



Position Information Document

Name:

Position Title:

Music and Performance Coordinator

Tenure:

POR 2 for 2 Years ending

St Paul's College, as a Catholic, co-educational College in the Edmund Rice tradition, contributes to the development of young people through education and their formation of Christian virtue and conscience.

Founded in 1959 and governed by Edmund Rice Education Australia (EREA), St Paul's College embraces values of Faith, Relationships, Excellence and Diversity in the tradition of our founder Edmund Rice, who used his own gifts and talents to be of service to others and empower the marginalized.

Our College caters for the needs of every individual in a considerate and holistic way, providing learning experiences that are engaging, relevant, innovative, creative and authentic (ERICA). We realise the impact of our community when student experiences are exciting and rewarding, where relationships are supportive and fulfilling, and where our strong Christian values inform every aspect of College life.

The Music and Performance Coordinator reports to the Deputy Principal and is responsible for developing music curriculum and music performance programs, enabling all students to engage in diverse music experiences. This position focuses on the opportunity to develop music, signing and musical experiences within and beyond the classroom, including co-curricular programs.

KEY WORKING RELATIONSHIPS

Internal Relationships: Executive Leadership Team, Secondary Leadership Team, Primary Leadership Team, Learning Diversity Team (Year 7-12), Counselling Services Team, Secondary Learning Council, Secondary Wellbeing Council, Finance Team, Administration Team, ICT Team, HR Team, Grounds and Maintenance Team, Teaching and Non-Teaching staff, and students at the College.

External Relationships: Members of the College Community, Catholic Education South Australia (CESA), Edmund Rice Education Australia Colleges Ltd (EREA), South Australian Certificate of Education (SACE) Board, Australian Curriculum Assessment and Reporting Association (ACARA), Australian Institute for Teaching and School Leadership (AITSL).

KEY ACCOUNTABILITIES:

- Use the National Curriculum and SACE guidelines to design the music program to be implemented in all year levels
- Work collaboratively with leaders in Primary Years and Secondary to assist in continuity of student experience and quality outcomes for music programs between primary, middle and senior years
- Implement latest and best pedagogy to grow the music curriculum across the College
- Prepare a variety of assessment methods that are rigorous and promote student success
- Collaborate with the Religious Identity Team for all liturgies and masses
- Select and arrange appropriate music for liturgies
- Establish choir(s) and band(s) who will be responsible for singing and performing at liturgies and masses
- Encourage and foster the singing and performance of traditional hymns through the academic music curriculum and co-curricular programs
- Foster instrumental playing through the wind immersion program in the primary years
- Promote the learning of music instruments through "Come and Try" nights.
- Prepare and administer budgets for the Music faculty
- Timetable weekly rehearsals of ensembles, bands and choirs
- Timetable instrumental lessons

- Coordinate a team of instrumental teachers and ensure that students are informed of weekly instrumental tuition
- Oversee the student instrumental hire program
- Coordinate instrumental reports each semester
- Coordinate and timetable the music faculty rooms
- Coordinate and direct various ensembles such as Senior Stage Band, Liturgy Band, Junior Vocal Group and smaller ensembles
- Work with instrumental teachers to establish smaller ensembles as an extension of the individual instrumental tuition program
- Collaborate with the Deputy Principal to prepare a calendar of music performances to be held regularly throughout the year
- Maintain and audit music instruments
- Working with the College Musical Director to plan and prepare Production Band rehearsals and performances, including coordination of singing rehearsals for the cast
- In collaboration with the Musical Director, coordinate the hiring and set up of sound equipment for production performances
- Promote a high standard of performances at school and in public
- Promote and encourage students to participate in AMEB exams
- Promote and provide opportunities for regular small and large ensemble or solo performances
- Create opportunities to collaborate with schools for soirees and concerts
- Participate in regional, state and national school music competitions and festivals
- Promote and organize concerts internally and externally (this includes but is not limited to Award Nights, Open Days, School Fairs, Catholic Schools Music Festivals, Nursing Homes, etc)
- Provide leadership for music staff, including ESO.

PERSON SPECIFICATIONS

- Strong educational philosophy that is centred on equity and inclusion
- Demonstrated success in pedagogical practice, curriculum, assessment, and reporting
- Demonstrated understanding of best practice for positive and improved Student Wellbeing
- Deep knowledge of the needs for young people in our community, especially within St Paul's College
- High cultural awareness and sensitivity
- Strong verbal and written communication skills
- Demonstrated ability to plan and organise workload to achieve objectives
- Demonstrated skills in conflict management with staff, students, and families
- Demonstrated skills in problem solving
- Demonstrated ability to manage competing priorities with best outcomes for all tasks
- Competent user of ICT for classroom practice and administrative responsibilities

WORK HEALTH & SAFETY RESPONSIBILITIES

Supports the implementation of a proactive WHS environment through the development and maintenance of a best practice WHS culture within their Workplace.

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers
- Encourage colleagues and others on the worksite to adhere to safe work practices.

Reference: Division 4, Section 27 and 28 WHS Act 2012

GENERAL TRAINING AND CERTIFICATION REQUIREMENTS:

- Working With Children Check to work in Catholic Education SA
- Approved Child-Safe Environments Responding to Abuse & Neglect: Education and Care training

- Relevant First Aid Training
- Edmund Rice Education Australia and St Paul's College is committed to ensuring the safety, wellbeing and dignity of all children and young people. All staff must have and maintain a commitment to child safety.

Other

- Some out of hours duties may be required.

ACKNOWLEDGEMENT

I have read and understand the requirements of this position. I acknowledge that this position information document has been designed to indicate the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks, and outcomes.

Signed (Principal or Delegate)

Signed (Employee)

Date: / /

Date: / /