



St Margaret's Berwick Grammar

VIRTUTE ET LABORE

Position Description

Title:	Head of Voice – Whole School
Campus:	Berwick Campus – Junior and Senior Schools
Reports to:	Director of Music, Learning Leader for the Performing Arts
Commencement Date:	Term 1, 2025
FTE:	0.4 FTE, 12 Month Contract, with possibility of ongoing

This organisation has zero tolerance for child abuse.

This organisation promotes the safety, wellbeing, and inclusion of all children, including those with a disability.

This organisation promotes the safety and wellbeing of children from culturally and/or linguistically diverse backgrounds and encourages applications from people from culturally and/or linguistically diverse background.

All potential employees will be required to comply with the School's Child Safe Policy and Code of Conduct.

The teacher works in close collaboration with other members of their Learning Area to provide consistent and appropriate learning experiences to their students. They report to their Learning Leader and Director of Curriculum & Innovation in relation to the delivery of curriculum and to track the learning of the students. The teacher is also a member of the Wellbeing team. In Senior school, the teacher works closely with their Head of House and the other teachers in their House team to support the students in their Mentor group.

It is expected that the staff member will adhere to the policies of the school as outlined in the staff handbook. They are required to attend all relevant staff meetings and whole school events such as Speech Night, School Concerts, Open Day etc. All staff are expected to participate in at least one school camp per year and to participate in the Professional Learning provided by the school. All Senior School teachers are allocated to a Professional Learning Team (PLT) and meet with the team once a fortnight to discuss their individual professional learning goals and action research conducted as part of their professional learning. All teachers are allocated a teaching coach to assist them in their individual professional learning. As a laptop school, it is expected that staff will use the technologies provided by the school and keep abreast of developments in the use of ICT in the classroom.

St Margaret's Berwick Grammar is a child safe environment. Our School actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards.

All teachers at St Margaret's Berwick Grammar also adhere to the St Margaret's Berwick Grammar Teaching and Learning Framework.

Position in context

The Australian Professional Standards for teachers provide a broad picture of the work of a teacher. The Standards are grouped into three domains of teaching: Professional Knowledge, Professional Practice and Professional Engagement. In practice, teaching draws on aspects of all three domains and outline what teachers should know and be able to do. The Standards are interconnected, interdependent and overlapping.

The Standards should be seen as providing the basis and a common language for coming to a shared understanding of what effective teaching looks like. The Standards make explicit the elements of high-quality teaching and learning. It is, therefore, the implicit reason why the role, responsibility and accountability of a teacher is focused on these standards.

Responsibilities and Accountabilities:

As the Head of Voice, your primary responsibility is to oversee the entire vocal program at the school, ensuring high standards in vocal education and performance. This leadership role involves the coordination and management of vocal teaching, running senior school vocal ensembles, and mentoring voice teachers. Your duties will encompass the following key areas:

1. Vocal Program Management:

- Lead and oversee the vocal program across all year levels, ensuring a cohesive and progressive curriculum.
- Mentor and manage a team of voice teachers, providing guidance and support to maintain excellence in teaching practices.
- Conduct regular meetings with the vocal staff to ensure alignment with school objectives and curriculum standards.

2. Senior School Vocal Ensembles:

- Direct senior school vocal ensembles, fostering musical growth and artistic expression among students.
- Develop and implement rehearsal schedules and performance plans for vocal ensembles, ensuring students are well-prepared for performances.
- Collaborate with the broader music department to integrate vocal performances into school events, including assemblies, concerts, and School musicals.

3. Vocal Teaching and Student Development:

- Teach voice to senior students, providing individual and group lessons aimed at developing technical skills, musicality, and confidence.
- Offer tailored support and feedback to students preparing for exams, auditions, and performances, ensuring they reach their full potential.
- Engage in continuous professional development to stay current with vocal pedagogy and incorporate best practices into the teaching framework.

4. Curriculum Planning and Implementation:

- Develop and refine a comprehensive vocal curriculum that aligns with the school's educational goals and the Australian Curriculum standards.
- Plan and conduct regular assessments to monitor student progress and adjust teaching methods to meet diverse learning needs.
- Integrate technology and contemporary teaching methods to enhance the learning experience for students.

5. Collaboration and Leadership:

- Work closely with the Director of Music and other music faculty members to create a holistic approach to music education within the school.
- Lead by example in promoting a culture of excellence, inclusivity, and passion for vocal music.
- Act as a liaison between the music department and school leadership, advocating for the needs and growth of the vocal program.

In this role, your passion for vocal music and dedication to student development will be instrumental in shaping the future of our vocal program. The Head of Voice is a crucial part of our commitment to fostering a love for music and nurturing the musical abilities of our students.

Professional Knowledge

- Use teaching strategies based on knowledge of students' physical, social and intellectual development and characteristics to improve student learning.
- Structure teaching programs using research and collegial advice about how students learn.
- Design and implement teaching strategies that are responsive to the learning strengths and needs of students from diverse linguistic, cultural, religious and socioeconomic backgrounds.
- Design and implement effective teaching strategies that are responsive to the local community and cultural setting, linguistic background and histories of Aboriginal and Torres Strait Islander students.
- Develop teaching activities that incorporate differentiated strategies to meet the specific learning needs of students across the full range of abilities.
- Design and implement teaching activities that support the participation and learning of students with disability and address relevant policy and legislative requirements.
- Apply knowledge of the content and teaching strategies of the teaching area to develop engaging teaching activities.
- Organise content into coherent, well-sequenced learning and teaching programs.
- Design and implement learning and teaching programs using knowledge of curriculum, assessment and reporting requirements.
- Provide opportunities for students to develop understanding of and respect for Aboriginal and Torres Strait Islander histories, cultures and languages.
- Apply knowledge and understanding of effective teaching strategies to support students' literacy and numeracy achievement.
- Use effective teaching strategies to integrate ICT into learning and teaching programs to make selected content relevant and meaningful.

Professional Practice

- Set explicit, challenging and achievable learning goals for all students.
- Plan and implement well-structured learning and teaching programs or lesson sequences that engage students and promote learning.
- Select and use relevant teaching strategies to develop knowledge, skills, problem solving and critical and creative thinking.
- Select and/or create and use a range of resources, including ICT, to engage students in their learning.
- Use effective verbal and non-verbal communication strategies to support student understanding, participation, engagement and achievement.
- Evaluate personal teaching and learning programs using evidence, including feedback from students and student assessment data, to inform planning.
- Plan for appropriate and contextually relevant opportunities for parents/ carers to be involved in their children's learning.
- Establish and implement inclusive and positive interactions to engage and support all students in classroom activities.
- Establish and maintain orderly and workable routines to create an environment where student time is spent on learning tasks.
- Manage challenging behaviour by establishing and negotiating clear expectations with students and address discipline issues promptly, fairly and respectfully.
- Ensure students' wellbeing and safety within school by implementing school and/ or system, curriculum and legislative requirements.
- Incorporate strategies to promote the safe, responsible and ethical use of ICT in learning and teaching.
- Develop, select and use informal and formal, diagnostic, formative and summative assessment strategies to assess student learning.
- Provide timely, effective and appropriate feedback to students about their achievement relative to their learning goals.
- Understand and participate in assessment moderation activities to support consistent and comparable judgements of student learning.
- Use student assessment data to analyse and evaluate student understanding of subject/content, identifying interventions and modifying teaching practice.
- Report clearly, accurately and respectfully to students and parents/carers about student achievement, making use of accurate and reliable records.

Professional Engagement

- Use the Australian Professional Standards for Teachers and advice from colleagues to identify and plan professional learning needs.
- Participate in learning to update knowledge and practice, targeted to professional needs and school and/or system priorities.
- Contribute to collegial discussions and apply constructive feedback from colleagues to improve professional knowledge and practice.
- Undertake professional learning programs designed to address identified student learning needs.
- Meet codes of ethics and conduct established by regulatory authorities, systems and schools.

- Understand the implications of and comply with relevant legislative, administrative, organisational and professional requirements, policies and processes.
- Establish and maintain respectful collaborative relationships with parents/ carers regarding their children's learning and wellbeing.
- Participate in professional and community networks and forums to broaden knowledge and improve practice.

Skills, experience and key competencies

- Commitment to the school's philosophy, values, policies and procedures.
- A professional attitude, dedication and commitment to the conduct and completion of duties and responsibilities of the position.
- Demonstrate excellent interpersonal skills to enable effective communication at all levels.
- Demonstrated ability to work in an honest, open, creative and flexible manner that contributes positively to the effectiveness of the department.
- Ability to balance short term priorities with longer term plans and requirements.
- Ability to respond appropriately under times of great demand.
- Demonstrated ability to develop excellent relationships and liaise professionally with staff, students and parents.
- Demonstrated experience in dealing appropriately with highly confidential and sensitive information.
- The ability to build positive and enduring rapport with people and display enthusiasm and desire to positively promote the school and its student, parents, staff, achievements and programs.
- Attend Parent-Teacher-Student (PTS) conferences, Open Days, Information Sessions etc. as necessary.
- Attend and be an active participant in school camps, excursions and incursions.
- Participate in Professional Learning provided by the school and attend at least one external Professional Learning opportunity.

Other duties from time-to-time as may be required by the Vice Principal, Associate Principal or Principal.