



1923 - 2023

## Director of Music

Information for Applicants



## Key information

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**Position Title:** Director of Music

**Closing Date:** Friday 22 July 2022

## How to apply

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All applications should be submitted via email to [rachelle.mathews@medbury.school.nz](mailto:rachelle.mathews@medbury.school.nz)

Applications should include:

1. A letter of application addressed to the Acting Headmaster, Mr Warren Durant.
2. Current resume outlining your career history.
3. Contact details of at least three professional referees.

The successful applicant will be subject to employment screening, which will include:

1. Reference checking and verification of employment history.
2. Police vetting check.

The School is committed to providing a safe environment for all students and staff. Applicants must be committed to the values of our child-safe environment.

## Questions

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Initial enquiries can be directed to the Headmaster on 03 351 6169 or [headmaster@medbury.school.nz](mailto:headmaster@medbury.school.nz).

Information for applicants can be found on the Vacancies page of the School's website: [medbury.school.nz](http://medbury.school.nz)

## Position Details

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<b>Position Title:</b>	Director of Music
<b>Employment Type:</b>	Full time salaried Position.
<b>Location:</b>	Medbury School, Clyde Road, Ilam
<b>Reports to:</b>	The Principal, and the Specialist Team Leader

### Key Functional Working Relationships:

- Principal
- Head of Curriculum
- All support and administration staff
- Specialist Team Leader

### Key Functional Working Relationships:

- All teaching staff
- Parents
- Itinerant staff

## Primary Purpose of the Position

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The Director of Music will lead a Music programme that engages and challenges all students, while encouraging musical enjoyment for all. The Director of Music will be a strong performer (both in the classroom, and other platforms), have a sense of imagination, a commitment to the role, a clear ambition and enthusiasm for Music, and will be fully involved in the life of the School.

The Director of Music needs to have a love of Music of many different forms, a desire to encourage students to perform Music and to respond to it with enjoyment and understanding. They will also have the understanding and motivation to work with students and young people. The Music Director will be recognised as an outstanding musician and teacher: dynamic and engaging. They will lead by example to motivate and work collaboratively with others, when implementing initiatives and managing change.

Essential skills include the direction, conducting and development of choirs, orchestra and bands, and have experience in accompanying and working from a keyboard and piano. Excellent communication skills are essential, as is the ability to get on with a wide range of people and to support and encourage musicians of all abilities. Well-developed organisational skills and IT skills are expected, and an understanding that the Director of Music is not limited to the hours of the school day.

The Director of Music will actively demonstrate a commitment to Medbury's School's Mission, Vision and Values.

## Key Responsibilities

- Responsibility of all aspects of curricular and co-curricular Music in the schools, including: Choristers, Junior Choir, Chorus, Orchestra, Rock Bands, Music ensembles and Jazz Band
  - To ensure that the Music curriculum is creative, innovative, engaging, and differentiated for a range of student abilities.
  - Play a crucial role in whole-school strategy and development in relation to Music.
  - Ensure a high profile for Music throughout the School.
  - Promote Medbury School Music outside of the School.
  - Have an overview of the development of each child's musical progression throughout their time at the School.
  - To plan, organise and deliver musical performances with students across the age groups.
  - To contribute to school assemblies.
  - To showcase student work through the use of online platforms such as Seesaw.
  - To utilise digital tools to enhance the delivery of the Music curriculum.
  - To be responsible for the Music Department budget, including planning, recording and reviewing expenditure as appropriate.
  - Monitor the quality of teaching and learning in the Music Department, to ensure consistency and high standards.
  - In collaboration with the Head of Curriculum and Principal, ensure that Staff Development needs are identified and appropriately met.
  - Lead the ongoing development and review of the Music curriculum including planning, assessment for learning, tracking, and the development of a challenging and inclusive curriculum for all students.
  - Organise and oversee the co-curricular programmes, with a focus on content and rehearsals and performance arrangements.
  - Lead the development of school policy in Music to ensure an interesting, well-planned approach which is consistent throughout the School and has continuity and progression across all levels.
  - Organise and oversee a programme of concerts, performances and the provision of music for high profile events such as the Harvest Festival, Carol Services, Chapel Services, Music Extravaganza, Prizegiving, Tuesdays at 5 and the Music Competition.
  - Lead whole school singing practice; building and rehearsing repertoire.
  - Lead Music in assemblies, ensuring regular performance opportunities for students.
  - Be part of the wider Music Department, encouraging students and advising them and their parents in the choice of instruments.
  - Encourage, support and coach Year 8 students wishing to apply for a Music Scholarship for Year 9.
  - Promote students entering internal as well as external competitions.
  - Collaborate with the Drama department and provide music support where needed.
  - Manage the School's music teaching resources.
  - Make the best use of existing facilities.
  - Other duties as required.
- Overseeing of the Itinerant teachers:**
- Monitoring enrolments
  - Organising the weekly timetable with teachers
  - Organisation of Tuesdays at 5
  - Organising Music performers as students enter and leave Assembly.
  - Communication with parents
  - Communication with itinerants
- Scholarships:**
- Audition Music Scholarship applicants

### Teaching and Learning:

- To be the lead teacher of Music in the department.
- To be a role model for students, inspiring them to be actively interested in music.
- Provide a well-organised, engaging, stimulating and safe environment for students.
- Demonstrate the highest standards in planning and assessment, ensuring that assessment data is used effectively within the department to raise standards.
- Promote the general well-being and progress of students, keeping records of their development, attainment, social and emotional needs and where necessary ensure that appropriate support is given.
- Be aware of developments in ICT and how they may be integrated into Music.
- Responsibility for care and safety of departmental equipment and other classroom equipment. This includes overseeing the tuning and maintenance of the School pianos.
- Maintaining good order and discipline among students (whether on duty or not) and safeguarding their health and safety both on School premises and when authorised to be in charge of them outside of School.
- Have up-to-date pedagogical knowledge.

### General:

- Attending staff meetings and professional development as required and undertaking duties as required.
- Reappraising performance, participating in training and being aware of best practice and legislation.
- To be familiar with and work within the Health and Safety standards as laid out in the School's policy documents.

The position is focussed on ensuring that all School events are well organised, professional, and reflect well on the School's Music reputation.

The Director of Music shall be required to carry out other duties as necessary and required, as are within the scope, spirit and purpose of this job description as requested by the Principal of Medbury School.