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Position Information Document

Name	
Position Title	Music and Performing Arts Coordinator
Stream	Teaching
Date of First Appointment	22 nd July 2025
Employment Category	0.6 FTE Permanent

Key Working Relationships

- School Leadership Team
- School Staff
- Instrumental teachers
- Parents/Carers
- Students

Broad Purpose

To work collaboratively with colleagues, parents/caregivers and CESA personnel to co-ordinate and facilitate a high quality, engaging and inclusive program supporting student learning and development in music and the performing arts.

Duty Statement

Professional Responsibilities

- Operate in accordance with the Charter for Teachers in SA Catholic Schools.
- Have a commitment to uphold and contribute to the ethos of Antonio Catholic School.
- Understand the employer's requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the Antonio Catholic School's policies, guidelines and procedures
- Complete administrative tasks accurately and on time including documentation.
- Participate in professional development activities which lead to improved student outcomes and strengthens the professionalism of the teacher.
- Appropriately assist students who are hurt, sick or in distress.
- Meet and teach students at designated locations and times.
- Develop and maintain effective professional relationships with other staff.
- Undertake supervision duties including yard duty diligently.
- Attend staff meetings, parent teacher interviews and other co-curricular activities.
- Accept delegated responsibilities.



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Content of Teaching and Learning

- Plan a high quality, engaging, comprehensive music and performing arts learning program from Reception to Year 6
- Address students' diverse intellectual, emotional and physical abilities in teaching practice.
- Identify individual learning needs and styles, and plan learning experiences that enable all students to achieve success.
- Know and understand a range of learning methodologies and technologies and their application to the classroom.
- Explore and co-ordinate performing arts programs including choirs, ensembles and troupes (e.g. Wakakirri, Festival Choir, Show choir, school band and drum corps)
- Apply prior learning to changes that happen from time to time in teaching and learning practice.

Classroom Management and Behaviour Education

- Establish positive and effective relationships with students.
- Establish and maintain a task-oriented learning environment.
- Set and adhere to timelines for completion of work.
- Negotiate and implement consequences if expectations are not adhered to.
- Arrange equipment and resources to suit the learning activity.
- Work with students to create an attractive welcoming classroom environment.
- Maintain standards of tidiness and orderliness in all workspaces
- Ensure necessary equipment and facilities are accessible, available and in readiness for planned activities.
- Make all reasonable efforts to manage the behaviour of students effectively within the directions of the SACCS Policy for Developing Positive Relationships.
- Apply behaviour management skills in line with the school's policy.
- Respond appropriately to student behaviour.
- Identify factors contributing to prolonged, repeated or severely irresponsible behaviour and seek resolutions.
- Consistently maintain behavioural expectations.
- Apply effective consequences and strategies to assist students who interfere with teaching and learning.

Assessment and Reporting of Student Learning

- Maintain accurate and comprehensive records of student progress and achievement.
- Use a variety of assessment and reporting methods to regularly monitor learning process.
- Use assessment tasks that are purposeful and relevant to the teaching and learning program and the learning needs of students.



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- Provide students with positive, constructive feedback on performance that reinforces student achievement and focuses on improvement.
- Provide parents and students with detailed, accurate and informative written and oral reports at appropriate times as required by the school.

Interaction with the School and Broader Community

- Demonstrate effective communication skills with students, colleagues, parents/guardians and others.
- Liaise with Pathways Music School facilitating the instrumental music program
- Work effectively as a member of a school team in a range of school and wider community activities incorporating performance.
- Participate in partnerships with colleagues to reflect upon and improve teaching and learning practice in designated curriculum areas.

Person Specifications

- Apply effective leadership skills in the management and accountability of programs
- Work without supervision to meet all work tasks
- Demonstrate and apply a high level of professionalism
- Support for the ethos, values and mission of Catholic Education South Australia and Antonio Catholic School
- Appropriate tertiary qualifications and expertise
- High level of computer Literacy/Communication skills
- High capability written and verbal communication skills
- Establish and maintain constructive relationships with staff, students and families
- Flexible and adaptive approach to tasks
- Ability to relate engagingly, sensitively, respectfully and positively with others, at all levels of seniority within the school environment

Workplace Health and Safety

Commitment

- Support the development and maintenance of a best practice WHS culture within their workplace
- Adhere to safe work practices
- Encourage colleagues and others on the worksite to adhere to safe work practices
- Be responsible for WHS and maintenance in any area or classroom designated

Legal and Policy Requirements

A community of learners where everyone matters...and matters absolutely!



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- Comply with all relevant policies and procedures
- Improve systems of work and safe practices

Plans and Budgets

- Implement relevant actions in WHS plans as required by their supervisor

Performance and Training

- Participate in relevant WHS training programmes
- Provide appropriate WHS training for persons using designated areas
- Include WHS goals and responsibilities in their role descriptions and performance plans in consultation with their supervisor

Risk Management and Hazard Control

- Report hazards and unsafe workplace practices associated with the workplace to their supervisor
- Suggest improvements or recommend changes to avoid, eliminate or minimise workplace hazards

Incident Reporting and Investigation

- Report work related injuries and incidents in accord with the Catholic Church Safety Manual
- Participate in the investigation of potential hazards, dangerous occurrences, WHS incidents and near misses in accord with the Catholic Church Safety Manual

Consultation

- Raise WHS issues with their work colleagues, supervisor, or local WHS committee, and assist with their resolution
- Regularly discuss WHS issues with other staff at staff meetings
- Regularly consult with colleagues on WHS issues, and actively participate in WHS committees if required

Monitoring

- Monitor and evaluate their WHS performance
- Monitor the health, safety, and wellbeing of work colleagues to ensure they can undertake their work safely
- Participate in workplace WHS inspections/audits, and assisting in the maintenance of WHS facilities, resources, equipment and information
- Monitor workplace WHS performance and progress of the WHS action plan for the site

Specific Requirements

Qualifications and Training



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- First Aid for Schools and Centres, OR Senior First Aid Certificate (if nominated First Aid/Health Care Officer)
 - Current Teacher Registration.
 - Current Responding to Abuse and Neglect Training
 - Working with Children Clearance to work in Catholic Education SA and CESA Screening
 - Perform any other duties as required from time to time by the principal

Performance Review

- The employee must undertake performance review on an annual basis
- On the first anniversary of appointment and biennially thereafter, or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate.