



Music Performance Coordinator

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| Title | Music Performance Coordinator |
| Classification | Full Time (Ongoing) – Teaching |
| Tenure | 3 Year Position of Leadership (2027 – 2029) |
| POL Level | POL 2 |
| Time Release | 10 x 70-minute periods |
| Category | Teaching Staff |
| Key Report | Vice Principal Staff & Operations Director of Student Programs |
| Award | Catholic Education Multi-Enterprise Agreement 2022 |
| Membership | Operations Team |

Purpose of the Position

The Music Performance Coordinator is responsible to the Vice Principal Staff & Operations and the Director of Student Programs for the duties outlined below, in accordance with Catholic Regional College Caroline Springs policies and procedures.

The purpose of the Music Performance Coordinator is to provide leadership and strategic direction for the College's Music Performance Program, overseeing the development, coordination and delivery of a comprehensive and high-quality co-curricular offering that supports student participation and reflects the ethos and priorities of the College. The Music Performance Coordinator will lead the planning and execution of musical performances across the College, including assemblies, liturgies, concerts and major events, ensuring consistency, quality and strong student engagement. The role is responsible for the oversight and development of the Instrumental Music Program, including ensembles, bands and choral groups across both Junior and Senior School, with a focus on strengthening participation pathways and performance excellence.

The role will take a proactive approach to the continuous improvement and promotion of music performance within the College, including the development and expansion of key programs such as the College Concert Band and broader ensemble opportunities. Working in close collaboration with the Director of Student Programs, the Music Performance Coordinator will contribute to the strategic growth of a strong culture of music performance within the College, ensuring programs are well-coordinated, inclusive and aligned to the broader co-curricular and student development framework.

As a member of the College staff, the Music Performance Coordinator will promote and uphold the Catholic values of the College and present a positive and appropriate public profile. The Music Coordinator will actively participate in the implementation of the College vision and mission statement and be guided by the College motto of 'Live Fully Act Justly'.



Key Contacts

- Vice Principal Staff & Operations
- Director of Student Programs
- College Events Coordinator

Key Roles and Responsibilities

In collaboration with the Vice Principal Staff & Operations and the Director of Student Programs, the Music Performance Coordinator will:

- provide leadership and oversight of the College's Music Performance Program, ensuring alignment with College priorities, ethos and the broader co-curricular framework
- lead the development, implementation and continuous improvement of a comprehensive music performance program across Junior and Senior School, maximising student participation, engagement and performance quality
- design and strengthen clear participation and performance pathways, supporting both broad student involvement and the development of high-performing ensembles
- oversee the planning, coordination and delivery of all music performance elements across College events, including assemblies, liturgies, concerts, productions and major community events
- collaborate closely with the Vice Principal Staff & Operations, Director of Student Programs and Performing Arts Centre & Events personnel to ensure the effective integration of music performance within whole-College events
- lead and coordinate the Instrumental Music Program, including oversight of instrumental staff, external providers, lesson structures, rehearsals and student participation
- manage the scheduling and organisation of instrumental lessons, rehearsals and ensemble commitments, ensuring minimal disruption to core teaching and learning
- oversee the recruitment, induction and ongoing management of instrumental music staff, including contracts, expectations and performance of duties
- monitor and manage the Music Performance budget, ensuring effective allocation of resources to support program growth and sustainability
- build a strong and visible culture of music performance within the College, promoting participation, celebrating achievement and increasing the profile of music across the school community
- develop and expand ensemble opportunities, including bands, choirs and specialist groups, with a focus on strengthening key programs such as the College Concert Band
- collaborate with the Catholic Identity and Mission Team to plan, prepare and deliver high-quality liturgical music that enhances the spiritual life of the College
- support and build the capacity of staff involved in music performance activities, fostering consistency, confidence and quality in program delivery
- oversee student engagement in co-curricular music opportunities, including rehearsals, lunchtime programs and performance preparation
- ensure all music activities are delivered in accordance with relevant compliance, safety and duty of care requirements
- maintain and oversee College musical resources, including instruments, equipment and performance materials, ensuring appropriate upkeep and management



- communicate effectively with students, staff, parents and external providers to promote opportunities, coordinate programs and support participation
- analyse participation data and program effectiveness to inform strategic decision-making and continuous improvement
- contribute as a key member of the College Operations Team, supporting whole-school priorities and event delivery
- undertake other duties as directed by the Principal and/or Vice Principal Staff & Operations.

General Qualifications

- Full VIT Registration
- Master of Education and/or Leadership, or equivalent (advantageous)
- Accreditation to Teach in a Catholic School (advantageous)
- Accreditation to Teach Religious Education and/or Lead in a Catholic School (advantageous)

Experience, Knowledge and Skills

- demonstrated experience in leading and managing a school-based music performance program, including ensembles, bands, choirs and major performance events
- highly developed understanding of music performance pedagogy, including the development of ensemble programs and performance pathways across Junior and Senior School
- proven capacity to lead and manage staff, including instrumental tutors and ensemble leaders, building consistency, accountability and quality in program delivery
- demonstrated ability to build a positive and high-performing culture of music within a school, increasing student participation, engagement and performance standards
- highly developed organisational and project management skills, with the ability to manage complex schedules, rehearsals and large-scale performance events
- strong understanding of operational and administrative requirements associated with instrumental music programs, including timetabling, contracts and communication with stakeholders
- demonstrated ability to develop and sustain relationships with external providers, instrumental staff and the broader school community
- high-level communication and interpersonal skills, with the ability to engage effectively with students, staff, parents and external partners
- strong analytical and evaluative skills, with the ability to monitor participation, assess program impact and drive continuous improvement
- capacity to exercise sound judgement, manage competing priorities and maintain professionalism and confidentiality in all aspects of the role.

Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 1359 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Have a sound understanding of the eleven child-safe standards
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any



other policies or procedures relating to child safety

- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment.

Key Selection Criteria

1. The capacity to provide leadership that is characterised by a commitment to the Catholic Faith and our College motto Live Fully Act Justly
2. Demonstrated capacity to lead and manage a comprehensive school-based music performance program, including the development of ensembles, bands and performance pathways that maximise student participation and performance quality
3. Proven ability to plan, coordinate and deliver high-quality musical performances across a range of College events, including concerts, productions, assemblies and liturgical settings
4. Demonstrated ability to build a positive and high-performing culture of music, including leading staff and collaborating with internal and external stakeholders to enhance program quality and student engagement
5. Highly effective organisational, communication and interpersonal skills, with the ability to manage complex programs, collaborate with senior leaders and drive continuous improvement across music programs and initiatives
6. Proven success as an exemplary teacher

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the Principal may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.