

**ROLE DESCRIPTION**  
**Music Coordinator K - 12**

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| <b>ACCOUNTABLE TO:</b> | Vice Principal |
| <b>ROLE DEVELOPED:</b> | October 2009   |
| <b>ROLE REVIEWED:</b>  | November 2019  |

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**Role Outline**

The Music Coordinator shares responsibility for the Catholic identity of the College and spiritual and faith leadership within the College Community, inspired by the charism of Saint Marcellin Champagnat as an expression of the Gospel message of Jesus. The Music Coordinator articulates the mission, ethos and educational goals of Newman College, and gives witness to the distinctive educational, moral and social purpose of the College within the evangelising Mission of the Church.

The Music Coordinator is delegated responsibility by the Principal for leadership in, and the coordination of the key learning area of Music with a focus on the relevant sections of the College's Annual School Improvement Plan. The Music Coordinator contributes to the life and management of the College and supports the development of the school as a professional learning community with the purpose of enhancing pedagogy and outcomes for students. Central to this role is to be lead teacher with specific allocation to classroom responsibilities as determined by the Principal.

Learning and teaching at Newman College is informed by the College Vision for Learning, the Australian Professional Standards for Teachers and the National School Improvement Tool.

The Music Coordinator has particular co-responsibility for:

- Embedding of the College Vision for Learning
- Curriculum Administration
- Assessment and Reporting

The Music Coordinator will work closely with the Leader of Learning Arts and the K–Year 6 Music Specialist Teachers to ensure appropriate musical pursuits are available for each student and that all students participate actively on a range of levels. The Music Coordinator works with the Leader of Learning Arts to develop and document the Music curriculum across the College.

In being both proactive and responsive to changes in the College's operating environment, the Principal may, from time to time, require the performance of other duties.

## Key Accountabilities

### 1. General

- 1.1. Promotes the music profile of Newman College both within and outside the College.
- 1.2. Capacity to develop an understanding, rapport and trust with young people recognizing different interests and talents.
- 1.3. Promotes active student participation in the College's Co-curricular Music Program.
- 1.4. Coordinates the involvement of staff, students and parents in the Co-curricular Music Program.
- 1.5. Coordinates the College's musical involvement in the Catholic Schools Performing Arts Festival and other showcase competitions and festivals.
- 1.6. Responsible for the delivery and overall performance of choral and instrumental music throughout the College.

### 2. Specific

- 2.1. Designs and implements the Music Curriculum from Year 7 to Year 12.
  - 2.1.1 Delivers Year 11 and Year 12 ATAR Syllabus (Western Art)
  - 2.1.2 Supervises and manages the work of all Music staff with regards to curriculum delivery, meetings, student timetables, communication and reporting.
  - 2.1.3 Holds a Certificate IV in Training and Assessment (TAE 40116)
- 2.2. Leads the Co-curricular Music Program including but not limited to:
  - 2.2.1 interviews, inducts and manages peripatetic music tutors.
  - 2.2.2 prepares and disseminates the Co-curricular Music Program to relevant stakeholders.
  - 2.2.3 communicates effectively with staff, students and parents on all matters relating to the Co-curricular Music Program.
  - 2.2.4 ensures that all Co-curricular music events are recorded in the College Calendar by the end of the preceding year in which the events are to take place.
- 2.3. Supports the Ministry Team through the co-ordination of liturgical music for key Ministry events including but not limited to:
  - 2.3.1 Annual Family Mass
  - 2.3.2 Weekly Community Masses
  - 2.3.3 Year Masses
  - 2.3.4 Extraordinary Liturgical Events
- 2.4. Assumes the role of Musical Director for College events and ceremonial occasions including but not limited to:
  - 2.4.1 College Assemblies
  - 2.4.2 Principal's Assemblies
  - 2.4.3 Year 12 Graduation
  - 2.4.4 Awards Ceremony Years 3 – 6
  - 2.4.5 Awards Ceremony Years 7 - 11
- 2.5. Assumes the role of Musical Director for College Productions including but not limited to:
  - 2.5.1 organising and conducting rehearsals
  - 2.5.2 auditions and manages band members and any professional musicians involved in the production.

2.6. Financial responsibilities include but are not limited to:

- 2.6.1 prepares and administers the annual Co-curricular Music program and Learning Area budget.
- 2.6.2 liaises with the Director of Finance and Administration regarding student billing and peripatetic music tutor wages.

### **3. Other**

- 3.1. Liaises and supports the friends of the Arts in relation to the promotion of the instrumental program of the College.
- 3.2. A part-time administration assistant will support the Music Coordinator in the carrying out of administrative tasks.

### **Conditions**

- Secondary Schools Promotional Allowance Category 1 Level 2
- Teaching requirement as determined by the Principal and reviewed on an annual basis.