



URSULA FRAYNE CATHOLIC COLLEGE

APPOINTMENT:

Head of Learning Area
Performing Arts K - 12

Balmoral Campus (Years K – 6)
66 Balmoral Street, East Victoria Park, WA 6101
Phone: 08 9470 0400

Duncan Campus (Years 7 – 12)
15 Duncan Street, Victoria Park, WA 6100
Phone: 08 9470 0900

Email: admin@ufcc.wa.edu.au | Web: www.ufcc.wa.edu.au

HEAD OF LEARNING AREA: PERFORMING ARTS K – 12

Outline

The Head of Learning Area (HOLA) Performing Arts K – 12 is responsible for the Music, Drama and Dance educational programs and associated Co-Curricular programs.

This position requires an experienced educator to promote inclusion, participation and passion for the study of Performing Arts through K – 12 at the College. The College is seeking to enhance all aspects of Performing Arts with a special emphasis on Music.

This is a new role to the College and will be further developed in collaboration with the College Principal and Vice Principal.

Duty Statement

Educational Leadership

The HOLA Performing Arts will model exemplary pedagogical practice and be a teacher across both Primary and Secondary years at the College.

Demonstrate the capacity to establish a K – 12 vision for the College's Performing Arts Program with special focus on Music.

Mentor and supervise all Performing Arts staff to provide feedback for professional growth and improvement.

Lead the establishment of an inclusive learning environment that meets the needs of students from a range of abilities and backgrounds.

Manage and monitor staff wellbeing and performance.

In conjunction with the Vice Principal, Instrumental and Choral Program Coordinator ensure providers comply with the Keeping Safe Framework and that all production staff hold current and relevant qualifications (e.g., Working with Children Check, Mandatory Reporting, Code of Conduct, etc.).

Teaching and Learning

The HOLA will be required to teach Music across the Primary and Secondary campuses and will be an outstanding and experienced Music teacher who can promote innovative and contemporary pedagogical practices in the Performing Arts K -12.

Keep abreast of current teaching and learning strategies, curriculum developments, and technologies, including a comprehensive knowledge of the Western Australian Curriculum (K-12 SCISA) and ATAR and General Curriculums, including the Australian Curriculum and National Standards.

Assume responsibility for ensuring compliance with all Australian Curriculum requirements.

Lead a Departmental annual review and analysis of WACE and internal assessment results.

Work with the Director of Innovation to integrate technology into the Performing Arts curriculum to enhance learning and performance.

Be active in communicating with parents regarding student learning matters and other departmental issues.

Professional Development and Collaboration

The HOLA Performing Arts K – 12 will contribute to the professional learning program of the College and works in collaboration with curriculum leaders.

Contribute actively to the Academic Council to enable cooperation between Learning Areas and develop educational policies and strategies.

Support and encourage the development of external professional networks and collaborations with external agencies to optimise skills, share resources, and develop the faculty professionally.

- Explore possibilities of collaboration with Post School Education Institutions.
- Provide opportunities and encourage students to study Performing Arts in different genres.
- Explore possibilities of Performing Arts Pathways to Post School Options.

Co-curricular Activities

Ursula Frayne is proud of the many Co-curricular activities on offer for students. The **HOLA Performing Arts** will work with the **Instrumental and Choral Coordinator** to contribute to maintaining and developing the many programs on offer beyond the classroom.

Review the College's Co-curricular Performing Arts program in accordance with school-wide strategic plans and vision.

Assume responsibility for the overall Performing Arts program (Music/Drama/Dance), including classroom, performances, live performance excursions, and Co-curricular activities, subject selection, reporting, and awards.

Work with the College Leadership Team to develop and management Performing Arts facilities at the College.

Administrative Responsibilities

The HOLA Performing Arts K – 12 will be well organised and have exemplary time management skills to ensure the smooth operation of all that occurs within this Learning Area.

Produce and manage an annual budget for the Performing Arts Department.

Manage the allocated budget and liaise with the College Business Manager and Finance Team members over financial or human resources matters.

Other tasks as required by the Principal.

Personal Attributes and Skill Requirements

Model and maintain the Catholic ethos of the College.

Have a strong sense of confidentiality and loyalty.

Professional dress, well spoken, and familiar with protocol and etiquette.

Have interpersonal skills and written and oral communication skills of a high order.

Demonstrate a capacity for self-directed work and for taking initiative.

Be well organised, accurate, flexible, creative and innovative.

Have a strong skillset in Music Education.

Maintain current Accreditation as required to work in a Catholic School and hold a TRBWA.

This position will include a teaching load as negotiated with the Principal annually.

Key Relationships

Principal

Vice Principal

Deputy Principal – Wellbeing

Deputy Principal – Learning and Curriculum

Instrumental and Choral Coordinator

Dance and Drama Teachers

Performing Arts Administration Assistant

Creative Industries Technician

Appointment Process

To be considered for this outstanding leadership opportunity, potential candidates must be experienced educators committed to the objectives and ethos of Catholic Education.

You must have:

- A minimum four-year tertiary qualification
- A minimum of five years relevant educational experience
- Have either completed, working towards or be willing to work towards Accreditation to Teach Religious Education OR Accreditation for Middle Leaders in Catholic Schools (or equivalent)
[NOTE: As current leaders accept new or updated leadership contracts from January 2021 they are required to participate in the relevant study and/or formation]
- Current TRBWA and Working with Children requirements

Appointment to this position will be in accordance with the procedures in the Catholic Education Commission of Western Australia policy statement concerning promotional positions. The terms of appointment to the position will be in accordance with CECWA policy.

Contract Period

A teacher who accepts this position, is employed as a teacher in an ongoing capacity at the College.

Applications

1. To apply for this position, you must be eligible to work in Australia. **Enquiries** can be directed to the College Vice Principal jessica.bouwman@cewa.edu.au
2. Applications for the position of Head of Learning Area Performing Arts K - 12 should be in the form of a covering letter, curriculum vitae and the official College Application Form must be completed as part of your application.
3. Your covering letter should explain your reasons for applying for this position AND any other relevant information you may wish to include. [Maximum of one (1) page.
4. All applicants are required to provide the contact details of three confidential referees.
5. The Principal reserves the right to seek information from people not listed in this application unless specifically requested not to do so.

Applications will be received until **4.00pm WST on Friday 19 July 2024** and should be marked "CONFIDENTIAL", addressed to The Principal, Ursula Frayne Catholic College and be **emailed to** admin@ufcc.wa.edu.au

Commencement Date

The start date for this position is 1 January 2025. However, if a 2024 Term 4 start date can be negotiated an earlier start may be possible to help prepare for the new year.