



Position Description

Head of Learning Area - Music





1. Position Summary

Title:	Head of Learning Area - Music
Responsible to:	Principal
FTE:	1.0 FTE (full-time)
Description:	A Head of Learning Area at Rehoboth is considered a Christian educational professional and performs teaching and associated pastoral care duties in and out of the classroom. Head of Learning Areas works closely with colleagues to develop and implement innovative learning programs that satisfy Australian Curriculum standards. The successful applicant will be able to demonstrate an interest in implementing innovative teaching and learning principles in the classroom.
Key Responsibilities:	The role has five primary functions: • Teacher growth and development in the Learning Area's department (includes IMP tutors) • Monitoring student achievement and enhancing student learning in accordance with the vision, mission, and purpose of the College, • Leading the team (includes IMP tutors) to collaboratively create challenging and inspiring learning experiences that are distinctly Christian in character, intent, and outworking, • To develop a whole college direction for the music programs, and • To assist with organising and performing various events at the college that involve music as directed by the Principal.
Our Vision:	To engage the whole child to think, respond, and live with excellence for the glory of God alone.
Our Mission:	Rehoboth exists as an extension of the Christian home, partnering with parents as a covenant community to support them in their task of nurturing and educating their children to equip them for all of life.
Our Purpose:	We believe that it is our purpose as educators and parents to orient our students Biblically toward the knowledge of God, the Gospel, humanity, and all of God's creation, so that they would seek His will, see things as He sees them, and engage with and influence the culture in which they live. We believe that the Christian school must partner with parents and churches to develop the whole child (i.e. their academic, spiritual, moral, personal, and social growth), to inspire them to excel, to exhibit perseverance and resilience, and to make wise choices. Such an education is distinctly Christian in its character, intentions, and outworking.

2. Introduction

Rehoboth Christian College is a Christian educational institution that seeks to advance the Christian faith through the provision of outstanding education and Biblical instruction. Our Christ-centred learning environments and educational programs seek to nurture the whole child (i.e. their spiritual, academic, social, moral, personal, and physical growth) in harmony with the home and church community.

All in our community are encouraged to familiarise themselves with our strategic plan, [Flourish28](#), which lays out the direction and priorities for Rehoboth in the years ahead.

We place the highest priority on the safety, care, and nurture of each student. All stakeholders are expected to espouse this approach and to be aware of the College's [Child Safe Framework](#).

Who We Are

The Association for Christian Education (**ACE**), which was founded in 1959, opened Rehoboth Christian College in 1966 to serve Christian families through the provision of Christ-centred schooling. ACE is made up of members who elect a Board, and in turn the Board has appointed a Chief Executive Officer to be its representative in daily operations.

ACE currently operates three schools across two campuses in the southern suburbs of Perth, Western Australia. The campuses are located at Wilson (K-6) and Kenwick (K-6, 7-12) with the Secondary School offering ATAR, Wholly-School Assessed, and Vocational pathways.



CREATION



FALL



REDEMPTION



RESTORATION

We view the Christian curriculum as a total package of all the learning and shaping experiences in which our students are involved. It includes the work of the home, school, and church in a distinct three-way partnership. This permeates interpretations, viewpoints, meanings, attitudes, values, contexts for understanding and more, to comprise a holistic Christian worldview.

Students examine important foundational aspects of the Christian faith (Creation, Fall, Redemption, and Restoration) and are taught to view the Bible as the Word of God which is completely trustworthy and reliable. Regular devotions, prayer, and Bible study are an integral part of College life for both students and staff, and we aim to lead our students to a point at which they personally desire to think with the mind of Christ.

FLOURISH28 STRATEGIC BRANCHES

These are the priorities we believe are best suited to drive the change necessary to achieve the vision for the Rehoboth of 2028 and beyond.

Each branch is driven by our Christian ethos and shaped by our Christian heritage.

Fruitful Staff
Thriving Learners
Cultivating Community
Space to Flourish



Rehoboth has a justified reputation for developing and delivering a distinct, Christ-centred education, and for encouraging and guiding students in discovering their individual gifting and the path God has prepared for them (Ephesians 2:8-10).

A whole-College approach, where students' educational journeys have a clear and purposeful K-12 plan, is integral to our educational philosophy. As such, leadership, management, and delivery of learning is conducted within the framework of **three schools, two campuses, one college**. This model emphasises significant participation in the activities of the Senior Leadership Team, which is led by the CEO.

3. Head of Learning Specific Role Duties

The Head of Learning Area is responsible for:

- a) maintaining the effective functioning of the Learning Area
- b) contributing to decision-making within Secondary, in consultation with the Principal and Senior Staff Team
- c) the ongoing messaging, support, and modelling of the collective direction decided upon as a Senior Staff Team
- d) providing support for and supervision of the teachers in the Learning Area, including Professional Development and Performance Management
- e) ensuring the Learning Area keeps up to date with educational developments
- f) maintaining ongoing and effective curriculum review, planning and implementation in the Learning Area, including curriculum programs, student reports and assessments
- g) ensuring high standards of teaching, assessment and reporting are maintained within the Learning Area
- h) taking responsibility for Learning Area initiatives in the Planning process – Strategic Plan, Operational Plans and School Improvement Plan
- i) management of the Learning Area budget
- j) maintaining a positive attitude and support of the College, and
- k) excellence in teaching and curriculum planning by adhering to the Teacher Position Description.

3.1 The Learning Environment

At Rehoboth, the Head of Learning Area at Rehoboth will:

- a) ensure that all forms of assessment in the faculty have been properly administered and fairly assessed, and that a record of assessment of all students is accurately maintained and accessible
- b) ensure that all students who have missed or failed to complete assessments on time are dealt with in accordance with the existing College policy
- c) oversee the setting of due dates for tests and assignments in the Learning Area
- d) ensure that programs exist for students with special needs within the Learning Area, in consultation with the coordinator for Special Needs
- e) oversee the submission and the meeting of all School Curriculum and Standards Authority requirements and deadlines in the Learning Area
- f) ensure that revision, regular homework, study skills, and an emphasis on Christian education and biblical world view are part of the teaching/learning program in the Learning Area (which is reflected in the Learning management system [Connect]), and
- g) ensure that comparability of standards, grading and assessment is maintained in the Learning Area.



3.2 Curriculum

At Rehoboth, the Head of Learning Area will:

- a) supervise the design and implementation of curriculum programs in all subject areas of work, based on a developmental and skills-based framework throughout the Year 7-12 curriculum structure
- b) monitor the delivery of the curriculum within the Learning Area to ensure that opportunities for integration, curriculum research and development; and improvement in classroom management and use of multiple teaching/learning strategies, are taking place
- c) participate in the development and implementation of whole College initiatives, and
- d) contribute as a Curriculum Team Leader/Facilitator in the Curriculum Team Meetings when required.

3.3 Professional Development

At Rehoboth, the Head of Learning Area at Rehoboth will:

- a) ensure that all teachers within the Learning Area have been provided with programs of work and assessment for the subjects that they are teaching
- b) conduct a program of induction for new teachers in their Learning Area, in accordance with the staff onboarding process, and mentoring or providing a mentor to new teachers in the College
- c) encourage the collaborative development of programs of work, both internal and external
- d) organise and encourage appropriate and effective professional development for teachers operating within the Learning Area
- e) monitor and support the performance of teachers operating within the Learning Area to meet expectations and continually develop their practice
- f) conduct regular Learning Area meetings (a minimum of two per term) to discuss matters of importance to the Learning Area and forward the minutes to the Principal
- g) ensure that all teachers within the Learning area have met due dates for reporting and that all reporting data has been checked and approved before submission
- h) assist relief teachers in the Learning Area
- i) provide assistance to teachers undergoing the process of performance management, the development of a central record of teacher action plans, and participation in the performance review and peer review cycles
- j) engage teachers in the formation of a Learning Area plan that will be integrated into the Operational Plan and School Improvement Plan
- k) contribute to the professional development of other staff by sharing knowledge, ideas, and resources, and by being prepared to invite others to observe classroom practice
- l) endeavour to keep up to date in areas associated with the various roles at Rehoboth, whether they be in the curricular or co-curricular domains of College life
- m) participate in the appraisal schemes that operate within the College
- n) attend nominated professional development days, and
- o) avail themselves of the specific PD days which are made available to them in an area of need or interest.



3.4 Facilities/Resources

At Rehoboth, the Head of Learning Area will:

- p) prepare the textbook and stationery requirements and the Learning Area submissions for all College Handbooks and Booklists
- q) supervise the presentation, upkeep, tidiness, furniture and fittings, and maintenance of the classrooms used by the members of the Learning Area and the Office areas, and
- r) supervise the record keeping of resources used by teachers in the Learning Area.

3.5 Finance

At Rehoboth, the Head of Learning Area will:

- s) prepare an annual budget along the guidelines outlined by the Principal, and its submission to them by the required deadlines, and
- t) supervise and keep records of the annual Learning Area budget within its agreed limits and ensuring that the Staff follow the correct procedures.

3.6 Reporting Relationship

The Heads of Learning Areas are responsible to the Principal for all aspects of the management of the Learning Area.

The position represents a pivotal level of management in the College and as such reports to the Senior Staff on any matter where this is considered necessary, particularly pertaining to the academic performance of students and the curriculum. In the normal course of events the Senior Staff comprises the Principal, Deputies and Heads of Learning.

The Senior Staff meets approximately every fortnight on Mondays after school from 3.15pm-4.30pm.

4. Instrumental Music Program Specific Role Duties

The Head of Learning Area - Music provides leadership and oversight of the College's Instrumental Music Program, ensuring its effective operation, growth and promotion across the College. The Head of Learning Area - Music is responsible for:

4.1 IMP Leadership and Administration

At Rehoboth, the Head of Learning Area - Music will:

- a) provide strategic leadership and operational oversight of the Instrumental Music Program (IMP), ensuring its effective delivery across all College campuses
- b) manage student enrolments, withdrawals, tutor allocations, waitlists and program records, ensuring accurate administration of the program
- c) develop, maintain and communicate program schedules, timetables, calendars and operational requirements to tutors, students, and parents



- d) coordinate student attendance monitoring, lesson scheduling and make-up lesson requirements, ensuring compliance with program procedures, and
- e) maintain systems, records and documentation relating to the IMP, including student, tutor and program information.

4.2 Staff Leadership and Management

At Rehoboth, the Head of Learning Area – Music will:

- a) coordinate the recruitment, appointment, induction and onboarding of IMP tutors in collaboration with relevant College departments
- b) provide leadership, guidance, mentoring and support to IMP staff, fostering professional growth and high standards of practice
- c) conduct regular performance and development reviews of IMP tutors and address concerns relating to performance, conduct or parent feedback
- d) ensure tutors are informed of and comply with relevant College policies, procedures, professional development requirements and system changes, and
- e) approve tutor timesheets, leave requests and other employment-related administrative requirements as delegated.

4.3 Parent and Student Engagement

At Rehoboth, the Head of Learning Area - Music will:

- a) develop positive relationships with students and parents, responding to enquiries, concerns and complaints in a timely and professional manner
- b) communicate student progress, attendance matters, program changes, tutor changes and other relevant information to parents, and
- c) support appropriate tutor placement for students, recognising individual learning needs, musical interests and abilities.

4.4 Program Development and Promotion

At Rehoboth, the Head of Learning Area - Music will:

- a) promote and enhance the profile, growth and sustainability of the Instrumental Music Program within the College community
- b) identify opportunities to expand the program, including the introduction of new instruments, learning opportunities or areas of instruction where appropriate, and
- c) coordinate program transitions and continuity, including tutor replacements and student handovers.

4.5 Events and Performances

At Rehoboth, the Head of Learning Area - Music will:

- a) coordinate and support IMP performances, concerts, showcases and other approved music events as required, and



- b) liaise with tutors, College staff and event organisers to ensure the successful planning and delivery of IMP-related performances.

4.6 Resources, Facilities and Budget

At Rehoboth, the Head of Learning Area - Music will:

- a) oversee the IMP budget in consultation with the Finance Manager, including equipment purchases, maintenance and resource planning
- b) manage the Instrument Loan Scheme, including records, agreements, inventory control and maintenance requirements
- c) oversee the maintenance, repair and replacement of IMP instruments, equipment and resources, and
- d) coordinate the allocation, use and maintenance of IMP teaching spaces and facilities.

5. Other Duties and Responsibilities

- a) manage all administrative functions associated with the above-listed duties
- b) have a good understanding of, and commitment to, the vision, mission, and purpose of the College, and be able to articulate these well in written and verbal communications
- c) possess strong communication skills, with particular emphasis on written communication skills and experience, and be able to communicate well with colleagues, parents, students, and the public
- d) support the policies, aims, and strategic planning goals of the Board of ACE
- e) where appropriate, will attend staff devotions, staff prayer meetings, staff meetings, assemblies, ACE meetings (such as the March and October General Meetings), graduations/awards nights, concerts, and other key activities and events on the College calendar
- f) be actively involved in the general life of the College where appropriate, promoting the totality of the educational experiences offered at the College – spiritual, social, cultural, aesthetic, physical, and epistemological
- g) demonstrate in all dealings with students a support of College rules and procedures
- h) attend all lessons (unless prior arrangements have been made) and be punctual to all classes
- i) assume pastoral care responsibilities in any role within the College, be it classroom teacher, tutor, sporting coach, activities coordinator, or in some other aspect of the range of experiences that bring staff and students together
- j) act as a conduit between parents and the College when assuming the role of classroom teacher
- k) be punctual for all rostered days of work and present themselves in a manner suited to the position
- l) carry out extra duties as required by the supervisor from time to time, and
- m) the Head of Learning Area will establish and maintain effective working relationships with teachers in the Learning Area, the wider staff, the Senior Staff, the Primary School, as well as students and parents. As a member of the Senior Staff, the Heads of Learning Area are part of the senior decision-making body in the Secondary School.

6. General Terms and Conditions

- a) Our [General Terms and Conditions of Employment](#) form part of this position description.
- b) Pastoral references will be required as part of the application process for this position.
- c) This position description is meant to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.