# SUCCESS PROFILE – Music Coordinator

*Setting your career for success at Geelong Grammar School*

| | | |
|---|---|---|
| ROLE TITLE: | | Music Coordinator |
| DIVISION: | | Learning, Teaching and Academic Innovation |
| CAMPUS: | | Cross Campus |
| REPORTS TO MANAGER: | | Head of Co-curricular \| Music |
| STAKEHOLDER / DOTTED LINE MANAGER: | | Director of Student Engagement & Experience \| Co-curricular |
| DIRECT REPORTS: | | Not Applicable |
| EMPLOYMENT STATUS: | Tenure | Part Time Maximum Term |
| | Hours | 0.42 FTE |
| | Working Weeks | Annualised 52 Weeks \| 38 working weeks, 4 weeks annual leave, 10 weeks leave without pay |
| CLASSIFICATION: | | Teaching Salary Scales \| GGS Enterprise Agreement |
| SUCCESS PROFILE EFFECTIVE DATE: | | 1 January 2027 |

## THE ROLE

### General Description and Role Purpose

The Music Coordinator is responsible the coordination and delivery of a high-quality, inclusive co-curricular music programme in both the Middle and Senior School, through the lens of their designated instrument family. The instrument family categories include:

- Strings
- Voice
- Keyboard and Accompaniment and Contemporary Music
- Wind/Brass/Percussion

### Key Responsibilities/Accountabilities

- Teach one or more instruments through individual or group music lessons (loading associated with this is subject to student enrolment in Music Lessons).
- Teach ensembles as part of the Ensemble Programme, including the Middle School Music Programme
- Teach as key/support instrumental staff within the Classroom Instrumental Programme at various levels, dependent on the experience of the appointee.
- Create an exciting and engaging learning environment for students at every stage from beginner to advanced.
- Prepare students for Australian Music Examinations Board examinations and for Senior music subjects including VCE/VET and IB Music and performance programme.
- Lead, coordinate and deliver internal school performances while providing regular music experiences and securing external performance opportunities for students across all campuses.

- Contribute to the School's performance calendar, including and not limited to; Family Day, Battle of the Bands, Generations in Jazz, Winter Concert, Musicals, Athletics Day, Chapel and Church services, assemblies, Termly Soirées, eisteddfods, and national and international competitions representing the school.
- Attend local, interstate and international tours as required.

Programme coordination, in consultation with the Head of Co-curricular | Music

- Allocate staff and students for instrumental music lessons, classroom and ensemble programmes.
- Develop and coordinate musical items for concerts, Assemblies and Chapel Services and other school events.
- Oversee the maintenance and management of school instruments, including the organisation of purchases, hire agreements and repairs, while coordinating the acquisition, cataloguing and administration of repertoire within the Music Library.
- Support the development, implementation and evaluation of a music curriculum that embeds the most effective practice, theory and philosophy.
- Contribute to the vision, strategic planning and continuous improvement of the Music Programme, driving innovation, excellence and sustainable growth to ensure a world-class learning and performance experience for students.
- Prepare, manage and monitor the annual budget allocation for the instrument family, ensuring strategic resourcing and submission to the Head of Co-curricular | Music.
- Recruit, induct, support and retain the specialist music tutors working within the instrument family, in consultation with the Head of Co-curricular | Music.
- Coordinate rehearsals, lesson and accompanist scheduling across campuses, and resolve clashes.
- Prepare and distribute performance and practice parts in accordance with copyright legislation.

Assessment, reporting and communication

- Employ a range of authentic assessment and reporting practices, including overseeing the fortnightly Music Lesson Blogs to communicate student progress, celebrate learning and strengthen engagement with families.
- Communicate regularly with parents about their child's progress through informal discussion, written reports and parent–teacher discussions when required.
- Coordinate Australian Music Examinations Board enrolments, accompanists, supervision and related administration.

Collaboration and student leadership

- Actively contribute to weekly Coordinator meetings and regular meetings with the Head of Co-curricular | Music, while leading and supporting instrumental teachers within the instrument family and fostering a positive, collaborative and high-performing team culture that advances effective communication, programme development and the strategic vision of the Music Programme.
- Liaise with the other Coordinators of Music to maintain a coherent whole-of-programme offering across instrument families.
- Assist with the selection of student Music Captains and support student-led initiatives.
- Committed to the rigors of the School's *Light Blue*print.

Organisational Relationships - Internal

- Head of Co-Curricular | Music
- Head of Faculty | Visual and Performing Arts
- Employee Engagement team
- Campus Heads of Music
- Coordinators of Music
- Music Tutors
- Campus based Music Administrators
- Teaching and operational staff
- Students

# SUCCESS PROFILE – Music Coordinator

*Setting your career for success at Geelong Grammar School*

Organisational Relationships - External

- Parents
- Australian Music Examination Board

Out of hours contact/ other inherent role requirements

- The incumbent will likely to be required to work public holidays which fall during Term time, when the School is operational
- The incumbent may be required to work flexible hours, for example, supporting production rehearsals
- Attendance at School events, such as Family Day is encouraged
- Travelling for events may be required of this role
- Travelling between campuses may be required for this role

Physical, Environmental and Psychosocial requirements

| PHYSICAL | Expectation | Rarely | Occasional | Frequent | Not Applicable |
|---|---|---|---|---|---|
| Mobility | Ability to move around the workplace, including stairs and uneven ground | ☐ | ☒ | ☐ | ☐ |
| Mobility Endurance | Hiking and running across rugged, uneven, steep or slippery terrain, often while carrying a pack. Sleeping in a tent.<br>Skiing – downhill and cross country | ☐ | ☐ | ☐ | ☒ |
| Sitting /Standing | Capacity to sit or stand for extended periods | ☐ | ☐ | ☒ | ☐ |
| Manual Handling | Ability to lift/carry items up to ___ kg (role-specific)<br>Loading trailers, including lifting above shoulder height.<br>Pushing/pulling heavy items such as bike trailers, boats, stretchers<br>Setting up and packing down large equipment<br>Slitting wood, clearing drains, raking | ☐ | ☒ | ☐ | ☐ |
| Operate Vehicles | Operate vehicles or heavy machinery<br>Drive long distances on both sealed and unsealed roads, often with limited breaks<br>Towing and reversing trailers of various sizes | ☐ | ☐ | ☐ | ☒ |
| Work at Heights | Using ladders, scaffolding or other objects | ☐ | ☐ | ☐ | ☒ |
| Fine Motor Skills | Use of keyboard, writing instruments, equipment | ☐ | ☐ | ☒ | ☐ |
| Visual Capacity | Reading screens, documents, and observing surroundings | ☐ | ☐ | ☒ | ☐ |
| Auditory Capacity | Communicating in person/phone, responding to alarms | ☐ | ☐ | ☒ | ☐ |
| Water-based Activities | Paddling canoes, kayaks, or rafts<br>Carrying boats and gear around water access points<br>Working in wet environments (eg Rivers or rainy weather) | ☐ | ☐ | ☐ | ☒ |
| Fatigue Capacity | Working non-business hours shifts<br>Overnight supervision of students<br>Being on-call<br>Possible sleep disruption | ☐ | ☒ | ☐ | ☒ |
| Travel | Off-site travel | ☐ | ☒ | ☐ | ☐ |
| **ENVIRONMENTAL** | **Expectation** | **Rarely** | **Occasional** | **Frequent** | **Not Applicable** |
| Noise Exposure | Working in moderate noisy environments | ☐ | ☐ | ☒ | ☐ |
| Workspace Layout | Open-plan or shared workspace | ☐ | ☐ | ☒ | ☐ |

# SUCCESS PROFILE – Music Coordinator

*Setting your career for success at Geelong Grammar School*

| | | | | | |
|---|---|---|---|---|---|
| Screen-Based Work | Prolonged computer use | ☐ | ☐ | ☒ | ☐ |
| Biological/Chemical Exposure | Exposure to cleaning agents, laboratory materials (if applicable) | ☐ | ☐ | ☐ | ☒ |
| Shift or Extended Hours | Work outside standard hours (if applicable) | ☐ | ☒ | ☐ | ☐ |
| Outdoor work | Work in hot, cold, wet conditions | ☐ | ☐ | ☐ | ☒ |
| Working alone | Work alone or in isolation | ☐ | ☒ | ☐ | ☐ |
| Confined Spaces | Work in confined spaces where only one egress (escape route) exists | ☒ | ☐ | ☐ | ☐ |
| PSYCHOSOCIAL | Expectation | Rarely | Occasional | Frequent | Not Applicable |
| Interpersonal Engagement | Regular interaction with staff, clients, students, parents or stakeholders | ☐ | ☐ | ☒ | ☐ |
| Emotional Regulation | Managing conflict, sensitive matters, or distressed individuals | ☐ | ☐ | ☒ | ☐ |
| Workload Management | Managing competing priorities and deadlines | ☐ | ☐ | ☒ | ☐ |
| Change Adaptability | Responding to operational change | ☐ | ☐ | ☒ | ☐ |
| Decision-Making | Exercising judgment within delegated authority | ☐ | ☐ | ☒ | ☐ |
| Confidentiality | Handling sensitive or personal information | ☐ | ☐ | ☒ | ☐ |
| Autonomy | Working independently with accountability | ☐ | ☐ | ☒ | ☐ |
| Resilience | Managing pressure, ambiguity and intensity | ☐ | ☐ | ☒ | ☐ |

## THE PERSON – Key Selection Criteria

### Knowledge/Skills/Qualifications | *What you need to KNOW*

**Knowledge / Skills:**

- An experienced teacher with proven experience as an accomplished music educator and musician with highly accomplished ensemble/conducting experience
- Proven capacity to develop trust and empathy with students and staff and to guide their musical development
- The ability to work patiently with students of all levels of accomplishment and motivation
- Outstanding interpersonal and communication skills
- Proven organisational skills and an ability to coordinate staff and students to perform at concerts and related aspects of the Music Programme
- A demonstrated interest in the development of young musicians
- A proven ability to integrate IT into the curriculum and teaching practice
- Proven commitment to professional development and a willingness to participate in all aspects of the Geelong Grammar School community

**Qualifications:**

- Victorian Institute of Teaching (VIT) Membership [Essential]
- Tertiary degree in music or music education [Essential]
- Current driver license [Desirable]
- Anaphylaxis Course (22578VIC - Course in First Aid Management of Anaphylaxis) [Essential]
- Asthma Course (22702VIC - Course in the Management of Asthma Risks and Emergencies) [Essential]
- First Aid Course (HLTAID011 Provide First Aid Course) [Essential]

- CPR Course (HLTAID009 - Provide cardiopulmonary resuscitation [Essential]

**Experience | *What you HAVE DONE***

- Demonstrated coordination experience in music and/or the performing arts
- Experience working within a school-based music or performing arts environment
- Familiarity with examination and accreditation bodies such as AMEB, ANZCA, and Trinity
- Experience supporting scholarship recipients and high-performance students
- Proven pedagogical and performance credentials
- Extensive ensemble leadership experience

**Personal Attributes/Attitude | *Who you ARE***

- Courageous
- Curious
- Compassionate
- Civil
- Connected

**Competencies | *How you behave and what you CAN DO***

- Demonstrates exemplary ethical standards
- Acts with integrity
- Builds positive and professional relationships with staff, students, and parents
- Open to new ideas and approaches
- Collaborates effectively with individuals and teams
- Commits to the development of self and others
- Aligns personal and organisational purpose
- Committed to evidence-based practice (substantiation)

## WORKING AT GGS

- The Success Profile (SP) should be read in conjunction with the School's *Light Blueprint*, individual performance and development plan, employment contract or relevant agreement etc.
- At Geelong Grammar School employees are committed to actualising the *Light Blueprint*.
- The SP outlines key responsibilities only. Other duties consistent with the position purpose may be expected. SP's will be reviewed and updated from time to time. SPs fulfil the role of a Position Description.
- Geelong Grammar School is committed to providing a safe and healthy environment. All Employees, contractors, students, volunteers, and visitors share a mutual responsibility to adhere to safety guidelines and contribute to this safe environment, in accordance with the *Occupational Health and Safety Act 2004 (Vic).*
- Employment is conditional upon obtaining a Victorian Working with Children Check (Employment) and a National Police Check, or current Victorian Institute of Teaching (VIT) registration.
- Where applicable, employment as a Teacher is conditional upon maintaining a current VIT registration (inc. Police Check), proficiency in all of the AITSL Standards, First Aid qualifications and have current Anaphylaxis Management Accreditation in accordance with Ministerial Order 706 and the School's Anaphylaxis Management Policy. Teachers are expected to participate fully in the School's academic, pastoral and co-curricular programmes.
- Geelong Grammar School is committed to experiential learning with and through nature and Creative and Positive Education. Employees are required to attend a Discovering Positive Education training course.
- Geelong Grammar School is committed to the safety of all students and has a zero tolerance of student abuse.

- The School's Student Safeguarding Framework, which includes the Student Safeguarding Strategy, Student Safeguarding Policy and Student Safeguarding Code of Conduct, is available on the GGS website, under 'Student Safeguarding'. The School's expectation is that all staff members (and School Community members) comply with the Student Safeguarding Framework policies and procedures and the Child Safe Standards, as applicable to their role. Any queries in respect of this Framework or the School's expectations should be directed to safeguarding@ggs.vic.edu.au.

| | | | |
|---|---|---|---|
| **Reviewed by:** | Head of Co-curricular \| Music | **Date:** | 20 October 2026 |
| **Approved by:** | Employee Engagement | **Date:** | 21 October 2026 |