

POSITION DESCRIPTION

Position name	Head of Strings
Classification	Level 6, Instructional Services Grade 5 Educational Services (Schools) General Staff Award 2020
Engagement	Permanent, part-time (0.6FTE) working 22.8hrs per week/40 weeks per year
Line Manager	Head of Faculty-Music
Key Relationships	<ul style="list-style-type: none"> • Head of Co-Curricular Music • Junior School Performing Arts Coordinator • Peripatetic Strings Tutors and Ensemble Directors • Administrator – Performing Arts

Our Mission:

Scotch College Adelaide is an ambitious and aspirational independent coeducational ELC – 12 College that exists to know, nurture and challenge all within its community.

We value courage, integrity, inclusivity and an unwavering focus on tomorrow in all that we do to prioritise extraordinary outcomes for the diverse student population entrusted to us. A Scotch education is grounded in a sophisticated understanding of ourselves and others; and it is our wellbeing promise that underpins our learning, character, co- curricular and service programs from ELC to Year 12.

Wellbeing is embedded in everything we do, and we want our staff to be:

- able to flourish be physically adept, mentally resilient, intrinsically motivated, highly skilled,
- practicing effective work life integration, and
- demonstrating an adaptive capability which will enable the College to confidently embrace disruption.

Position Objective:

Provide strategic leadership, expert direction and sustainable management of the College's R–12 strings program, establishing a culture of excellence, continuity and growth that meets the expectations of our school community and positions strings as a flagship area of the performing arts.

While this is a part-time position, there is the potential for the successful incumbent to privately tutor strings students at the college to further strengthen their involvement in the Scotch Music Program and increase time on campus beyond their part-time fraction, should they wish.

Key Responsibility Areas:

1. Program Leadership and Strategic Development

- Lead, develop and oversee the School's R–12 strings program, ensuring a coherent, sequential curriculum and smooth pathways from Year 2 String Immersion through to senior ensembles.
- Drive growth of the R–12 strings program by promoting participation, developing recruitment strategies and creating clear progression pathways for students.

Scotch College Adelaide

📍 Carruth Road, Torrens Park SA 5062

PO Box 271, Mitcham SA 5062

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✉ enquiries@scotch.sa.edu.au

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- Maintain a strong awareness of current trends in string pedagogy and methodology, ensuring the program reflects contemporary best practice.
- Maintain active personal involvement in string and orchestral performance, modelling high-level musicianship and industry engagement
- Build strong links with local music networks and talent pools, including organisations such as Adelaide Youth Orchestras, State Music Camp, tertiary institutions, community ensembles and studio teachers, to support recruitment and strengthen the school's presence in the Adelaide string community.
- Promote community engagement opportunities (feeder primary visits, community concerts, partnerships with local music organisations) to build interest and visibility in the program.

2. Curricular & Co-Curricular Coordination and Events

- Coordinate, run and direct the Year 2 String Immersion curriculum program, including program planning, resources and tutor guidance - in consultation with Head of Music and Mitcham Campus Performing Arts Coordinator
- Direct the Primary String Orchestra and lead sectional rehearsals, classroom integration and primary string development initiatives
- Conduct and prepare the Senior School Orchestra and associated chamber groups for concerts, tours and assessments; develop repertoire appropriate to year levels and ensemble ability
- Plan, schedule and coordinate all string performances and events in partnership with the Primary Performing Arts Coordinator and Head of Co-Curricular Music (assemblies, school concerts, external events)
- Oversee audition/placement processes, student assessment and tracking of progress across the strings program; recommend ensemble placements and solo opportunities.

3. Program Administration

- Work collaboratively with the Head of Music and Head of Co-Curricular Music to appoint and mentor peripatetic string teachers and ensemble assistants; coordinate inductions and ongoing professional learning
- Coordinate repertoire planning across R-12, prepare and arrange parts as required, produce and print sheet music for ensembles, and manage music distribution
- Manage inventory, maintenance and allocation of school string instruments, including cataloguing, repairs, purchasing recommendations and annual budgeting
- Provide pastoral support and maintain regular communication with students and parents about progress, ensemble commitments and events.

4. Work Health Safety and Wellbeing

- Ensure compliance with WHS, child-safety and school policies, including risk assessments for excursions and performances.
- Take reasonable care of, and cooperate with actions taken to protect the health and safety of self and others
- Report all accidents, incidents and hazards as soon as is practicable.

Key Selection Criteria: Qualifications, Experience, Knowledge and Personal Attributes

Qualifications & Certifications

- Tertiary qualification in music
- Attainment and maintenance of a valid Working with Children Check (WWCC)
- Attainment and maintenance of the 'Responding to Risk of Harm, Abuse and Neglect – Education and Care' (RRHAN-EC) certification at the Masterclass level
- Attainment and maintenance of HLTAID012 'Provide First Aid in an Education and Care Setting' Certificate.

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Experience and knowledge

- Demonstrated experience directing school string programs or orchestras (R–12)
- Proven conducting and ensemble leadership experience across primary and secondary levels.
- Strong teaching skills and experience delivering early strings programs (e.g., immersion/Kodály/Suzuki-informed approaches).
- Demonstrated ability to recruit, mentor and manage a team of tutors and ensemble directors.

Personal attributes

- Excellent organisational skills, including music library management, event coordination and budget awareness
- Outstanding interpersonal and communication skills with students, parents and staff, and a strong commitment to child safety and pastoral care
- Strong existing networks within the South Australian string community and an ability to attract high-quality student musicians to the program
- Active involvement with professional organisations, such as AUSTA or similar bodies, and a demonstrated commitment to ongoing professional learning.

Conditions of Employment:

- Must be eligible to work in Australia
- Must satisfy child protection screening and adhere to Scotch's Child Protection policy and procedures
- Position is employed under the terms and conditions of the [Educational Services \(Schools\) General Staff Award 2020](#)
- All staff are responsible for ensuring that the data they collect, access or retain is done so within the requirements of the College Privacy Policy.
- The incumbent will be required to take annual leave during the term break or Christmas/New Year shut down period.

Finally

No position description can capture the complexity of tasks within a College. Therefore, this position description should not be limiting and some flexibility is required when using it for reference. There will be other tasks, not described above, that may be given to this position from time-to-time. All positions evolve and change over time, and the College commits to regularly review and update position descriptions to accurately reflect the contribution of employees.

This role may require reasonable out of hours work. Scotch College respects employee's right to disconnect and will communicate with the incumbent regarding when out of hours work is anticipated and discuss reasonable ways to minimize disruption to personal life.

Scotch College is a child-safe organisation and committed to the safety and wellbeing of children and young people. We undertake appropriate screening and suitability assessments to determine the commitment of applicants to supporting child safety and wellbeing values in practice.

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