

Head of Music Department Job Description

Ignite Arts Academy



Location: Cambridge, New Zealand

Employment Type: Full-time flexible hours

Compensation: Compensation commensurate with experience

Reports To: Ray & Maxine Nelson

Key Relationships:

- **Directly Responsible To:** Directors
 - **Oversight & Management Of:** Department Staff (Teachers, Assistants)
 - **Functional Relationships With:** Ignite Directors, Department Heads, Administrative Assistant, Ignite Teachers, School Principals/leadership
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Position Description

Purpose of the Role:

The Director of Music provides leadership, support, and guidance to the music department, ensuring excellence in teaching and student engagement. This role includes overseeing and teaching lessons, performances, and curriculum development, with a focus on improving student outcomes and expanding the music program at Ignite. The Director will also coordinate community performances and holiday programs, and ensure a high standard of professionalism and creativity within the department.

Key Responsibilities

In addition to the standard responsibilities of a music teacher, the Director of Music will:

- Lead regular department meetings to promote collaboration and improve student outcomes.
- Provide weekly updates and reports to the Ignite Director, Ray Nelson.
- Oversee the ongoing development and refinement of the music curriculum and related resources.
- Coordinate high-quality concerts and music performances, including community outreach events.
- Expand and enhance the music-in-schools programs.
- Manage teacher scheduling and ensure adequate coverage for absences.
- Implement effective assessment and feedback practices to improve teaching and learning.

- Uphold and enforce professional standards and expectations for all music staff in line with Ignites values.
 - Oversee the **Camp Rock** holiday programs and lead the development of new program ideas.
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Person Specification

The ideal candidate will be:

- An outstanding and experienced music educator with a Bachelor's degree in Music Education and/or at least 5 years of teaching experience.
- A strong communicator with excellent interpersonal skills.
- A proven leader with the ability to motivate and support a team.
- Enthusiastic, compassionate, and student-focused.
- Capable of developing and inspiring staff while building a positive and high-performing team culture.