



KEARSNEY COLLEGE
Founded in 1921

Director of Music Job Description

The Director of Music is expected to take responsibility for the overall management of the intramural and extramural practical component of the music programme. The overall purpose of the position is to promote the profile of the music programme so that the overall educational objectives of the College can be achieved.

The Director of Music is expected to work collaboratively with all members of the music department and wider academic staff, have an understanding of the role of music within the academic curriculum and be aware of instructional trends and innovations in music both locally and internationally. In particular the position of Director of Music encompasses many roles: that of manager, administrator, teacher and director.

1. MANAGER

The Director of Music is expected to provide innovative and responsible leadership in the effective management of the Music programme. He/ she will be responsible for the success of the music programme in all its facets and support thereof from boys, parents, the board of governors and the greater community.

This involves the following:

- attending weekly management meetings – communicating the needs of the department/ programme at this meeting and reporting-back decisions taken to members of the academic department/ programme.
- being responsible for the strategic planning and development of the music programme, in line with the objectives of the College.
- setting and monitoring of annual goals for the department/ programme.
- motivating IT requirements to the IT department and reporting IT-related problems to the IT Manager or IT committee.
- profiling the activities of the department/ programme through the writing of articles for inclusion in The News and Views; external media; intranet and internet site.
- assisting in building the brand and public awareness of the College, both locally and internationally.

- promoting the extramural activities of the music programme and the maintaining of numbers of pupils choosing to receive tuition in a range of musical instruments. The Director of Music may be required to justify any dramatic changes to the numbers taking the subject and to advise on steps taken to address this.
- meeting with parents regarding concerns specific to the department/ programme.
- networking with other music professionals and performers.
- managing the intramural music programme including supervising of full-time and peripatetic music staff and well as internal and external practical examinations.
- overall supervising of the Music department administrator/ secretary.
- promoting a positive relationship with boys and teachers.
- managing the music programme and music facilities as a functional, attractive and friendly environment which encourages maximum use.
- managing the Kearsney College choir's termly and annual calendar of performances.
- managing pupil behavior within the practical and performance spaces.

2. ADMINISTRATOR

The Director of Music should demonstrate a high level of academic administration and record-keeping which is fundamental to the successful administration and effective control of the music programme. This would include:

- drafting and managing the budgets for the department/ programme.
- ordering and safe-keeping of music resources and equipment.
- ordering and distribution of stationery.
- supervising the weekly timetable regulating individual musical instrument tuition.
- maintaining a current inventory of musical instruments, equipment, scores and holdings.

3. TEACHER

It should be recognized that Kearsney College, as a full-range independent, boys-only academic organization, has top-quality, highly qualified and experienced teachers who are able to design and implement curricula best suited to teaching boys in order to meet their unique needs within a South African context. To achieve this requires the Director of Music to teach:

- a grade 8/9 elective focusing on musical appreciation.
- a weekly grade 8 singing lesson.
- a weekly whole-school hymn practice

- various aspects of the music curriculum in grades 8 to 12 when requested to do so by the HOD: Music.
- one or more musical instruments in accordance with expertise and skill.

4. DIRECTOR

Due to the dynamic nature of an independent boys' boarding school, as well as the ever-developing environment of the Music department/ programme, other responsibilities and functions may be delegated by the College's management to the Director of Music to assist in the operational efficiency of the College. This may include (but are not limited to):

- playing the organ/ piano in chapel and assemblies
- displaying competence in directing and leading boys on stage during a range of musical performances in various music styles and ensembles.
- displaying professional skill and expertise in one or more musical disciplines at an exceptional level.
- being involved in the planning and facilitation of the Culture@Kearsney programme by attending the launch and being fully responsible for the choir festival and other related events.
- Organizing the annual inter-house music competition including the organization and instruction of the school boy directors and house choirs.
- musical direction of the College's orchestra including the selection, rehearsing and performing of the orchestra's repertoire
- musical direction of the College's annual dramatic production and musical in close working relationship with the HOD: Dramatic Arts.
- planning, rehearsing and directing the Kearsney College choir's repertoire and being responsible for all the technical and musical aspects of the choir's performances.
- planning and executing local and international choir tours including making travel, accommodation and performance arrangements.
- planning and overall management of the musical components of a range of school-related functions including the annual Open Weekend, Grandparents' Day, Remembrance and Carol services.

The Senior Deputy Headmaster will be the Director of Music's line manager. The Senior Deputy Headmaster will meet with the Director of Music from time to time to discuss progress made with various aspects to the job description.

The Senior Deputy Headmaster will also conduct an annual evaluation of the Director of Music as part of the College's Staff Appraisal programme.