Job Description

Introduction

Kennedy Baptist College's mission is "to provide educational excellence in a Christian context, addressing the needs of individuals for lifelong learning". We are committed to fulfilling this mission as a College community as we serve God by serving our students, families and each other. Underpinning the mission and culture of the College are our values defined as **faith**, **integrity**, **boldness**, **growth** and **service**.

- **Faith**: The Christian faith undergirds all the College's activities
- **Integrity**: The College Community demonstrates respect and honesty towards all its members and delivers on its promises
- **Boldness**: Staff and Students are bold in accepting the challenges on offer at the College and strive to achieve the best outcomes.
- **Growth**: College Community members develop their unique gifts and talents and strengthen their areas of weakness.
- **Service**: College community members serve others within the college, and local, national and international communities.

Role Summary

Position: Music Assistant

Responsible to: Head of Performing Arts

Job Purpose: This is a technical hands-on position supporting the Head of Performing Arts with an emphasis on administration, as well as assisting with events including student supervision. The Music Assistant provides support primarily to the Instrumental and Classroom Music teachers and will also assist the other Performing Arts teachers for their events in Dance and Drama, where negotiated within flexible working hours.

Responsibilities

Major Responsibilities

1. Consistently model the College's Vision, Mission and Values in all dealings with students, staff and external parties.
2. A key component of the role will be liaising and assisting students, families, internal and external stakeholders, ensuring that their experience of the music program and the College is both professional and inspirational.

General Duties

1. Timetabling of Instrumental Music lessons, incorporating timetable restrictions, staff availabilities, room allocations, school calendar events and other factors.
2. Data entry or management – entering and maintaining around 200 music lessons in SEQTA Tutor on a weekly basis (approx. 1-2 hours per week) and assisting the HOPA in reorganising lesson clashes for Instrumental Music students or Tutors.
3. Assisting in various Performing Arts events throughout the year (Music, Drama and Dance events) - some flexibility of hours would be beneficial for evening events (depending on the availability of the Music Assistant).

4. Administrative aspects of Instrumental Music lessons such as monitoring Music Record book purchases by parents via TASS.
5. Maintain the database of current sheet music, allowing students and College staff easy reference and access to current repertoire (including Orchestral arrangements).
6. Maintaining an inventory of all music instruments, accessories and equipment (checked at the end of every term).
7. Undertaking any other reasonable duties as required by Head of Learning Area within the time allocation of the role.
8. Production aspects such as admin tasks, photocopying orchestral scores, roll making etc.

Essential

1. Strong organisational, communication and administrative skills – familiarity with SEQTA Tutor highly regarded.
2. Excellent interpersonal skills and the ability to contribute to a positive work culture amongst staff, students, parents and the broader community, in a welcoming and calm manner.
3. Understanding of some aspects of music notation, necessary for filing and sorting music resources.
4. Demonstrated flexibility to the fluidity of needs across Performing Arts subjects (Music, Drama, Dance), including an ongoing desire to learn new skills and knowledge within the Arts area.
5. Ability to work independently, demonstrate problem-solving skills, and to show initiative, as well as an ability to work collaboratively as part of a team.
6. Physical ability to move music equipment when required, factoring OH&S regulations.
7. Demonstrated commitment and capacity to actively promote the Mission and Values of Kennedy in the school community, and actively contribute to the objectives and standards of the Learning Area as a team member.
8. Ability to maintain confidentiality and act in accordance with the Child Protection policy and Code of Conduct and when dealing with sensitive or private information.
9. Model a professional approach for all staff and students, including conduct, language and professional dress.
10. Have a responsibility and duty of care to safeguard and promote the welfare of students. Be aware of the systems within the school which support safeguarding and act in accordance with the Child Protection policy and Code of Conduct.
11. Current (or ability to obtain) a Working with Children Card.

Desirable

1. Understanding of musical instruments (ideally orchestral instrument awareness), performance and rehearsal practices, sound check procedures.
2. First aid procedures and practices or qualifications.
3. Some background in Dance or Drama events, or involvement in a school musical or production including ticketing aspects.
4. Principles of risk management and knowledge of OH&S Regulations.

How to apply

To apply for an advertised employment position at Kennedy Baptist College please fill in the online Employment Application Form on our website.

Please ensure you have ready your CV, Cover Letter, Selection Criteria (if applicable), references, a written reference from your church pastor/minister and digital copies of all academic records. You will be asked to upload these documents as part of your submission of this application.

Please Note: Should you be invited to an interview, given the position applied for involves working with and actively presenting the Christian Gospel to children, you will be asked your personal views on Faith issues. Given the Christian nature of the College and the expectations of all who enrol, agreement with the College's Statement of Faith and Staff Code of conduct is a pre-requisite.