



Head of Percussion

The Head of Percussion is responsible for the development, implementation and coordination of the Percussion program at Genazzano FCJ College. This is a salary based part- time position. This position will be appointed for a 3 year term, with the intention to extend the appointment at the end of this period subject to the outcome of a formal review.

1. Dimensions

- 1.1. Expenditure Budget: Percussion Department
- 1.2. Employee Reports: Sessional/salaried Percussion Teachers

2. Major Challenges

In accordance with the College strategic plan and the instructions of the Director of Music, the following challenges are key components of the role:

- 2.1. Play a key role in the development of Percussion teaching across the college (Prep – Yr 12)
- 2.2. Have the capacity to prepare and present curriculum issues related to the Percussion Department as required by the Director of Music
- 2.3. Teach private students and prepare and present students for recitals, competitions, Master Classes, AMEB examinations, VCE examinations and tertiary entrance auditions where applicable
- 2.4. Have the capacity to conduct large and chamber ensembles related to the Percussion Department
- 2.5. Develop strategies and ideas to implement Percussion programs in the Junior Music curriculum
- 2.6. Possess qualifications and experience in instrumental and ensemble teaching
- 2.7. Possess classroom skills
- 2.8. Increase the number of students involved in the program by way of motivation and to provide further visibility to the College by means of performances at assemblies, concerts and general school functions
- 2.9. Create and execute a vision for future improvement of the Percussion program
- 2.10. Liaise with other Heads of Instrument areas
- 2.11. Liaise and support visiting percussion teachers with regard to:
 - 2.11.1. School and faculty policies
 - 2.11.2. Student information
 - 2.11.3. Student lists and timetabling

- 2.11.4. School calendar clashes
- 2.11.5. Curriculum matters
- 2.11.6. Assessment procedures
- 2.11.7. Reporting procedures
- 2.11.8. Allocation of resources
- 2.11.9. Scheduled performances, camps and workshops
- 2.11.10. Seek appropriate professional development relevant to the keyboard teaching area
- 2.12. Prepare and manage the Percussion budget allocated by the Director of Music
- 2.13. Monitor the condition of Percussion instruments and liaise with the Director of Music
- 2.14. Oversee the stock of Percussion instruments, their state of condition and recommendations for repair and purchase of new instruments
- 2.15. Attend relevant workshops, seminars, concerts and professional development programs
- 2.16. Prepare and present performance opportunities and master classes for Percussion students
- 2.17. Liaise with ensemble conductors their rehearsal needs and schedule
- 2.18. Advise Percussion students on subject selection especially for VCE
- 2.19. Maintain regular communication with parents, class teachers or tutors of Percussion students regarding the progress of students and provide feedback
- 2.20. Have the ability to work as a member of a team with an understanding of and interest in the total music program
- 2.21. Participate in the selection and review of Percussion staff
- 2.22. Oversee the library of Percussion music
- 2.23. Meet regularly with the Director of Music to review progress in the Percussion Department
- 2.24. Prepare reports on the operation of the Percussion Department when requested.

3. Job Holder Requirements

3.1. Responsibilities

- 3.1.1. Teaching of private percussion students from beginner to Diploma level
- 3.1.2. Organising and facilitating all AMEB and VCE examinations for Percussion
- 3.1.3. Maintenance of the Percussion inventory
- 3.1.4. Responsible for conducting instrumental groups as set by the Director of Music
- 3.1.5. Prepare and overlook percussion music for Masses, Concerts and Music Classes as required
- 3.1.6. Running of Ensembles as requested
- 3.1.7. Attend staff meetings and Heads of Department meetings as required
- 3.1.8. Percussion Budget
- 3.1.9. Organisation of Musical items, concerts and competitions as requested
- 3.1.10. Preparation of VCE students/AMEB students
- 3.1.11. Ordering of books

3.2. Personal Competencies

- 3.2.1. Interpersonal skills
- 3.2.2. Identify priorities
- 3.2.3. Work within narrow time frames and meet deadlines
- 3.2.4. Ability to work effectively both autonomously and in a team environment on projects within the Percussion Department and with other Departments

3.3. Job Competencies

- 3.3.1. Interact effectively with personnel at all levels
- 3.3.2. An energetic, passionate, experienced and an inspiration to our students
- 3.3.3. Willing to take the Percussion Department to the next level in terms of excellence, performance opportunities and knowledge
- 3.3.4. Encompass the tradition of Genazzano FCJ college with future ideas
- 3.3.5. An excellent team player

4. Key Selection Criteria

- 4.1. Demonstrated high level of competence as an innovative teacher – beginner to advanced (Diploma) level
- 4.2. A high level of professional proficiency in performance & sight reading
- 4.3. Proven ability and a recognised high level of playing proficiency
- 4.4. Demonstrated high quality teaching skills which enable students to reach their full potential
- 4.5. The capacity to actively contribute to a broad range of school activities, including ensemble groups and performances
- 4.6. Ability to work well under pressure, particularly to be flexible and manage a number of competing demands
- 4.7. Commitment to a quality music program and the development/growth in student numbers learning a percussion instrument.
- 4.8. Ability to develop constructive relationships with students which engender positive attitudes to learning
- 4.9. The capacity to actively contribute to a broad range of school activities, including ensemble groups and performances
- 4.10. Ability to work collaboratively with colleagues both at the faculty level and within the structures established by the College for the coordination of student welfare and the monitoring of student progress
- 4.11. Permission to teach Instrumental Music is a requirement of the role
- 4.12. Demonstrated willingness to explore the use of technology in the teaching of music
- 4.13. Demonstrated willingness to support the ethos of Genazzano FCJ College; including an active commitment to the College Mission Statement.