Music Ensembles and Instrumental Coordinator

(*Additional Leadership considered*)

LORETO COLLEGE

Marryatville, South Australia

www.loreto.sa.edu.au

Role:	Music Ensembles and Instrumental Coordinator *(Additional Leadership considered)*
Position:	Teacher Years R-12
Tenure	2-year tenure for Music Ensembles and Instrumental Coordinator 2027 - 2028
Position of Responsibility:	POR 2
Commencement Date:	19 January 2027
Time Allocation:	8 lessons per fortnight
Responsible to:	Director of Performing Arts

About Loreto

The Mission Statement for Loreto Schools of Australia states:

> *A vigorous belief in the capacity and responsibility of women to contribute significantly to society and to the church underlies the emphasis in our tradition on the education of girls.*
>
> *It builds on Mary Ward's conviction that 'women in time to come will do much' and is inspired by her independence of spirit, her strength of mind, her tenacity and her courage in breaking new ground. Yet, for all her passion to redress an imbalance, her fundamental belief was that men and women alike found their deepest truth and ultimate value in God. There is still an urgent need today to recreate the vision of what it is to be fully human, for men as well as women. It is therefore our task to educate beyond the stereotypes. It is our hope that those involved in our schools will act freely, courageously and in a spirit of collaboration to affirm the dignity of each individual and to further the cause of human rights.*
>
> *This is our vision: that Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.*

All Loreto schools in Australia share the same set of values: freedom, justice, sincerity, verity and felicity. These values are at the heart of our educational philosophy and shape our identity as a school.

Position Overview

Reporting to the Director of Performing Arts, the Music Ensembles and Instrumental Coordinator is responsible for the coordination and effective delivery of the College's co-curricular instrumental and ensemble music program. (There are further leadership responsibilities negotiable as part of the appointment process, based on the experience and strengths of applicants).

The role supports a dynamic and well-organised music program that is embedded in the life of the school and contributes positively to student engagement, participation, and performance.

The Coordinator provides operational leadership in the delivery of the Peripatetic Music Program and the organisation of music ensembles, working closely with instrumental tutors, ensemble directors, students, and families. While not a strategic leadership position, the role contributes to continuous improvement, innovation in practice, and the development of a positive staff and student music culture within the direction set by the Director of Performing Arts.

Key Responsibilities

Instrumental (Peripatetic) Music Program

- Coordinate the operational delivery of the Peripatetic Music Program.
- Liaise with instrumental music tutors regarding timetables, student allocations, and program requirements.
- Coordinate lesson schedules in consultation with tutors and relevant school staff.
- Monitor student enrolment, attendance, and participation in instrumental lessons.

Music Ensembles

- Coordinate the organisation and administration of school music ensembles.
- Liaise with ensemble directors regarding rehearsal schedules, student participation, and performance requirements.
- Support the coordination of ensemble performances and events.

Communication and Liaison

- Act as a key point of contact for parents and students regarding instrumental lessons and ensemble participation.
- Communicate relevant information to tutors, students, families, and staff in a timely and professional manner.
- Refer complex or unresolved matters to the Director of Performing Arts.

Administration

- Maintain accurate records related to instrumental enrolments, tutor engagement, and ensemble membership.
- Coordinate rooming, scheduling, and logistical requirements for lessons and rehearsals.
- Support the effective management of instrumental and ensemble resources.

Leadership and Professional Practice

- Provide consistent, reliable leadership for the instrumental and ensemble music program.
- Work collaboratively within the Performing Arts team.
- Model professional conduct aligned with school policies and expectations.

General Responsibilities

- Undertake other duties as directed by the Principal

Mission, Ethos, and Professional Conduct

- Embody and promote the Loreto mission, values and the charism of Mary Ward in all aspects of College life.
- Actively support the Catholic ethos through participation in prayer, retreats, social justice initiatives, and service activities.
- Model Christian values of integrity, respect, and compassion in all interactions with students, staff, and families.
- Maintain confidentiality and uphold the highest professional standards within the College and wider community.
- Manage information and communication responsibly, in accordance with College policies including Privacy and Responsible Use of Technology.
- Publicly support and uphold the College's policies, strategic plans, and professional standards, including the Safeguarding Children and Young People Code of Conduct.
- Undertake any other duties as directed by the Principal.

Person Specification – Essential Criteria

- Demonstrated experience coordinating a school instrumental music program
- Experience conducting, coaching or managing student music ensembles, eg bands, orchestras, choirs, brass/woodwind groups
- Proven experience in recruiting, managing and supporting peripatetic instrumental music tutors
- Exemplary teaching practices, with proven classroom management practices
- Comprehensive knowledge of current educational issues, curriculum frameworks and national standards as they apply to secondary schooling
- Demonstrated ability to address students' varying intellectual, emotional and physical abilities in teaching practice and pedagogy

Personal Qualities

- Excellent communication skills, both written and verbal, that can be used effectively with staff, students and parents
- Demonstrated planning, organisation and time management skills
- Excellent interpersonal skills underpinned by the Loreto values
- Willingness to contribute to the co-curricula program

Essential Qualifications

- Bachelor of Music, Bachelor of Education (with a music specialisation) or equivalent tertiary music qualification
- Relevant tertiary qualifications and/or experience related to the teaching responsibility required by the position
- Be registered to teach in South Australia and hold a current South Australian Teacher's Registration Board Certificate

Work Health and Safety

Teachers (including PORs), Non-teaching positions – WORKERS

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –

- take reasonable care for yourself and others in the workplace
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able, with any reasonable instruction given by the employer to allow the person to comply with the WHS Act
- cooperate with any reasonable policy or procedure of the employer relating to health or safety at the workplace that has been notified to workers
- do not bypass or misuse systems or equipment provided for any purpose
- report unsafe conditions or acts which come to your attention and address where possible. Notify your supervisor/manager of actual or potential WHS risks in your work area
- notify your supervisor/manager of incidents, injury and pain or discomfort following a work related injury/activity as soon as possible, preferably in the shift it occurs, but no later than 24 hours.

All workers are authorised to:

- stop any activity where there is imminent risk of harm to self or others and to the environment
- instruct others to stop a task considered to present a risk to health, safety and the environment
- raise and/or discuss health, safety, environment and quality matters with supervisors/managers or safety representatives where relevant
- notify a direct report and follow up on any health safety, environment and quality matters outside of one's ability or capacity to control
- escalate health, safety, environment and quality matters to an appropriate level

Accountability

Catholic Church Endowment Society Inc (CCES) utilises a number of accountability processes to assess performance relating to the implementation of management system responsibilities. These processes apply to all personnel and are performance based.

The key process may include:

- supervisory arrangements (in accordance with organisational and site management structures)
- system review and verification activities; and
- performance appraisals

Reference: Catholic Safety, Health Welfare South Australian, (12) v1

APPROVAL

Job Description Approved

.....	.....	.....
Print Name	Signature Principal or Delegate	Date

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Print Name	Signature Staff Member	Date

November 2026

Applications

Applications for the tenured position of Music Ensembles and Instrumental Coordinator should be addressed to:

Ms Kylie McCullah
PRINCIPAL
Loreto College
316 Portrush Road
MARRYATVILLE SA 5068

Terms and Conditions

- Relevant tertiary qualifications and/or experience related to the teaching responsibilities required by the position.
- All applicants must be registered to teach in South Australia and hold a current South Australian Teacher's Registration Board certificate.
- All applicants will be required to undergo a Working with Children check and complete the Responding to Risk of Harm, Abuse and Neglect- Education and Care training and First Aid training. Please attach any relevant certificates to your application.

Included with your application

Please provide copies of the following documents:

- Address each of the Selection Criteria outlined in the position description.
- Your Curriculum Vitae
- The names, addresses and full contact details, including email address, of three referees who may be approached.
- All applicants will be required to complete an Applicant Declaration Form for School Employees which is available on our website. This Form must be submitted with your application.

Closing Date

Applications close at 9.00 am on Friday, 20 November 2026