

# POSITION DESCRIPTION

Coordinator of Band, Brass and Woodwind Studies



## JOB CLASSIFICATION

<b>Position title:</b>	Coordinator of Band, Brass and Woodwind Studies
<b>Reports to:</b>	Director of Music
<b>Employment type and tenure:</b>	Permanent, Full-time (1.0 FTE)
<b>Department / School:</b>	Secondary School
<b>Location:</b>	Stringybark Road, Buderim, Queensland
<b>Industrial instrument:</b>	The Queensland Anglican Schools Enterprise Agreement 2021
<b>Position classification and minimum pay point:</b>	Salaried Position Educational Services (Schools) General Staff Award 2020
<b>Last updated:</b>	May 2024

## ORGANISATIONAL CONTEXT

Matthew Flinders Anglican College is a co-educational College that cares for more than 1380 students in P-12 and 140 Early Learning Centre children. The College was established in 1990 and is located on the Sunshine Coast in Buderim. The College has extensive facilities, comprehensive sporting and co-curricular programs and is committed to using technology to enhance educational opportunities.

### Our Mission

Through transformational learning experiences, we inspire our students to achieve academic excellence, develop a profound sense of humanity and be motivated to create positive change in the world around them.

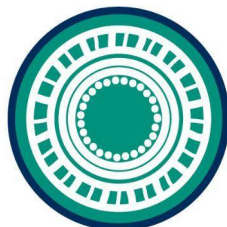
### Our Vision

To Educate for Excellence in Learning and Life.

### Our Values



**Compassion:** We are aware of suffering and are motivated to treat others with kindness, care and understanding.



**Courage:** We act bravely to overcome our fears, accept challenges and learn from our mistakes.



**Integrity:** We act with honesty, moral strength and grace, guided by humility and compassion.



**Respect:** We have a high regard for self and others, and for the wider community, and treat each other accordingly.

# ABOUT THE POSITION

## Position summary

The Coordinator of Band, Brass and Woodwind Studies reports to the Director of Music and is responsible for autonomously managing day-to-day duties. Operating under limited supervision and following established practices, this role occasionally involves supervising students.

As a member of a collaborative team, the Coordinator interacts with music tutors, students, musicians, Friends of Music representatives, and parent volunteers to uphold the music department's performance standards and ensure smooth operations.

Professional and courteous interactions with teaching, support, and itinerant staff are expected, along with effective handling of emergencies and maintaining composure in stressful situations.

Key responsibilities include:

- Promoting and coordinating brass, woodwind, and percussion tuition at Matthew Flinders Anglican College, including overseeing acquisition, utilisation, and maintenance.
- Leading the band component of the co-curricular program, Conducting the Flinders Band, College Band, Stage Band, and Wind Symphony.
- Generating revenue through tuition of brass/woodwind instruments.
- Managing private tutors' activities to maximise benefits and minimise disruption to the academic curriculum.

## Primary relationships

- Report directly to the Director of Music
- Responsible to the Head of Primary and Head of Secondary
- Collaborate with Band, Brass and Woodwind instrumental music teachers and tutors
- Liaise with parents and families of students and the community

## Main responsibilities

- Establish and maintain comprehensive music programs from Primary to Secondary levels in collaboration with the Director of Music.
- Oversee the creation of timetables for private tutors and conduct Private Music Tuition classes as outlined by the College annually.
- Provide guidance in selecting prospective music students and assist private tutors with student interactions.
- Organise meetings for instrumental teachers and sectional coordinators.
- Manage the Co-curricular Band Program, including attending and leading rehearsals and performances of College bands, scheduling rehearsals, and coordinating activities for special College events.
- Assist in organising and supervising Music Department functions such as band tours, music camps, rehearsals, and performances.
- Participate in student assessment activities for Years 10 to 12 and link private tutors with the curriculum and co-curricular program to maintain high standards of student achievement.
- Continuously develop personally and professionally, staying updated with educational trends and participating in training sessions and the Performance Development and Review process.
- Promote teamwork and effective communication, foster a love of music among students, build positive relationships with staff and parents, and assume pastoral care responsibilities.

- Support the College's mission, vision, values, policies, and safety protocols, ensuring a high-quality educational experience and managing risks appropriately.
- Ensure accurate and timely billing for music lessons, prepare repertoire scores, arrange and orchestrate music for functions, plan repertoire for student development, maintain accurate membership rolls, and coordinate with music tutors regarding performance opportunities, attendance, fees, and student progression.
- Conduct preventative maintenance for instruments and percussion equipment, plan safe practices for moving equipment, and ensure accurate and professional documentation.
- Attend various staff meetings, fulfill scheduled playground duty, and attend College Award Functions and Chapel Services as necessary.

## ABOUT YOU

### Person specification

#### Essential qualifications

- An Associate/Licentiate Diploma from AMEB, Trinity College, or similar qualifications (ATCL), or equivalent practical experience, along with membership in the Music Teachers' Association.
- Bachelor or Postgraduate qualifications in Music, Teaching or similar are advantageous, not essential.
- Positive notice from a Working with Children Check (Qld Blue Card or Exemption Card).
- Registration with the Queensland College of Teachers (highly advantageous, not essential).
- First Aid and CPR Qualification.

#### Knowledge, experience and attributes

- Strong communication skills, both written and oral, particularly with students, including report writing, providing references, and managing student diaries.
- Comprehensive knowledge and appreciation of band music, including sourcing and selecting appropriate material while adhering to copyright requirements. Ability to select repertoire for instruction and performance tailored to individual needs.
- Effective interpersonal skills and the ability to work constructively within a music team, displaying professionalism and courtesy with students, parents, visitors, staff, and the public. Acting as a role model and developing positive interpersonal relationships.
- Proficient understanding of all instruments and departmental equipment to ensure optimal performance.
- Familiarity with performances and stage etiquette, including music arrangement, managing public performances, and handling competition pressures.
- Competency in electronic support equipment and understanding of stage management operations.
- Thorough knowledge and understanding of the Music Department's operation within Primary and Secondary Schools and its role in the curriculum.
- Strong aural perception and well-developed conducting technique to accommodate various student rehearsal and performance levels.

# STATEMENT OF COMMITMENT

## **Safeguarding our Students**

Matthew Flinders Anglican College supports the rights of children and young people and is committed to ensure the safety, welfare and wellbeing of Students. Matthew Flinders Anglican College is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees.

To ensure the safeguarding of our students, all employees must have a current Employee Working with Children Check (Qld Blue Card or Qld Teacher Registration) before commencing work. In addition, included throughout the recruitment process are checks of suitability for employment with children.

## **Workplace Health and Safety**

Matthew Flinders Anglican College is committed to ensuring the physical and psychological health, safety and wellbeing of our people. Employees (including contractors and volunteers) must comply with all legislative requirements in respect to Workplace Health and Safety and follow all policies, procedures and codes to ensure a safe and accident-free workplace is maintained.

## **Equal Employment Opportunity**

Matthew Flinders Anglican College is an equal opportunity employer. We recognise that teams who reflect a diversity of lived experience, identity, perspective, and background help us to create a healthy and inclusive working culture where our staff, students and community can thrive.

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*A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered to meet the changing operational needs of the College.*



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**[www.mfac.edu.au](http://www.mfac.edu.au)**

*"Surrounded by our past, united by our future." Artwork by David Williams of Gillingmbaa.*