skills.
- Authentic with a strong personal presence, poise and natural capacity to build positive relationships that inspire students, staff and stakeholders.
- Articulate and engaging with a personal warmth that engenders mutual respect and builds commitment to the College.
- Model optimism and a Growth Mindset
- Have excellent technological literacy across a range of applications.
- Hold appropriate tertiary qualifications and teaching experience
- Maintain NSW teacher's registration with NESAs.
- Hold a valid and current Working with Children Check Number.

Essential Criteria

The ideal role-holder is expected to demonstrate:

- Appropriate tertiary qualifications and Performing Arts teaching experience.
- A commitment to excellence in student learning as evidenced by passionate and expert teaching.
- Ability to lead a professional team and managing innovative, responsive, and flexible programs.
- A thorough understanding and commitment to best practice in curriculum design.
- Demonstrated ability to work with and within a team.
- The ability to lead and assist others in growing their practice and performance.
- Strong interpersonal and excellent communication skills both written and verbal.
- Well-developed organisational and administration skills including the ability to put systems in place and meet deadlines.
- To be supportive of the values of Oxley College and willingness to be a part of the total life of the College.

Conditions Precedent For Employment

The successful applicant will be subject to employment screening processes with the Office of the Children's Guardian and will be required to provide a current Working with Children registration number and clearance evidence.

Application Guidelines

To apply for this position, you must be eligible to work in Australia, e.g. hold an appropriate and current Australian work visa.

- Applications should be sent as one attachment (PDF format preferred).
- Applications should include a covering letter of not more than two pages, which includes a statement in support of your candidacy.
- Applications must also include the following information:
- Personal details (a photograph is optional).
- Qualifications (please include the date of each qualification and the name of the institution awarding the qualification).
- A summary of your current position.
- A concise summary of your employment history (beginning with the most recent position).

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- Membership of any professional associations.
- Names, positions and contact details for three (3) referees.

Closing Date For Applications

The closing date for application submission is 4pm 18 October 2024.

Employee Acknowledgement *(to be completed on offer and acceptance of role)*

I have read and understood the contents of this position description and accept the following:

- *This position description is not to be considered as a complete list of responsibilities and that other duties may be required from time to time.*
- *My position is dynamic and that continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected by Oxley College.*
- *I declare that I have the physical capability to undertake the duties required for this role and that I do not have any pre-existing conditions which would hinder this capability.*

Signature	Date

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