

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Music Instrumental Coordinator	Reference: November 2023
Function/Department	Music - Whole School	Location: AIS
Manager Title	Head Of Music Performance - Whole School	
Position Type	Permanent	
Position Status	Full-time	

Position Objective

Provide administrative support to the Heads of Music and instrumental music teachers

Responsibilities

Key Responsibilities:

- Enrolment of students to private instrumental music lessons
- Coordinate rehearsal and teaching spaces for music staff and tutors
- Manage and maintain up to date instrumental tutor timetables - with tutor assistance
- Maintain registers of instrumental enrolments, instrument hire, general communications with families
- Manage room hire accounts with tutors
- Manage Tutor communications with parents
- In liaison with the Head of Music Performance - Whole School, provide admin support for all aspects of hiring instrumental tutors including, collating and publishing job descriptions, managing background checks, and maintaining Cognita People / Single Central Record (SCR) databases
- Manage tutor compliance with all safeguarding compliance measures
- Maintain notice boards with timetables and current and relevant information
- Liaise with AIS admin areas such as Operations, Accounts, Property Maintenance, Purchasing, Marketing and executive areas, ICT sub-schools etc.
- Oversee the Instrumental Hire Program
- Oversee asset register and arrange for the maintenance, repairs, and tuning of instruments as required
- Arrange for the purchasing of Music Department consumables and assets
- Undertake routine administrative tasks as required

Key Areas of Influence:

- Oversee the Instrumental Lesson Program with assistance from the Head of Music Performance.



- Liaise with teachers, parents tutors and students
- Demonstrate high level ICT skills including:
 - Proficiency in the use of Microsoft Outlook Express and the Google suite (docs, spreadsheets, surveys google sites) to manage email communication, calendar appointments and tasks is essential
 - Manage information in the AIS and Cognita People database
 - Problem solve
 - A willingness and ability to learn new ICT skills
- Assist in the organisation, planning and management of school and outside performances in conjunction with the Head of Music Performance Whole School
 - recitals in conjunction with the instrumental teachers
 - performances both within and outside the school
 - assembly performances

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with who, s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all time. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third-party services.

Position Requirements

- Demonstrate high level interpersonal skills and an ability to communicate effectively with parents, staff and students
- Ability to be flexible and work as a part of a team
- An appreciation of a wide range of music styles including classical music (an understanding of the rudiments of music would be an advantage)
- Demonstrate initiative, problem-solving capability and act with minimal direction when necessary
- Ability to prioritise own work and Music Department work-flow

Qualifications

- The successful candidate will have experience in administration, preferably in an educational setting and/or in events management.
- The candidate must have experience with Microsoft Word and Excel and equivalent Google suite apps.
- The candidate should have a passion for music/music education and young people making music
- The ability to communicate effectively with students ranging from Elementary School to Year 12, parents and instrumental tutors is absolutely essential.
- Experience with learning an instrument or having children who have learned an instrument would be advantageous but is not essential.



- Some musical experience would be helpful but is not essential. For example, understanding of music instruments, understanding how instrumental lessons work, music technology and musical notation/rudiments.

Contacts

- Learning Innovation Committee
- Teaching and Learning Committee
- Ex-officio SLT & ELT
- Ex-officio Academic Executive
- Email Group Membership to track school events. Examples include:
 - All Staff Elementary; Staff Elementary Music; All Staff Upper Elementary; All Staff Secondary; Starters and Leavers; Theatre Room Bookings; Extras All Staff VTR; Fire Drill/lockdown drill; Elementary PE / Secondary PE; ELV; AIS Staff All; CCA Office

Working Conditions

- Working Hours: 8:00 am – 4:30 pm, Monday to Friday
- Attendance at some concerts or special events outside of these work hours may be necessary
- Meetings as required

Terms of Employment

- Working Hours: 8:00 am – 4:30 pm, Monday to Friday
- Duties: to assist in the Music Department
- Paid school holidays
- Medical Benefits: Group medical insurance
- Sick Leave/Hospitalisation Leave: 60 days hospitalisation leave including 14 days sick leave
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background Check: Required