

MacKillop College



Position Description

Co-curricular Music Trainee

The purpose of this document is to record an accurate description of the position.

Supervisor: Leader of Co-curricular Music

The Objective

The primary objective of this role is to complete on the job training requirements and documentation for the award of a Certificate III in Live Production & Services at MacKillop College. Please refer to the outline of duties in the Role Description below. Your role encompasses but is not limited to what is listed below and there may be further requirements to your duties.

You will also be required to undertake the qualification of Certificate III in Live Production & Services.

Award: Education Services (Schools) General Staff Award 2010

Term dates 2020: As per advertisement.

Hours of Work: 38 hours per week (approximately 7.6 hours each day). On occasions you may be required to travel away for excursions, camps or undertake additional hours.
Required to attend Marching Band rehearsal on Wednesday afternoons 3.00pm-5.30pm at St Joseph's Regional College.
This extra time will be in lieu so you will not be required to work during school holidays.

Confidentiality: The incumbent will not at any time during the term of this agreement or at any time after termination of this agreement divulge any confidential information that is related to MacKillop College and students.

You will be provided with a staff handbook outlining other school details that you may require.

Vision and Mission: As outlined by St Agnes' Parish Secondary Schools.

Role Description

- Respecting and upholding the ethos and teachings of the Catholic Church.
- Serving the employer faithfully, efficiently, diligently and exercise all due care and skill in the performance of your duties.
- Preserving and promoting the best interest of the employer and refrain from acting contrary to the interest of the employer.
- The trainee is required to attend Monday morning briefings and staff prayer. Staff meeting attendance is only required upon request of the Principal or Supervisor.
- It is not best practice for the trainee to discipline students. It is however, expected that he/she would challenge students with particular attention to the student code of conduct and the student uniform policy. As mentioned below, this challenge would then be reported to the classroom teacher who would use their discretion to apply suitable discipline.
- Carrying out any reasonable request made by the Principal or Supervisor.
- Liaising with Supervisor, MacKillop staff as required.
- The trainee will work collaboratively with teaching staff. The assistant will also help to create a warm, caring and safe environment to support students and teachers in ways that improve the overall quality of care, community and learning.
- Working with teachers to develop and provide a creative learning environment.
- Working with students individually and in small groups, assisting with student learning experiences.

- Practicing and promoting all WH&S procedures and all Standard Operating Procedures specified for MacKillop College.
- Manage all ensemble music folders, including the ordering and copying of scores.
- Manage all co-curricular music related media (e.g. photos and video of performances).
- Manage and contribute to the co-curricular music website page by updating the “what’s on” listings, photo reel, monthly music video and upload notes and information.
- Create arrangements of parts for rehearsal using music notation software (Sibelius).
- Order music equipment for MacKillop College classroom and co-curricular music programs.
- Manage repairs for MacKillop College classroom and co-curricular music programs.
- Set up musical equipment, sound and lighting for all Music related events at MacKillop College including exams, assessments, Masses, Assemblies and special events.
- Assist with the set up and pack up of all ensemble rehearsals.
- Assist in the running of music related excursions and events that MacKillop College ensembles participate in within the wider community e.g. Eisteddfods, Concerts and Youth Mass.
- Assist in accompanying students for HSC assessment tasks where appropriate.
- Collate house points and Mullo points for ensemble related activities.
- Collate and manage Co-curricular music excellence and commitment awards per term.

Prerequisites

- Must have studied music at HSC level.
- Familiarity with notation software programs such as Sibelius.
- Ability to make minor instrument repairs e.g. re stringing guitars.
- General understanding of audio, lighting, staging and vision systems.
- General level of fitness required to move equipment regularly.
- Must have a car and license to pick up and make deliveries.

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- To be completed in holidays/during allocated time during the school day.