



CHRIST'S COLLEGE
CANTERBURY

DIRECTOR OF MUSIC

POSITION CONTEXT

Christ's College is a day and boarding school affiliated with the Anglican Church of New Zealand, teaching boys from year 9 to year 13. Since 1850, Christ's College has prepared generation after generation of young men for success in an ever-changing world. College is an environment where innovation and excellence are wrapped in tradition. We strive to prepare our young men with the skills and attitudes they need to succeed in life, always mindful of the needs of others and adhering to the core Christian values of honesty, respect and compassion. We want boys to feel comfortable to be themselves, while striving to be the best they can. Our mission: *Each boy at his best.*

As a member of teaching staff, the Director of Music (DoM) is accountable to the Deputy Principal - Planning, Co-curricular and Administration in providing direction and leadership of the College's co-curricular music programme and to the Assistant Principal - Curriculum in providing direction and leadership of the College's academic music programme. This is an important role in a school which considers music within the College as critical to the successful delivery of its mission.

While working within the teaching team, the DoM works closely with other parts of the school's organisation (e.g. Advancement, Housemasters, etc) and also with other schools, particularly St Margaret's College and Rangi Ruru Girls' School. They are expected to fully participate in all aspects of strategic planning of the College and to initiate and lead a variety of projects within their areas of expertise.

The DoM works collegially with all staff to facilitate new ideas and initiatives within their areas of responsibility. As a lead member of the teaching and music team, it is expected that the DoM is open to and active in pursuing new and interesting projects to the benefit of the boys, and the College.

The DoM will lead and manage the following:

- Coordination, promotion and review of an evolving programme of music activities at Christ's College
- That all boys, throughout their College careers, have opportunities to learn and develop through music and to pursue music excellence within the essential learning area (the Performing Arts); both at school and beyond
- Advise the College Executive on all matters relating to music activities and resources and new music initiatives in the school
- Manage risk and all Health and Safety requirements in music contexts in consultation with College's Risk Manager
- A high profile for Christ's College music programme and performances in the media and positive engagement with Old Boys, parents and the wider College community
- Maintain the "Friends of Music and Choirs" as the direct parent support group that supports the music department
- The Christ's College Music Scholars' programme
- All staff and contractors that work within the music department and other colleagues allocated to Music

**POSITION DESCRIPTION
DIRECTOR OF MUSIC**

Reports to: Deputy Principal - Planning, Co-curricular and Administration (DPPCA)
Deputy Principal – Teaching & Learning (DPTL)

Functional Relationships:

Internal

- Executive Principal
- College Executive
- Risk Manager
- Chaplain
- Chapel Organist
- Director of Choirs
- HoTLs, HoDs, Housmasters
- Housemasters and Boarding staff
- Members of the Common Room
- Students

External

- Parents
 - Wider College community
 - Third parties (e.g. music itinerant teachers)
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Primary Functions:

- To provide innovative leadership and management of the Christ’s College music programme, with a focus on quality teaching and learning, for the benefit of students and the entire College community
- To facilitate a range of opportunities for boys in musical activities in nurturing the development of their musicianship
- To teach and direct the music programme - academic and co-curricular
- To provide oversight of the College Choirs Programme and, in consultation with the Chaplain of the day Chapel, music related to Services.

Significant within these functions, is the expectation that College is, and is perceived to be, engaged with the Christchurch community and a vibrant part of the city and New Zealand.

EXPECTATIONS OF APPOINTEE

- Full teacher registration by the Teaching Council of New Zealand
- The academic qualifications, enthusiasm and confidence needed to head the music programme at Christ's College for Year 9-13 students
- An empathy with the College philosophy and strategic intent
- A commitment to biculturalism and an understanding and respect for *tikanga Māori*
- Empathy for and sensitivity to all cultures
- Enjoy working with young musicians, from juniors to senior level, and encouraging them to participate in musical activities
- Excellent organisational and planning skills
- Excellent interpersonal and communication skills
- Demonstrated leadership ability
- A professional approach and the ability to work co-operatively and effectively with colleagues and external parties to develop professional relationships
- Ability to work independently and as part of a team
- To be involved in a House through mentoring and other pastoral care

Key tasks relevant to:

Curriculum

- Teach 12-14 periods per week within the music department
- Manage all music staff, contractors and itinerant music teachers employed/engaged by the school in consultation with the Head of Instrumental Music.
- Direct Music Academic Curriculum (including NZQA Scholarship)
- Direct Assessment of Academic Curriculum for Christ's College and NZQA internals including a performance evening programme
- Direct department goals and reviews
- Set department Curriculum budget
- Management of the Music suite for school classes and lessons
- Oversee the itinerant instrumental music teachers
- Manage music professional learning opportunities for staff

Leading Teaching and Learning

1. Model teaching at the highest possible level
2. Model excellence in meeting the Teaching Council Code of Professional Responsibility and Standards for the Teaching Profession
3. Actively engage in a reflective process that demonstrates a growth mindset and desire for continual improvement
4. Continual development of subject and pedagogy expertise through professional dialogue and reading, including dialogue with other curriculum leaders, both within and external to the College. Attendance at subject conferences and pursuit of postgraduate studies is encouraged
5. Observe classroom teaching and professional practices and provide feedback on these to teachers

6. Identify models of good practice and providing opportunities for all teachers to observe and to learn from this good practice
7. Use and analyse achievement data towards improvement in curriculum delivery and student achievement outcomes
8. Place an emphasis on those students who are not achieving to expectation and to determine ways through which their achievement levels may be improved
9. Identify extension/GATE activities and liaise with the Head of Advanced Learning as to the needs of individual students
10. Advise teachers on behaviour management strategies through individual advice and support. To assist teachers in implementing the College's behaviour management system
11. Critically evaluate programmes of learning to ensure learning activities remain relevant, engaging and appropriate for the learners in an ongoing fashion that allows for a natural evolution for a leading curriculum
12. Develop ways through which staff strengths and talents are promoted and shared
13. Provide an environment where risk taking, with respect to creative and innovative activities, is encouraged amongst teachers
14. Effectively and innovatively use e-learning, especially the College's Learning Management System (LMS), Schoolbox.
15. Facilitate and review student evaluation of learning programmes
16. Ensure curriculum content and teaching practice is inclusive for all learners

Leadership Responsibilities

1. Document and update schemes of work for the delivery of all courses within the department and to ensure these reflect national curriculum statements, and are regularly updated as the need for this arises
2. Manage NCEA assessment in accordance with national and College NZQA policies, including the internal and external moderation processes efficiently.
3. Ensure tasks are consistent and relevant to a range of learners and marking practice is monitored.
4. Develop and lead department wide professional development opportunities and foster a climate of collaboration and discussion of individual professional learning.
5. Undertake an analysis of a wide range of student achievement information.
6. Be an efficient manager of resources, including finances (e.g. prepare budgets, oversee purchasing, etc) staffing and rooming allocations. With respect to staffing, it is expected that teachers will be allocated classes which reflect a range of year levels and student abilities, and also take account of the specific skills and interests of individual teachers.
7. Work collaboratively with the Deputy Principal - Teaching & Learning on the recruitment of new teachers.
8. On an annual basis, establish Department priorities or goals, ensuring these are related to College strategic priorities or goals
9. Prepare an Academic Report for the Deputy Principal - Teaching & Learning. This report will focus on the priorities established by the Executive
10. Support the Deputy Principal - Teaching & Learning in addressing matters relating to professional standards and implementation of the College's endorsement process and policies.

11. Positively develop and celebrate teachers' professional capabilities in all facets of their professional life.
12. Facilitate additional activities that include convening Department meetings, ensuring work for relief teachers is provided if necessary, and facilitating the preparation of written materials for the College's newsletters and annual magazine
13. Ensure reporting is accurately set-up across all courses and support the minimum standards of reporting through communication with teachers
14. Work collaboratively with relevant HOTLs to support staff in their development.
15. Oversee health and safety/risk assessments of department activities and areas as appropriate to the department
16. Manage non-teaching staff associated with the department - applying above tasks as applicable - including completion of performance appraisals for permanent staff.

Collegewide Management / Leadership Responsibilities

1. Develop a general understanding of College-wide issues and be involved in discussion and consultation on these issues with the HOTLs and Deputy Principal - Teaching & Learning as appropriate.
2. Advise the Deputy Principal - Teaching & Learning on all significant matters relating to the Department and to make recommendations as appropriate.
3. Work collaboratively with HODs, HOTLs and other relevant stakeholders to develop and implement College strategies and goals.
4. Actively support and participate in the College's professional development programme.

Co-Curricular

- Determine the co-curricular framework for each year
- Work cooperatively with the Chaplain and Chapel Organist and Director of Choirs in planning all Chapel music, including the direction of the Chapel Choir
- Lead the Chapel and other Choirs of College
- Manage royalty and performance rights administration
- Liaise with other Directors and HODs about effective use of co-curricular time and resources
- Lead additional ad hoc staff direction and support volunteers
- Set performance, activity and tour budgets and complete SAP forms as required
- Produce or direct Senior combined schools' musical production
- Administer the Music Honours Tie System
- Liaise with Student "Cultural Committee", "Head of Arts and Culture", and "Head of Music" to facilitate boys' own productions of choral, instrumental, and contemporary music
- Contact person with key partnerships
 - Big Sing, Southern Jam and other music competitions and opportunities
 - New Zealand Secondary Schools' Symphony Orchestra
 - Sister and co-operating school staff liaison/coordination
 - Contract special project consultants
 - Friends of Music & Choir: Parent/student/Old Boy volunteers

Communication, Marketing and Development

- Contribute to *IBW, College & Register* publications and the College website
- Coordinate/suggest appropriate photo shoots
- Promote music and the College within recruitment and promotional drives
- Attract and retain music sponsors

Fiscal

- Prepare and manage annual music budgets
- Manage royalty and performance rights
- Manage all music equipment and resources in the school
- Manage the use of and maintenance of the music suite

Other

- Attend all HoD meetings
- Attend Calendar planning meetings as required
- Attend College events as appropriate
- Participate fully in staff professional learning and development