

## ROLE DESCRIPTION

<b>ROLE TITLE</b>	Music Coordinator
<b>DEPARTMENT</b>	The Arts
<b>INDUSTRIAL AGREEMENT</b>	<i>WA Catholic Schools Enterprise Agreement 2023</i>
<b>ACCOUNTABLE TO</b>	Vice Principal
<b>DIRECTION FROM</b>	Leader of Learning – The Arts
<b>CONDITIONS</b>	Secondary Schools Promotional Allowance Category 1 Level 2
<b>ROLE REVIEWED</b>	October 2022

## MISSION STATEMENT

Newman College is a PK-12 Catholic School educating in the Marist Tradition, which endeavours to lead students to know and love Jesus Christ. With Mary as our model in faith, we encourage students to grow into the fullness of their humanity in an education environment where they feel welcome, accepted and valued.

## ROLE OVERVIEW

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.



## EXPECTED BEHAVIOURS & ATTITUDES

All staff are responsible for:

- Actively working to promote the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College;
- Actively supporting the Marist Association of Saint Marcellin Champagnat;
- Actively promoting the College's Evangelisation Plan;
- Actively supporting a child safety culture, with a zero tolerance for child abuse.
- Complying with:
  - Marist Schools Australia Policy Statements.
  - Newman College Policy Statements, Procedures and Code of Conduct for Staff;
- Adhering to workplace health and safety procedures and actively contributes to maintaining a safe, healthy and tidy environment;
- Maintaining open communication and works collaboratively with others within the College to foster teamwork and morale;
- Maintaining a commitment to continuously improve services and pursue excellence;
- Seeking opportunities for professional development.

## ROLE RESPONSIBILITIES

### Catholic Identify and Mission:

- Gives personal witness to Catholic values in carrying out the day-to-day duties of the role and engaging students, staff, and broader community in the Mission of Newman College as a Catholic school.
- Actively leads prayer and works to promote the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College.
- Promotes and gives leadership to social justice initiatives and community service.
- Supports and contributes to the development of the Marist Association of St Marcellin Champagnat in Western Australia.
- Contributes to the development of a college environment that is welcoming, hospitable, life-giving and just.
- Ensure the underlying values of the college Mission are embedded within practice in the classroom
- Works with the Leader Mission and Catholic Identity in leading and supporting the prayer, sacramental and liturgical life of the college through music performances at events.

### Teaching and Learning:

- Responsible for the coordination and delivery of quality teaching and learning in safe and growth-promoting learning environments.
- Actively promotes a learning culture and environment consistent with the foundational values and principles for learning and teaching as per the College Vision for Learning.
- Ensures the faithful delivery of the Australian Curriculum and a sustainable co-curricular program that meets the interests of students and is compliant with all statutory requirements.
- Ensures that reporting on student achievement is consistent with the College Vision for Learning, meets the needs of all stakeholders and complies with SCSA and Australian Government requirements.
- Models a culture of reflective practice characterised by robust, evidence-based professional dialogue.
- Acknowledge the diverse nature of students on their journey as lifelong learners
- Deliver teaching and learning which is student driven, data informed and challenges all learners.
- Provide timely, targeted, formative feedback that promotes learning growth and excellence.

- Create learning environments that maximise discussion, collaboration and feedback that personalises learning for each student.
- Co-learn with students to provide an innovative learning and experience.
- Adopt a shared approach to the learning growth of all students.
- Facilitate student-centred opportunities for creative, innovative, and authentic learning experiences.
- Deliver a flexible and adaptive pedagogy that caters for diverse needs.
- Enact a wide instructional range and contemporary approaches to assessment to track learning growth and attainment.
- Promote a safe and supportive classroom environment.

### **Develop Self and Others**

- Challenge themselves to reflect and evaluate their professional goals to continually grow as educators through research into current theories and contemporary pedagogies
- Commit to setting professional goals, sharing their practice and receiving feedbacks to improve their pedagogy
- Collaboration between teachers contributes to school improvement and student success. Teachers share their practice, learn from, and have a positive impact on each other.
- Partner with parents to understand the learning needs of their children
- Value professional growth and development as an integral part of their vocation.
- Celebrate the social emotional development and learning growth of students and their contribution to the college community.
- Identify leadership attributes in students, listen and respond to student voice and value effort as a precondition for learning growth.

### **Strategic Thinking, Improvement, Innovation and Change**

- Works with the the Leader of Learning Arts and the K-Year 6 Music Specialist Teachers to develop new ideas, think and plan strategically, and create a culture and practice of continual improvement, transformation, and sustainability with a focus on learning gains for all students.
- Contributes to the development of effective team functioning and change management delivering sustainable improvements in students' learning outcomes, pedagogy and workplace satisfaction.
- Contributes to the development and implementation of the College Strategic Plan and relevant aspects of the College's Annual Improvement Plan.
- Promotes the image and profile of the College in the community.

### **Contributing to the Management of the College**

- Contributes to the development, implementation and integration of technology systems and structures.
- Ensure systems and processes are optimised for efficiency and effectiveness whilst seeking ways to continually improve such systems and processes
- Exercises good stewardship of College resources.

### **Engaging and Working with the Community**

- Responsible for the oversight, growth and running of all Music related activities such as College bands, choirs, groups and other Co-curricular offerings, under the leadership of the Leader of Learning, The Arts and with support from the Arts Administration Assistant.
- Develops and maintains structures and strategies for effective liaison, consultation, collaboration and partnership with parents with a focus on student achievement, wellbeing, safety and resilience.
- Understands the broader community within which the College resides and is aware of the cultural, social and political characteristics that inform the needs of students, families and carers and the challenges they face.
- Engages with College stakeholder groups in decision making processes as required.
- Contributes to collaborative processes that build relationships and promote shared commitment, partnership, and a sense of achievement.



- Maintain and promote the principles of Occupational Safety and Health within the workplace in accordance with the college policy, including taking appropriate action in relation to identified hazards and risks to ensure the safety of self and others.
- Always maintain and promote the principles of the college Code of Conduct, including taking appropriate action in relation to any breaches of the Code of Conduct to ensure the safety and wellbeing of students, self and others.
- Promotes and supports the role and involvement of parents in their children's learning and in the life and practices of the College.
- Take an active part in the co-curricular aspects of college life

#### General

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

#### Specifics

- Designs and implements the Music Curriculum from PK to Year 12, under the leadership of the Leader of Learning, The Arts and in collaboration with the Primary Music specialist teachers.
- Under the leadership of the Leader of Learning, The Arts, supervises and manages Music staff with regards to curriculum delivery, meetings, student timetables, communication and reporting.
- Holds or works towards a Certificate IV in Training and Assessment (TAE 40116)
- Under the leadership of the Leader of Learning, The Arts and with support from the Arts Administration Assistant, interviews, Inducts and manages peripatetic music tutors.
- Prepares and disseminates the Co-curricular Music Program to relevant stakeholders.
- Communicates effectively with staff, students and parents on all matters relating to the Co-curricular Music Program.
- 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.
- Supports the Ministry Team through the co-ordination of liturgical music for key Ministry events including but not limited to:
  - Annual Family Mass
  - Weekly Community Masses
  - Year Masses
  - Extraordinary Liturgical Events
- Assumes the role of Musical Director for College events and ceremonial occasions including but not limited to:
  - College Assemblies
  - Principal's Assemblies
  - Year 12 Graduation
  - Awards Ceremony Years 3 – 6
  - Awards Ceremony Years 7 - 11
- Assumes the role of Musical Director for College Productions including but not limited to:
  - Organising and conducting rehearsals
  - Auditions and manages band members and any professional musicians involved in the production.
- Financial responsibilities include but are not limited to:
  - Prepares and administers the annual Co-curricular Music program and Learning Area budget.

- Liaises with the Director of Finance and Administration and Leader of Learning The Arts regarding student billing and peripatetic music tutor wages.

**Others:**

- Liaises and supports parent volunteers in relation to the promotion of the instrumental program of the College.
- Regular cyclic meetings with the Leader of Learning The Arts to keep the Leader of Learning across all operations, successes, conflicts and issues
- Undertake any other duties or responsibilities assigned by the Principal.

### EXPECTED BEHAVIOURS & ATTITUDES

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- Actively supporting the Marist Association of Saint Marcellin Champagnat.
- Actively promoting the College's Evangelisation Plan.
- Actively supporting a child safety culture, with a zero tolerance for child abuse.
- Complying with:
  - Marist Schools Australia (MSA) Ltd Policy Statements
  - Newman College Policy Statements, Procedures
  - Newman College Code of Conduct for Staff
- Adhering to workplace health and safety procedures and actively contribute to maintaining a safe, healthy and tidy environment.
- Maintaining open communication and work collaboratively with others within the College to foster teamwork and morale.
- Maintaining a commitment to continuously improve services and pursue excellence.
- Seeking opportunities for professional development.

### ROLE CRITERIA

**Essential Criteria:**

- Strong commitment to the mission and values of Newman College and willingness to promote and support Catholic values as a member of the Newman College community.
- Currently registered with the Teacher Registration Board of Western Australia (TRBWA) with relevant Music qualification
- Possess or willing to complete the requirements for Accreditation to Teach in a Catholic School.
- Have a current Working with Children Check (WWC).

**Highly Desirable:**

- Holds a Certificate IV in Training and Assessment (TAE 40116)

On appointment, the successful applicant will be required to:

- Undergo Child Safeguarding Program and Staff Code of Conduct Training