



Duty Statement Head of Music

Overview

All Positions of Leadership at Sacred Heart College are appointed by the Principal and are based on the Christian model of servant leadership exemplified by Jesus Christ and given witness to by Catherine McAuley and the Sisters of Mercy.

Working at Sacred Heart College

All staff at Sacred Heart College are appointed by the Principal, with employment based on the Christian model of servant leadership exemplified by Jesus Christ and given witness to by Catherine McAuley and the Sisters of Mercy.

Each Sacred Heart College staff member is expected to be committed to the core values of Compassion, Respect, Hospitality, Courage, Justice, and Service. However, those given the responsibility of leadership should have these values as their hallmarks for success and achievement.

In their roles, all Sacred Heart College staff are responsible for the modelling of respectful relationships with all members of the school community – students, staff (teaching and non- teaching), parents and families.

College Vision

Sacred Heart College Kyneton is committed to building an inclusive community that proudly celebrates its faith tradition and Mercy ethos. Our students will aspire to excellence in their studies and will develop a lifelong love of learning as global citizens.

Duty Statement

Head of Music

- To lead the development and growth of the College's Music Performance programs.
- To have particular responsibility for the administration and operation of the Sacred Heart Instrumental Music Program.
- To lead and manage broader College initiatives in The Arts as they apply to Instrumental Music and Music Performance.
- To lead the development and provision of liturgical music for College events and celebrations.

Key Responsibilities

Faith and Community Leadership

- Promote and model the Catholic Identity and core Mercy values of Sacred Heart College - Courage, Service, Hospitality, Justice, Compassion and Respect.
- Collaborate with the Director of Faith & Mission and Choir teachers to support the provision of music for liturgical celebrations.

- Foster a culture of inclusion, respect, and service through music.

Educational Leadership

With the support of the Arts Learning Area Leader

- Lead the development and implementation of a dynamic and innovative music curriculum (Years 7-12).
- Promote student engagement and achievement in music through differentiated and inclusive practices.
- Support and mentor music staff in pedagogy, assessment, and professional growth.
- Coordinate music contributions to school-wide events, assemblies and masses.

Program and Performance Leadership

- Oversee all instrumental and ensemble programs, including orchestras, choirs, bands, and contemporary groups.
- Direct or support the musical direction of the biennial College musical and other major performances.
- Organise and lead music concerts, competitions, and community events.
- Ensure students have regular performance opportunities within and beyond the College.

Staff and Resource Management

- Lead and manage a team of instrumental and classroom music staff.
- Under the direction of the Deputy Principal Learning and Teaching and College Principal, support the recruitment, induction, and performance reviews of music staff.
- Manage the music department budget, including instrument purchases, maintenance, and lesson invoicing.
- Maintain and develop the College's instrument bank and music resources.

Administration and Compliance

- Develop and maintain the annual Music Calendar.
- Ensure compliance with copyright and licensing requirements for music use.
- Liaise with administration and finance teams for scheduling, billing, and communications.
- Ensure accurate records of student participation, attendance, and instrument loans.

Community Engagement

- Promote the College's music program to the wider community, including feeder schools and local events.
- Coordinate Sacred Heart Friends of Music and parent engagement in music activities.
- Build partnerships with external music organisations and professionals.

Reporting

Reports to:	Deputy Principal - Learning & Teaching
Reviewed:	May 2025
Next Review:	June 2028