



## Job and Person Specification Instrumental Music Coordinator

# Pembroke

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<b>Location:</b>	King's Campus
<b>Responsibility to:</b>	Head of Music
<b>Agreement:</b>	Pembroke School Enterprise Agreement
<b>Classification:</b>	Level 5 – School Administration Services, Grade 5
<b>Employment Status:</b>	Permanent, Part Time (0.91 FTE)
<b>Hours of Duty:</b>	37.5 hours per week Monday to Friday, 7.30am to 4.00pm with a one hour lunch break 44 weeks per year, comprising 39 terms weeks and five weeks during school holidays, the scheduling of which is to be agreed with the Head of Music Out of hours work, including evening and weekends, will be required from time to time, as authorised
<b>Commencement Date:</b>	November 2023

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### Preamble:

Pembroke School is a co-educational, non-denominational, day and boarding School from Early Learning Centre to Year 12. Renowned for academic excellence and a broad, inclusive program, Pembroke offers the South Australian Certificate of Education (SACE) and is also an International Baccalaureate World School, offering the IB Diploma Programme (IBDP) and Primary Years Programme (PYP).

Pembroke is a vibrant and exciting School catering for a diverse community of students. With over 1,700 students, the School offers a broad-ranging curriculum and an outstanding choice of co-curricular opportunities. The School employs over 300 permanent and fixed term staff plus more than 150 casual employees.

Pembroke seeks to engage outstanding, diverse and well-qualified staff to work in our welcoming and open school. All staff work together to provide an environment that facilitates each student's exploration of their potential, academic progress and personal welfare. Staff are encouraged to maintain a collaborative approach, a broad outlook within their respective field and a commitment to ongoing professional development and continuous improvement. Pembroke is a lively and fulfilling place to work.

## **Summary:**

The Instrumental Music Coordinator is responsible for coordinating and supporting the School's Instrumental Music Programs. In addition and in collaboration with the Music Assistant, they will provide administrative and coordination support to the broader Music department.

The duties and responsibilities outlined in this document are subject to change based on agreed strategy and operational needs.

## **Working Relationships:**

Whilst all staff report to the Principal, the line manager for this position is Head of Music.

The Instrumental Music Coordinator shall also work with the Head of Arts, Instrumental Music Tutors, Music Teachers, staff and students.

## **Responsibilities:**

The Instrumental Music Coordinator is required to:

1. Maintain effective communication with all staff, parents, students and the Music Tutors.
2. Undertake other or reasonable duties, as directed by the Principal or their delegate that are commensurate with training, skills, capacity and / or experience.

### Instrumental Music Program

3. Coordinate and oversee all aspects of the Instrumental Music program.
4. Process and allocate enrolment of students into the program and actively monitor waiting list to ensure effective participation and operation of the program.
5. Collect, review and process new instrument tuition timetables each term to ensure they are supportive of the School's requirements and follow up and resolve any concerns.
6. Update instrument tuition timetables and program information on all School systems to ensure accurate records are maintained.
7. As required, advise students of changes to instrumental music lesson times.
8. Check Instrumental Music Tutors accurately mark roles to record student attendance and follow up missing information.
9. Monitor lesson attendance and communicate with the Head of Music, Instrumental Music Tutors and parents regarding absences.
10. Resolve parents' attendance queries for the purposes of accurate invoicing.
11. Assist with the collection and upkeep of accurate records regarding the Instrumental Music Tutors ensuring all required information and checks are current and up to date.
12. Onboard and train new Instrumental Music Tutors, as required.
13. Process invoices, credit notes and adjustments for Pembroke employees who provide instrumental tuition.
14. In collaboration with the Instrumental Music Tutors, coordinate, follow up, review, edit and distribute Instrumental Music reports.
15. Investigate, negotiate and resolve student and parent issues and grievances in relation to instrumental tuition and escalate serious complaints to Head of Music.

### Administration

16. In conjunction with the Music Assistant, provide first point of contact assistance for the Music Department.

17. Support delivery of the Junior School Music, including but not limited to:
  - a. administration
  - b. communicating with parents
  - c. delivering musical instruments and equipment
  - d. monitoring and maintaining instrumental teaching areas.
18. Support the delivery of Junior School curricular music classes through the preparation of resources and materials.
19. In conjunction with the Music Assistant, maintain accurate records of ensemble membership and attendance and follow up with parents and ensemble directors if student is repeatedly absent.
20. Represent the Music department on School Open Days and admissions tours.
21. Provide material for inclusion on the School website and other publications.
22. Provide administrative assistance to the Head of Music and Music Teachers, including but not limited to preparing resources and photocopying.

#### Event Support

23. As directed by the Head of Music and in conjunction with the Music Assistant, support the effective planning of music concerts across the School, including but not limited to organising logistics, production of promotional and other materials and facilitating dress rehearsals.
24. Support the successful staging of music concerts by providing backstage coordination and assistance to staging staff, students and equipment.
25. In the absence of the Music Assistant, lead the staging of music concerts.
26. Undertake any other duties as requested by the Principal or their delegate in line with knowledge and experience.

#### Workplace Health and Safety:

27. Perform the above duties in line with any safe work practices and processes and conduct oneself at work in a manner that is safe to self and others.
28. Report all hazards, incidents, accidents, when experienced or witnessed, in accordance with the School's WHS policies and procedures.
29. Use any equipment provided for health or safety purposes.
30. Follow reasonable instructions given by the School, in relation to health and safety at work.
31. Fulfil the allocated role in relation to evacuation drills and actual evacuations.
32. Participate in and complete all relevant training provided by the School or as appropriate so as to fulfill all WHS roles and responsibilities.

### **Person Description:**

#### Experience and Knowledge:

- a) Demonstrated experience in senior administration or program coordination position.
- b) Knowledge of sheet music and an understanding of the musical instrument requirements for orchestral arrangements is not mandatory but is highly desirable.
- c) An understanding of and commitment to the ethos and values of Pembroke School.
- d) It is desirable that the successful applicant has recent experience in Instrumental Music Coordination duties in a School environment.

Personal Skills and Abilities:

- e) Outstanding interpersonal skills with the ability to effectively engage and work with a range of stakeholders including Music Tutors and young people.
- f) Passion for music and the inclusion of music and the Arts in the education of young people.
- g) High level written, verbal and electronic communication skills, coupled with high attention to detail.
- h) A proactive person who welcomes and encourages collaboration with others, able to work as part of a team or independently.
- i) A solutions-focused, positive and diplomatic approach.
- j) Exceptional organisational skills with the ability to effectively prioritise work and multi-task.
- k) A professional and well-presented persona.
- l) Strong Information Technology skills and ability to use software programmes including but not limited to the Microsoft Office Suite.

Qualifications:

- m) Current DHS Working with Children Check.
- n) Current Reporting Risks of Harm, Abuse and Neglect (previously Reporting Abuse and Neglect) training certificate.
- o) Current Protective Practices training certificate.
- p) Current First Aid qualifications HLTAID009, HLTAID010 and HLTAID011.