

MUSIC AND ENSEMBLE COORDINATOR

Reports to	Domain Instructional Leader - The Arts
Position of Responsibility	
Terms of Appointment	4 Years (2024 - 2027)

COORDINATOR ROLES OF RESPONSIBILITY AT CATHOLIC COLLEGE WODONGA

Coordinators at Catholic College Wodonga emulate the example of Life in Jesus. They reflect the vision of the Gospel and the Mercy traditions of learning through hospitality, courage, respect, justice, service, and compassion in their work. Coordinators at this College are an integral part of a culture of service focusing on the example of Jesus and the Mercy values. Coordinators work to meet the goals of the College's School Improvement Plan and the Annual Action Plan by building opportunities within their area of speciality for student and/or staff growth to occur.

FAITH LEADERSHIP

All staff at Catholic College are faith leaders. Our model of Catholic leadership is instrumental in nurturing a strong sense of leadership among students and staff. The focus lies in fostering a culture of service that embodies the charism of Life in Jesus. The educational and pastoral work of leaders in the College is guided by the principles of courage, kindness and respect and in living Life in Jesus, with the aim of developing well-rounded individuals who are academically competent, spiritually nourished, and socially responsible.

CHILD SAFETY

At Catholic College Wodonga, we prioritise the safety and wellbeing of our students. Protecting students is the responsibility of everyone who is employed by the College in child-related work. Our commitment to child safety is reflected in our policies and procedures. All staff are required to comply with our Child Safety Code of Conduct Policy. Where any staff member breaches any of the College's policies or codes of conduct, the College will take appropriate action.

ROLE DESCRIPTION

The Music and Ensemble Coordinator will create and develop the College's music program, outside of formal classes. This role is designed to extend and improve student performance and musical skills. They are responsible for promotion and celebration of the musical profile of the College in the local community.

RESPONSIBILITIES

The Music and Ensemble Coordinator will:

- Plan strategically to enhance musical opportunities for all students.
- Establish and maintain variety of ensembles and student bands across the year levels.
- Assist with College performances and productions as required.
- Coordinate and support sessional music staff.
- Support College assemblies and liturgies
- Coordinate band performances within the local community and beyond

ADMINISTRATIVE DUTIES

- Set and direct a rehearsal schedule for the specified ensemble and advertise this via the Compass daily bulletin.
- Maintain an asset register of College musical equipment
- Promote the specified ensemble within the College and broader community.
- Perform such other duties as may be required by the Principal.

OTHER

- Provide a model of professional appearance and behaviour.
- Is punctual for all duties.
- Keeps privileged information to which he/she is privy by virtue of the employment position confidential.
- Responds to their own training/development needs.
- Seeks feedback on own performance.
- Maintains a highly effective working relationship with all staff.
- Complies with policies, procedures and directives issued by the College including Occupational Health and Safety and Child Safe Code of Conduct.

COLLABORATIVE RELATIONSHIPS

The Music and Ensemble Coordinator works closely with Domain Instructional Leader - Arts to enhance and promote music opportunities in the College.

SELECTION CRITERIA

1. Commitment to ongoing personal leadership growth within a Catholic Educational Setting.
2. Familiarity with the Mercy Tradition and its guiding principles.
3. Excellent communication and interpersonal skills to engage and inspire stakeholders.
4. Demonstrated ability to work collaboratively and facilitate dynamic teamwork.

QUALIFICATIONS

- VIT Registration.
- CECV Accreditation to Teach in a Catholic School (or working towards).
- Appropriate tertiary qualifications, with further study advantage.