

MacKillop College

Administration – Music and Applied Learning



Position Description

Classification (CEMEA 2022)	Education Support Level 2 (Category C)
Position reports to	Music Director and Applied Learning Leaders

About MacKillop College

MacKillop is a Catholic college in the Josephite tradition. Inspired by the spirit of St Mary of the Cross MacKillop, we strive to:

- encourage individuals to reach their full potential as lifelong learners by providing an innovative, challenging and collaborative learning and teaching environment in a rapidly evolving society;
- foster leadership by empowering and developing all members of the school community;
- enhance positive relationships in a supportive community by promoting justice and a sustainable future;
- support wellbeing by affirming the intrinsic dignity of each individual, embracing diversity and empowering active citizenship;
- witness the presence of God amongst us by celebrating our Catholic heritage as a faith community.

Overview of the Role

This role is responsible for the timely and proficient provision of administrative support to the Music Director and members of the music program. A key component of this 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.

As a Catholic school, MacKillop College requires all staff to share in an active commitment to Catholic Education and a commitment to Child Safety through the actions below.

Commitment to Catholic Education

- demonstrate an understanding of the ethos of a Catholic school and its mission
- demonstrate an understanding of the Church's teachings and the Catholic teacher's role in the mission of the Church
- demonstrate a capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ willing to bring Church's teachings into all aspects of curriculum

Commitment to Child Safety

- ensure students are provided with a child safe environment
- be familiar with and comply with the MacKillop College child safe policy and code of conduct, and any other policies or procedures relating to child safety
- demonstrate a duty of care to students in relation to their spiritual, physical and mental wellbeing
- implement strategies that promote a healthy and positive learning environment
- demonstrate an understanding of child safety standards and obligations (e.g. mandatory reporting)
- demonstrate an understanding of appropriate behaviours when engaging with children
- report any concerns relating to child safety immediately



Accountabilities

Administration

- provide administration support to the Music Director and Applied Learning Leaders
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Co-Curricular (Music Program)

- assist Music Director with arranging tutor meetings
 - assist with orientation of new staff and students to the Music department
 - provide administrative support for the planning and implementation of music program activities and events
 - prepare correspondence on behalf of the Music Director
 - provide information to prospective students and families relating to the music program offerings
 - coordinate, support and attend music program events including camps, concerts, musical productions
 - administer timetables for tutors and teachers
 - administer Music program procedures
 - coordinate enrolments for the music program ensuring all documentation is completed
 - in conjunction with finance department, liaise with students and families regarding music tutor fees and accounts
 - manage allocation of music rooms for student rehearsals
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Music Program Resources

- maintain an inventory of all musical instruments, sheet music, accessories and equipment
 - maintain a database of current sheet music allowing students and College staff easy reference and access to current repertoire
 - maintain data repositories and records for the music program ensuring accuracy and accessibility
 - coordinate hiring of instruments as required
 - coordinate repairs for musical equipment as required
 - provide support with the distribution of musical equipment to students
 - creating and sourcing appropriate resources for music lessons, ensembles and performances.
 - organise storage and maintenance of equipment.
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Applied Learning

- act as a resource for the applied learning programs
 - support the applied learning team and careers teams with work placement including creation of necessary paperwork, planning of competencies to be covered and supervisory visits.
 - support VET enrolment process and enrolment maintenance of students completing a VET subject, via Cluster database JobReady or external RTO Portals
 - maintain database of student VET enrolment information
 - distribute relevant information of VET course information to students and parents and respond to relevant queries from students and parents.
 - act as liaison point for host school and external RTO's.
 - provide administrative support to VET trainers when on site.
 - co-ordinate distribution of termly VET reports from JobReady & RTO portals to parents
 - record attendance on Job Ready, liaise with attendance team to update absences and forward any attendance concerns to Applied Learning Leaders
 - coordinate the completion of VET administration including auspice agreements and contracts
 - Foster engagement with local employers/industry to support SWL opportunities
 - verify and collate relevant documentation and represent the College for auditing purposes
 - keep informed of the changes in VET course information and notify staff
 - be responsible for all records in relation to VET courses and Units of Competency
 - attend Wynbay Cluster Meetings, and feedback relevant information to Applied Learning Leaders.
 - support VASS Administrator with provision of VET enrolment information and results
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Communication

- greet all people who attend to music department
- respond to incoming queries, phone calls, emails and correspondence directed to the music department
- provide meaningful and regular correspondence to the music team regarding any changes, updates within the music program
- liaise with parents and students in a professional and timely manner
- liaise with external providers and contractors as required
- respond promptly to family requests for information, return phone calls and answer emails

Professional Development

- maintain current accreditation to provide First Aid, CPR, and complete asthma and anaphylaxis training
- support a performance and development culture
- complete annual Child Protection and Mandatory Reporting training
- maintain required ICT skills for learning and teaching
- contribute and participate in the annual review meeting process as required

General Expectations

- support the Victorian Catholic Education Authority (VCEA) 'Statement of Principles Regarding Catholic Education'
- act as a role model for students
- actively contribute to the achievement of the School Improvement Plan
- stay informed by reading the Principal Memo, all College emails and other correspondence on at least a weekly basis, responding appropriately
- abide by all College policies and procedures
- work collaboratively and build effective working relationships
- ensure MacKillop Colleges' public image, professional reputation and best interest is represented through all interactions and activities
- model a professional approach for all staff and students, including conduct, language and professional dress
- attend all relevant school meetings, functions, events, liturgies, open days, staff faith proceedings and professional development as required by the Principal
- observe the strictest confidentiality for all sensitive and private information
- participate in duty supervision as rostered, and other supervision duties as required
- actively contribute to the care of all College facilities, grounds, equipment and resources

Work Health and Safety

- take reasonable care of your own health and safety
- take reasonable care for the health and safety of others who may be affected by your acts or omissions
- cooperate with any actions MacKillop College implements to comply with WHS requirements
- comply with all Safe Working Procedures
- use appropriate Personal Protective Equipment (PPE) as required
- periodically update MacKillop College about any medical condition that:
 - is life threatening or may require Emergency Services to be called
 - could impact on your ability to perform your duties
- complete safety training courses as required and participate in compliance briefings or inductions as required
- do not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace to support health, safety and welfare
- report all hazards (e.g. unsafe working conditions) and incidents (e.g. injuries, illnesses, etc.)
- work cooperatively and consult with Health and Safety Representatives to resolve workplace safety changes and issues
- undertake all work activities in a manner that ensures the workplace is free from harassment, bullying and discrimination and supports workplace diversity
- contribute to a healthy and safe work environment, and comply with all safe work policies and procedures

Other Duties

It is not the intention of this role description to limit the scope or accountability of the position but to highlight the most important aspects. All employees are required to undertake reasonable duties commensurate with their skills and training from time to time in accordance with the needs of the College or as directed by the Principal.

Required Capabilities

Administration	<ul style="list-style-type: none">• excellent word processing skills using Microsoft suite• ability to learn and use software applications relevant to the role
Emotional intelligence	<ul style="list-style-type: none">• a demonstrated understanding of social and emotional issues connected to student life
Communication	<ul style="list-style-type: none">• excellent written and oral communication skills, including ability to communicate with students, families and the school community• excellent interpersonal and communication skills
Organisation	<ul style="list-style-type: none">• ability to manage tasks with minimal supervision• capacity to work to timelines• demonstrated organisational skills including strong attention to detail• proven time-management skills• exhibited self-motivation• problem solving skills• demonstrate flexibility and adaptability to tasks
Contemporary Teaching	<ul style="list-style-type: none">• use of multiple teaching techniques to engage students in learning• use of technologies associated with the method taught• contemporary knowledge of the subject matters being taught
Approachable	<ul style="list-style-type: none">• demonstrate a welcoming and calm disposition• demonstrate flexibility and adaptability to tasks• well manner and courteous
Teamwork	<ul style="list-style-type: none">• ability to work as part of a team• ability to collaborate with other staff to develop• ability to develop and maintain excellent working relationships with key stakeholders
Catholic Identity	<ul style="list-style-type: none">• a demonstrated commitment to working in a Catholic Education environment• demonstrated pastoral approach towards student and staff relationships
VET Compliance	<p>The Administrator Applied Learning will ensure that the efficient functioning and delivery of training and assessment activity is conducted in accordance with:</p> <ul style="list-style-type: none">• Vocational Education and Training (VET) Act• Victorian Qualifications Authority (VQA) Act• Australian Qualifications and Training Framework (AQTF) Standards• Registered Training Organisation (RTO) policies procedures and Code of Practice• Other requirements imposed by agreement, legislation and regulation

Qualifications, Education and Experience

Essential

- relevant qualifications or significant experience in an administrative role
 - high level computer skills
 - high level commitment to timely and supportive service
 - excellent interpersonal skills
 - ability to prioritise and complete tasks according to timelines
 - adaptability and flexibility
 - a commitment to teaching in a Catholic school environment
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Desirable

- experience in a comparable role in either a secondary college/school
 - knowledge of musical instruments and terminology
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Declaration

I accept the above duties for the position at MacKillop College.

Name: _____

Signature: _____

Date: _____