

# Role Description

## Music Coordinator P-4 (Primary Campus)



**Santa  
Sabina**  
College

All staff members of Santa Sabina College are expected to support and promote the College's Catholic, Dominican mission. Santa Sabina College is an IB World School and educates students to achieve personal excellence, to act with justice and compassion, and to embrace the future with an optimistic global vision.

The College is committed to ensuring that all staff promote the inherent dignity and fundamental rights of students and colleagues within a safe school and work environment. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

### The Role

The Music Coordinator P-4 leads the primary community in the provision of an integrated music program incorporating instrumental, curricula and co-curricular opportunities. The Music Coordinator P-4 leads the curricula and implements the Australian/NSW syllabus. As a member of the P-12 music team this role also promotes opportunities for students on the primary campus to participate in College musical groups and performances. The Music Coordinator will work closely with the Artistic Director P-12, Primary classroom teachers and reports directly to the Head of Primary Campus P-4.

### College Mission

- understand, support and promote the Catholic, Dominican Mission of the College
- articulate a clear understanding and personal commitment to the mission of the Catholic Church and the significant role of a Catholic school
- understand, promote and lead best practice in ensuring Santa Sabina is a child-safe school
- engage with the strategic thinking and development of the College
- articulate the College strategy confidently and positively support its implementation at all times
- develop internal and external partnerships with families and musicians/ peripatetics to enhance learning opportunities for all students

### Strategic Leadership

- promote the shared goals of the College
- collaboratively lead and implement student-centred academic programs that cater for a diverse range of students
- collaborate with the Director of Mission and Pastoral Care P-12, the Religious Education Coordinator P-6 and the pastoral team to ensure the holistic care of students
- model a positive approach to change

- build the capacity of the teachers within the Primary Campus through effective mentoring, coaching and evidence based professional growth initiatives
- support the Director of Teaching and Learning P-12 in analysis and interpretation of academic data to improve student learning and for formal student reporting processes
- develop professional partnerships for the benefit of the primary students of Santa Sabina College and raise the profile of Santa Sabina in the local and professional community

### **Educational Leadership**

- support, mentor and builds staff capacity to ensure ongoing growth and development of music on the Primary Campus
- facilitate professional development for staff to improve skills in ensemble direction, resources and ideas for musical direction at all stages of the curriculum
- liaise with the Artistic Director P-12 to ensure continuity of programs from a P-12 perspective
- liaise with the Primary Leadership Team particularly when managing the co-curricular and instrumental music budget and programs
- model classroom excellence in a student-centred approach to music education
- create and develop an instrumental program which fosters good technical and ensemble skills as well as a love of music, in collaboration with Artistic Director P-12 and Leaders of the various Instrumental Music programs
- ensure that students have a range of performance opportunities and contexts
- collaborate with Music Staff and foster an appreciation for a wide range of music

### **Community Leadership**

- support and promote the College's academic profile within and beyond Santa Sabina
- attend and support presentations and events that assist improving learning outcomes for students and parents at different stages of their schooling
- attend College events and functions relevant to the role of Head of Department as requested by the College Principal
- perform any other duties as directed by the College Principal
- attend all parent/teacher/student conferences as directed by the College Principal
- be attuned to the pastoral care and wellbeing needs of the teachers within the Primary Department
- positively engage the parent/carer, staff and student community in advancing the musical life of the College

### **General accountabilities for all staff**

- be well informed and comply with the College's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- adhere to the College's professional dress code for staff and Staff Code of Conduct
- attend all relevant staff meetings, assemblies, College Masses, community days and staff professional learning days
- demonstrate professional and collegial relationships with colleagues

- commit to and actively support the College's agenda for continuous improvement through participation in school improvement planning and professional growth reviews
- be familiar with and comply with all College policies and procedures

### **Organisational Relationships**

This position reports to the Head of Primary Campus P-4 and liaises with the Artistic Director P-12.

### **Qualifications, knowledge, skills and experience**

- current NESA registration, or eligibility for registration
- appropriate post-graduate qualifications
- excellent written and interpersonal communication skills
- demonstrated experience in dealing appropriately with highly confidential and sensitive information