

*"We are a Catholic community of welcome,  
connecting faith, family & education."*



## POSITION INFORMATION DOCUMENT

Spanning across multiple campuses and sites on Kaurana land in the western suburbs of Adelaide, Nazareth incorporates an Early Childhood Centre, Reception to Year 12 College, a Pathways & Partnership Centre, and a variety of community and engagement programs.

We provide learning that is holistic, inclusive, lifegiving, and lifelong. Our promise is that students will find their chosen pathway and graduate knowing they matter absolutely, have the power to make the world a better place and influence positive change.

A strong partnership between staff, children and families ensures we are all striving for the same outcomes.

Families are at the heart of our faith and learning environment and we are committed to building community through nourishing family life. It's not just students who get to experience what Nazareth has to offer, as we coordinate a range of programs and initiatives to support and celebrate all members of our community including early learners, graduates, parents, seniors and friends.

At Nazareth we invite our community to a deeper understanding of God through authentic, engaging, and life-giving experiences.

From the Early Childhood Centre to Year 12, we are continually examining the needs of young people as we prepare them for life as critical, informed and motivated contributors to the local community and beyond. In our community diverse cultures and religions are recognised and embraced. We embrace a contemporary approach to faith and learning, where innovation, technology and our environment enable both students and staff to be at the forefront of education.

Grounded by our Catholic beliefs, we aspire to be a living experience of Church, with every family and member of our community at the heart of what we do each and every day.

At the centre of Nazareth's vision is a community who, in partnership with Parish, gathers in prayer and celebration, with the Eucharist, from which it draws its inspiration, as the focus. The Christian message, together with the Catholic traditions and practices, is evident in contemporary, relevant, and diverse gatherings.

At Nazareth every single student and their family is known and celebrated for their unique gifts and talents, and it is our mission to help each young person in our care, seek their passions and follow them.

**Name:**

**Position Title:** R-12 Director of Music

**Teaching:** Permanent 1.0 Teaching Position

**POR:** Replacement POR 3  
Commencing 28 April 2025 (negotiable) and concluding 11 April 2026

**POR Release Time:** 12 lessons, plus additional ensemble coordination release

**Campus Location:** Findon, Flinders Park, St Gabriel Centre and Kidman Park

## POSITION OVERVIEW

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The R-12 Director of Music is an integral member of the Leader of Teaching and Learning Team, collaborating closely with others within the Music Learning Area and the Heads of Teaching and Learning, to champion best teaching practices across the College.

The R-12 Director of Music will be expected to create, monitor, and evaluate a vision for music across the Nazareth community and provide outstanding leadership in music education and skill development.

The R-12 Director of Music will lead a dedicated team of music teachers and tutors, and will be responsible for the effective organisation, administration and management of the curriculum and cocurricular aspects of the music program, including liturgical music.

The R-12 Director of Music will seek to build the profile of music across the college, promote innovative curriculum design, develop, and direct an instrumental and vocal ensemble program and oversee the professional development of music staff. The position also requires accurate record keeping, documentation, effective budgeting and resource allocation.

The R-12 Director of Music will be responsible to the respective Deputy Principals - Heads of Campus, College Deputy Principal and the Principal.

## KEY WORKING RELATIONSHIPS (INTERNAL)

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- Principal
- College Deputy Principal
- Deputy Principals – Heads of Campus
- Performing Arts Coordinators
- Heads of Teaching and Learning
- 7-12 Leader of Teaching and Learning - Music
- Learning Support Coordinators
- SACE and AIF Coordinator
- Pathways and Partnerships Team
- Year Level Coordinators
- Mentor Group Teachers
- Music Tutors
- Student Counsellors
- Staff
- Students
- Families (including Parents & Friends of Music group)
- Nazareth Community Members

## KEY WORKING RELATIONSHIPS (EXTERNAL)

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- Catholic Education SA (CESA)
- AHOMINGS
- ABODA
- Adelaide University (Elder Conservatorium of music)
- Additional Music Associations

## KEY RESPONSIBILITIES/DUTIES

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As the R-12 Director of Music at Nazareth, you will work in accordance with the Vision, Mission, Values of Nazareth Catholic College.

The R-12 Director of Music is responsible for developing the music curriculum and music performance program across the R-12 College, enabling all students to engage in diverse music experiences. They will determine strategic and operational priorities for Music, in line with the College's vision and an aspiration for best practice in Music education. Specific responsibilities of the role are delegated and assigned by the Deputy Principals - Heads of Campus, College Deputy Principal and the Principal and are planned and implemented in collaboration with Campus Leadership Teams and performing arts staff.

## **Catholic Identity:**

- Encourage and support the ethos and mission of the Nazareth Catholic Community.
- Promote the spiritual life of the College through visible leadership of our Catholic identity.
- Give witness to Catholic values in carrying out duties, particularly in relation to the care and management of teaching staff and promote staff care and management practices in the College which reflect those values.
- Lead prayer and reflection during staff gatherings as required.
- Be aware of and support links between Nazareth Catholic Community, other schools, and the local church.

## **Learning:**

- Maintain a teaching load consistent with the South Australian Catholic Schools Enterprise Agreement and in negotiation with the Principal, College Deputy Principal and Deputy Principals - Heads of Campus.
- Be responsible for the ongoing development of the music program across the College.
- Provide educational leadership to staff regarding curriculum development and contemporary teaching methodologies.
- Possess expertise working with a variety of music bands and ensembles
- In collaboration with Music staff, oversee and manage rehearsal and staffing plans
- Oversee the contracting, management and performance of peripatetic music tutors and specialists that support cocurricular programs
- Keep abreast of contemporary trends in music curriculum and impart this knowledge on the music faculty.
- Be responsible for the implementation of the College approved music curriculum.
- Instigate evaluations on an annual basis of all music curriculum, i.e. classroom curriculum and extra-curriculum programs.
- Create a program that fosters a love of music, contemporary and traditional – including but not limited to Jazz, Big Band, Classical, Rock etc.
- Promote the learning of instruments through “come and try” events.
- Work collaboratively with the Deputy Principals – Heads of Campus and Heads of Teaching and Learning to monitor music teachers’ work programs to ensure they are meeting both internal and external requirements, and that all music staff have adequate access to relevant professional development.
- Ensure SACE music teachers attend professional development, clarifying sessions, moderation etc.
- Model sound classroom teaching practice.
- Use SEQTA for all programming, unit planning, student assessments and pastoral care documentation.
- Show a commitment to further study or professional learning.
- Support the development and maintenance of a College environment which is conducive to optimal learning outcomes for all students.
- Maintain accurate and comprehensive records of student progress and achievement.
- Develop and seek to constantly improve pedagogy that is reflective of the AITSL professional standards.
- Ensure that there is membership of appropriate professional organisations for both themselves and their staff.
- Carry out ongoing professional reviews of the instrumental teachers engaged by the College.

## **Community and Culture**

- Promote positive relationships and standards of behaviour within the College, which reflect Gospel values and provide a safe environment for students, staff, and families.
- Encourage a culture of excellence through high standard performances at assemblies, liturgies, events and functions and external public functions.
- Encourage a culture of excellence by creating opportunities to collaborate with College events and concerts.
- Encourage a culture of excellence by participating in regional, state, and national school music competitions and festivals.
- Assist with College organisation and attend College functions.
- Assist with full College events such as Open Days, Naz Day, College Masses, Culture Fest etc.
- Coordinate and direct various ensembles ensuring that the profile of Music at Nazareth continues to grow.
- Work collaboratively with Performing Arts Coordinators to prepare significant events that showcase music and performing arts together including but not restricted to Cabaret or College Musical, on a sequence of biannual and annual scheduling.
- Promote music through lunchtime concerts, battle of the bands etc.

- Work collaboratively with parent and stakeholder groups that support the Music and broader performing arts programs
- Work effectively in a busy, dynamic, and changing working environment.

### **Resources and Operations**

- Attend meetings as required.
- Attend College parent and education evenings.
- Present information and lead discussions in staff meetings.
- Prepare and administer the budget approved for the music faculty.
- Oversee the allocation, use, and care of specialist facilities, equipment and resources for the delivery of Music programs
- Work collaboratively with the Music ESO to:
  - Timetable weekly rehearsals of ensembles, bands, and choirs across the R-12 College.
  - Timetable instrumental lessons across R-12 College.
  - Coordinate a team of instrumental teachers and ensure that students are informed of weekly instrumental tuition.
  - Oversee the student instrumental hire scheme.
  - Coordinate and timetable music faculty rooms.
  - Maintain and audit music instruments.
  - Coordinate and oversee all music faculty orders, establishing a point of reference for renegotiation of budgets if necessary.
- Collaborate with the Daily Organisers to prepare a calendar of music performances to be held regularly throughout the year.
- Lead the recruitment of instrumental teachers.

### **Supervising and Supporting Learning Area Teachers**

The R-12 Director of Music plays an important role in receiving questions, concerns and suggestions from teachers, and will often be the first leader to notice when a colleague is encountering challenges.

The R-12 Director of Music will:

- Induct new staff:
  - Collaborate with Campus Leaders and the Human Resources team to ensure that every new member of staff is properly inducted into their role at Nazareth.
  - Allocate new staff to course teams including planning and assessment responsibilities
  - Explain Learning Area resources, files and LMS
- Contribute to the Probation Assessment of staff who are new to the College in consultation with the Human Resources Manager and Deputy Principals - Heads of Campus.
- Collaborate with the Early Career Teacher Coordinator in their role of supporting the development of Learning Area teachers in the first two years of their career.
- Supervise Learning Area Teachers:
  - Conduct regular visits to Learning Area teachers' classes
  - Discuss concerns about Learning Area teachers' performance with them, as soon as practicable after becoming aware of a concern.
  - Contribute to the Annual Review of Learning Area teachers, usually via written comments in the teacher's Annual Review form.
  - Recommend Teacher Allocations for subjects and courses in the annual timetable process.
- Deal with Complaints and Allegations of Teacher Misconduct (in line with expectations):
  - Report all complaints using the College complaints management process.
  - Assist College leaders investigate complaints about a Learning Area teacher's performance within the Learning Area if required.
  - Provide structured support and supervision to a Learning Area teacher whose performance in the Learning Area has been found not to be of a proficient standard (AITSL), if required.
  - Report serious incidents of conflict and tension in the Learning Area to the Deputy Principals - Heads of Campus (HOC) and follow up in consultation with the Human Resources Manager and the HOC to resolve any issues.

- Lead Professional Development and Innovation as the Leader of the Learning Area, rather than as an individual professional practitioner:
  - Contribute to the Campus Professional Development (PD) Plan for the year ahead within the scope of the College PD Plan
  - Contribute to future innovation and development by making submissions to or contributing to recommendations to the College Leadership Team regarding preferred options for future development, as appropriate.
  - Analyse SACE results and patterns in the Music Learning Area to plan for future professional learning opportunities.
  - Lead and implement SACE moderation, planning and Learning Area meetings.
  - Maintain a professional understanding of contemporary developments in education through:
    - *Reading*
    - *Formal Study*
    - *Membership of Professional Associations*
    - *Occasional involvement in working parties and committees*
    - *Attendance at Conferences.*
  - Maintain a teaching load consistent with the South Australian Catholic Schools Enterprise Agreement and in negotiation with the Principal, College Deputy Principal and Deputy Principals - Heads of Campus.
  - Support teaching staff in using SEQTA for unit planning, programming, and assessments, to ensure students and families have access to all learning materials.
  - Work collaboratively with the R-12 Head of Inclusion and Support and Learning Support Coordinators to lead teaching staff in the implementation of PLPs.
  - Model sound classroom teaching practice.
  - Perform other duties as directed by the Principal, College Deputy Principal and Deputy Principals – Heads of Campus.

## **ESSENTIAL PROFESSIONAL AND PERSONAL SKILLS**

As the R-12 Director of Music and Teacher at Nazareth, you will:

- Work in accordance with the Vision, Mission, Values and Aspirations of the Nazareth Strategic Plan.
- Promote the Catholic ethos and identity of the College in all aspects of the role.
  - Carry out other duties as determined by the Deputy Principals - Heads of Campus, College Deputy Principal and the Principal.

### **TEACHING AND LEARNING**

- Contribute to a culture of academic excellence in the quality and delivery of the programs, assessment tasks, and feedback.
- Demonstrate sound knowledge and skills in contemporary and inclusive pedagogies that promote engagement and learning for all students.
- Ensure that programs meet the needs, interests, and abilities of all students.
- Support students with additional needs, working closely with the Learning Diversity staff.
- Plan, teach, and assess authentic and differentiated learning experiences in alignment with the Australian Curriculum and the SACE.
- Maintain a positive learning environment, ensuring the development of appropriate learning experiences.
- Be committed to and undertake personal and professional development to implement contemporary and innovative practice to enhance student learning.
- Keep abreast of significant teaching and learning developments and make necessary changes to programs and/or pedagogy considering these developments.
- Ensure that all programs, necessary resources, and assessments are on SEQTA, that SEQTA is up to date and results are visible to students and families via the SEQTA portals.
- Meet assessment and reporting timelines.
- Prepare subject learning plans and outlines which meet the requirements of the College, the Australian Curriculum, and the SACE.
- Work as part of a team to ensure units of work are developed in line with changes to curriculum.

## **ASSESSMENT AND REPORTING OF STUDENT LEARNING**

- Provide reviews of the varying learning programs and their effectiveness in promoting successful outcomes for students.
- Maintain accurate and comprehensive records of student progress and achievement.
- Use a variety of assessment and reporting methods to monitor learning processes regularly.
- Use assessment tasks that are purposeful and relevant to the teaching and learning program and the learning needs of students.
- Provide students with regular positive feedback on performance that reinforces student achievement and focuses on improvement.
- Provide families and students with detailed, accurate and informative written and oral reports at appropriate times, as required by the College.

## **CODE OF CONDUCT AND PROFESSIONAL RESPONSIBILITIES**

- Always adhere to Catholic Education Code of Conduct. The code applies standards for appropriate ethical and professional behaviour.
- Always adhere to the Safeguarding Catholic Professional Standards.
- Always adhere to the Protective Practices for staff in their interactions with children and young people.
- Operate in accordance with the Charter for Teachers in SA Catholic Schools.
- Understand the employer's requirements and act in accordance with SACCS (South Australian Commission for Catholic Schools) and the College's policies, guidelines, and procedures.
- Enhance the College's relationship and reputation with external individuals and organisations, through positive interactions and communication.
- Participate in professional development activities which lead to improved student outcomes and strengthen the professionalism of the teacher.
- Appropriately assist students who are hurt, sick or in distress.
- Meet and teach students at designated locations and times.
- Develop and maintain effective professional partnerships with other staff.
- Undertake supervision duties, including yard duty, diligently.
- Complete administrative tasks accurately and on time.
- Maintain high standards of professionalism and high expectations.
- Be willing to participate in all aspects of College life and to develop positive relationships with students, families, colleagues, and the wider Nazareth community.

### **OTHER PROFESSIONAL ACTIVITIES (OPA):**

- Teachers are required to attend meetings, learning conversations and other agreed professional activities in accordance with the current South Australian Catholic Schools Enterprise Agreement.

### **CURRICULUM EXTENSION ACTIVITIES (CEA):**

- Staff are required to contribute time to CEA activities in accordance with the current South Australian Catholic Schools Enterprise Agreement.

## **STUDENT WELLBEING AND PERSONAL RESPONSIBILITY**

- Demonstrate a sound understanding of student wellbeing and pastoral care.
- Develop positive relationships with students and families, ensuring frequent and timely communication, and keep families informed regarding any matters of concern or celebration.
- Support an environment in which every student is known, valued, feels safe and has someone with whom they can talk.
- Apply student personal responsibility strategies, in line with College policy, to re-establish positive expectations, behaviours and relationships.
- Engage and participate with the Nazareth Wellbeing Program.
- Consistently maintain behavioural expectations.
- Make all reasonable efforts to manage the behaviour of students effectively within the directions of CESA's Building Respectful Relationships: Behaviour Education and Student Behaviour Support Policy.

- Negotiate and implement consequences (in line with College processes and policies) if expectations are not adhered to.
- Identify factors contributing to prolonged, repeated or severely irresponsible behaviour and seek resolutions.

#### *Additional requirements*

- Current clearance to work in Catholic Education SA - Teachers Registration.
- Electronic screening clearance to work in Catholic Education SA.
- Relevant first aid training.
- Approved 'Responding to Abuse and Neglect' qualifications.
- Annual sign off is required for:
  - CESA Code of Conduct
  - Protective Practices
  - Nazareth ICT Agreement

## **WORK HEALTH AND SAFETY**

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As a *Worker*, while at work you must –

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

*Reference: Division 4, Section 27 and 28 WHS Act 2012*