



St Joseph's College, Toowoomba

Duty Statement - Program Leader

Position Title – Program Leader – Culture and Performance Leader (Tier 3)

Role Purpose – The Program Leader Culture and Performance has responsibility for the leadership and oversight of the extra-curricular cultural and performance program of the College. The Cultural and Performance Program Leader guides the cultural activities and programs that enables the provision of an outstanding holistic education for the students of the College.

This role will require collaboration with all other members of the College Leadership Team, but in particular working closely with Middle Leader Curriculum – Arts, teaching staff, the Assistant Principal – Mission and Deputy Principal.

In the performance of this role, the Culture and Performance Program Leader will seek guidance from the Senior Leadership Team, actively support and operate within the framework set by the current Strategic Plan for the College.

This position requires a commitment to the leadership of the College and will require a wide range of skills particularly the ability to guide, mentor, direct or influence people in achieving collective objectives, developing, engaging and inspiring others; thinking clearly; delivering outcomes and building teams.

The Program Leader is responsible for:

- Accepting and exercising responsibility for the leadership and integration of cultural opportunities into College life to enable the provision of an outstanding holistic education.
- Collaborating with staff and the wider College community: the Culture and Performance Program Leader is expected to develop and articulate a vision for culture and performance in the life of the College.
- The overseeing of adherence of tutors and students to the expectations outlined in the College policies and Cultural Activities Contract.
- Induction of new teachers/tutors into the cultural and performance program and processes of the College.
- Other appropriate duties as required by the Principal and consistent with the level of expertise indicated above.

The Program Leader will demonstrate the following:

- A clear vision of and support for the school's mission and its underlying values and ethos.
- Leadership capacity – a broad vision that extends beyond culture and performance, initiative, perseverance, acceptance of responsibility, effective organisational skill, ability to communicate appropriately and ability to foster cooperation, collaboration and collegiality.
- An appropriate level of professional qualification together with relevant experience and demonstrated expertise as a classroom teacher modelling best practice in planning, teaching, assessment and reporting.
- Professional activity through membership of professional associations and on-going professional development including participation in the College's Professional Growth Program.
- Active participation as part of the College Culture and Performance Committee to develop and progress culture within the College. Advise on the placement of cultural events in the College calendar and develop a strategic plan for the future of culture at the College.
- Actively building links with colleagues, professional associations and other educational institutions in response to College's goals.



Typical Duties include the following:

- Contributing to the leadership of the school through active participation in College leadership meetings. Participating supportively and positively in the processes of cocurricular development and change within the College.
- Leading the continuous development of this cocurricular area as part of the learning community that is focused on the improvement of teaching and learning, including collaboration with staff.
- Providing leadership, support and encouragement of staff in the development and implementation of a variety of best practice teaching and learning strategies within this program.
- Proactively promoting individual excellence in student performance through the provision of appropriate challenge for each student.
- Allocating students and music tutors to groups/lessons.
- Overseeing and co-ordinating the opportunity for students to engage in other private tuition music, singing and speech groups.
- Directing the College Musical team for planning the College Musical.
- Liaising with the College Leadership Team in relation to all cultural activities, course viability, timetable requirements, excursions, camps, competitions and performance opportunities both within and outside the College.
- Liaising with the AP Mission for the provision of choral or musical support for Masses, Liturgies or similar presentations.
- Prepare material for College publications.
- Comply with the College's OHS policy, safe work procedures, instructions and rules, particularly in the correct use of equipment. Adopt risk management strategies to minimise risk of injury to people and property in the workplace.
- Plan, formulate and monitor the Culture and Performance budget in consultation with the College Business Manager.
- Developing and maintaining relationships with parents and community.
- Promoting and marketing the college to the wider community as a school of arts and musical excellence.
- Appreciation of the Arts across all genres and cultures outside of St Joseph's College.
- Being responsible for the oversight and organisation of College cultural and performance activities.
 - Overseeing, directing and leading all educational/learning aspects of groups, ensembles and college initiatives in this program.
 - Promoting and assisting student involvement in cultural and performance activities at the many available levels of participation and competition.
 - Promoting and assisting staff competencies and safety awareness associated with supervision of cultural and performance activities.
- Arranging appropriate purchase, care, maintenance and upgrading of the College's cultural and performance facilities and equipment.

Authority Limits: Full authority is delegated from the Principal to the role holder to produce the desired outcomes within School and Catholic Education Office Middle Leader Role Description.

Reporting and Other Relationships: This position is directly answerable to the Assistant Principal - Mission, with ultimate direction coming from the Principal of the College. The Middle Leader will meet with AP-Mission, once a term, to discuss the performance of staff, students and classes under their supervision. Program Leaders are members of the College Leadership Team.

Conditions: Remuneration: Tier 3 (6 Units) - Tenure: 3 x 3-year cycles subject to satisfactory performance and continuance of the position.