



Primary Music Coordinator

Position Description

Position Title:	Primary Music Coordinator
Reporting To:	Music Director
Employment Status:	Full Time
Commencement:	Term 1, 2018
Performance Review Period:	6 months

Purpose of the position

The Primary Music Coordinator will develop and grow the primary school music program. They will teach general primary classroom music lessons, oversee the Year 5 band program, coordinate the instrumental music tutors and facilitate the expansion of the extracurricular music program.

Key Responsibilities

- Grow and develop the primary school music department
- Teach primary school classroom music lessons and develop the required curriculum
- Oversee and develop the Year 5 band program
- Facilitate the expansion of the extracurricular music program that includes running various ensembles, bands and choirs
- Train and equip students for music performance opportunities, including assemblies, music soirees and College celebrations
- Coordinate the instrumental music tutors
- Co-leadership, with other performing arts leaders, of College musicals, camps and other music performances

Other Tasks/Requirements

- Attend and participate in morning staff devotions and staff meetings
- Attend excursions, camps, competitions and other relevant curricular and co-curricular events
- Prepare student reports
- Attend Parent-Teacher interviews
- Attend out of school hours events as required
- Other duties requested by the Principal and / or the Deputy Principal

Key Selection Criteria

- Music education qualifications and relevant teaching experience
- An awareness and understanding of Christian education
- Experience in initiating and developing a dynamic music program
- Ability to inspire and enthuse students towards musical excellence
- Experience in leading music ensembles in varying genres
- Competent musician with wide performance experiences
- Profess a Christian faith and regularly attend church
- Ability to work collaboratively with College Staff

Personal Characteristics

- Adherence to and acceptance of the College's Statement of Faith, Mission and purpose
- Able to model Christ in all aspects of work and in relationships within the College community
- Professional presentation
- Excellent written and verbal communication skills
- IT literate
- Ability to work independently and as an effective team member
- Ability to prioritise work schedule and meet agreed deadlines
- Readily adjusts to changes in the work environment

Employment Conditions

- Full time, working during school term time, with additional time as required.
- Generous time allowance to allow development of curriculum and extracurricular activities
- Salary commensurate with skills and experience, in line with the College's salary levels
- VIT registration, or suitably qualified to attain registration is required
- Be willing to work after hours to attend College events/activities
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- All staff are required to be aware of and adhere to all College policies. St Andrews Christian College is committed to ensuring that every member of the College community is aware of our *Child Safety* policy and standards, and that we have a zero tolerance of child abuse in any form.

August 2017