Assumption College Kilmore
Learning and Teaching: Performing Arts Coordinator

The exponential rate of change in our world, including our sense of what constitutes knowledge &
learning affects us all, and demands that we respond by developing a flexible and responsive school
that encourages and supports our students to be confident, collaborative and creative learners. As
Marists, in responding to the emerging needs of our students we ‘face the future with audacity and
hope’.

POSITION DESCRIPTION
The Performing Arts Coordinator is actively promotes and supports the organisation of performing arts events
and programs at the College. They are the instigator and facilitator of the major performance concerts, and
mentor those staff who undertake specific roles to ensure such events occur.

Reports to: Deputy Principal - Learning and Teaching

Collaborates with: Members of the College Leadership Team
                   Learning and Teaching Team
                   Staff, students and parents/guardians

Contract: This a Position of Leadership, Level 2 with a time release of 5 periods per
cycle. The person appointed to this role does not undertake a co-curricular
activity.

Demonstrated Leadership Attributes:-
• Demonstrates leadership of Assumption College’s vision and mission as a Catholic school, and uses
  this as a wellspring in all discussion and decision-making
• To continue to develop the Marist traditions of the College in the charism of St Marcellin
• Committed to and promotes the lifelong learning of students and staff
• Has high aspirations for learning that inspire staff, students and the community
• Understands, applies and shares contemporary educational research, theory and practice in
pedagogy, assessment and reporting
• Demonstrates and shares the importance of emotional intelligence and empathy in building trust
and a positive learning community across the College
• Makes and is able to communicate decisions informed and supported by available evidence and
analysis
• Develops strategies to ensure educational opportunity for all students to reach their full potential
• Develops and maintains structures for effective liaison and consultation

Leadership functions:-
• Maintains the overall program of performance activities, both within the curriculum and the co-
curricular program.
• Supports staff and students to bring their creativity to life through significant and small projects.

June 2019
• Advocates for the Performing Arts within the school community.

**Key Duties and Responsibilities:**

• Ensure that the curriculums of music, dance and drama is supported by a lively co-curricular program, which is aligned with and informed by the school’s calendar.

• Monitor co-curricular classes of performing arts, ensuring that the course is rigorous and attendance is appropriate.

• Encourage and enable visiting performing artists, and provide opportunities for students to showcase their talents, such as at assemblies, soirees, the Assumption Day concert and the Sacred Heart exchange.

• Support the various teaching staff to facilitate the annual music camp and annual dance camp.

• Assist the Deputy Principal – Wellbeing with staffing allocations for co-curricular activities.

• Plan and coordinate the annual performances.

• Develop and coordinate the Junior and Senior productions, ensuring that a musical is produced bi-annually.

• Monitor the physical resources used for performing arts and liaise with the Business Manager – Operations to ensure resources are well cared for and renewed as necessary.

• With the Administration: Learning & Teaching’s support, coordinate the timetabling and booking of student private music lessons.

• Assist the Principal in appointing appropriate private instrumental teachers.

• Promote the Performing Arts through written publications and at significant school events.

**Occupational Health & Safety**

The Performing Arts Coordinator will:

• 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;

• Encourage colleagues and others on the worksite to adhere to safe work practices;

• Support and contribute to the improvement of safe systems of work and safe work practices;

• Participate in relevant OHS&W training programs;

• Report all work related incidents and near misses which result in injuries, ill health, or property damage in writing, in accordance with the school’s OHS&W policies and procedures;

• Suggest changes to eliminate workplace hazards, or minimise the risks associated with them;

• Correctly use any equipment provided for health and safety purposes;

• Follow reasonable instructions given by the school in relation to health and safety at work;

• Support the consultative processes for managing OHS&W, when opportunities arise.

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Governed by Marist Schools Australia

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