Position Information Document

Position Title	**Music Performance Officer**
Responsible to	Music Learning Leader, and ultimately to the Principal
Classification	Education Support Officer – Resources Stream Grade 3
Fractional Time	0.6 FTE
Tenure	Permanent

Our Cardijn Way fosters a culture of belonging and aspiration. We work in partnership to encourage, enable, and support students, families, and staff to live faithfully and with integrity.

Cardijn Context

Cardijn College is a leading R-12 co-educational Catholic school established in 1984, deeply connected to the Marist tradition and inspired by the dual charisms of our patrons, Cardinal Joseph Cardijn and St. Marcellin Champagnat.

Located in the Southern Vales region of Adelaide, Cardijn has grown to three campuses, each offering a unique educational environment to over 2,100 students, supported by more than 300 dedicated staff members.

Cardijn College Marian in Noarlunga Downs enrols students from Years 7 to 12, offering an extensive curriculum alongside a vibrant extra-curricular program to support a range of learning pathways and cater to the varied interests of our students.

Cardijn College Marcellin in Christie Downs has a focus on vocational education and training for students in Years 10 to 12 and beyond, with relationships that extend well into their careers. Marcellin facilitates seamless transitions into professional life through strong industry partnerships, equipping students with the skills and experiences necessary for career success.

Cardijn College Galilee in Aldinga enrols students from Reception to Year 9, providing a nurturing environment with an emphasis on ecological awareness and a personalised sense of belonging.

Position Summary

The Music Support Officer is responsible for supporting the efficient operation of the music department and providing professional technical and administrative support in a range of activities to enhance the educational outcomes for students.

Key Working Relationships

- Principal / Deputy Principal
- Head of Music
- Teaching and Education Support staff
- Students and Parents/Caregivers

Key Responsibilities

Duties include, but are not limited to:

- Prepare equipment and instruments for teachers and students to undertake music activities which include some complexity.
- Under the direction of the teacher (or delegate) set up equipment, instruments and resources for music classes, ensembles, performances, rehearsals and other music activities.
- Maintain documentation as required for administrative, financial and WHS purposes.
- Ensure equipment and instruments remain in good condition and source repairs or replacements, as authorised.
- Under direction, assist with budget preparation, resource and equipment related research to support the needs of the College, preparing purchase orders where applicable.
- Assist students with practical activities ensuring safe practices are always demonstrated.
- Ensure risk assessments are undertaken and recorded for relevant music activities, events and equipment, and appropriate actions are taken to mitigate risks.
- Maintain existing stock control systems, including reconciliation of equipment and stock records, investigating discrepancies, and noting required repairs or disposals. Report hazards to appropriate person for follow up.
- Administer the loaning and allocation of musical instruments, equipment and lockers to staff and students, maintaining appropriate records.
- Prepare risk assessments and safe operating procedures for simpler tasks, ensuring they are readily accessible and available for staff and students to use.
- Work one-on-one with students during practical music activities, rehearsals and performance preparation.
- Identify new or revised music equipment and activities and equipment, including safety requirements and recommend implementation.
- Ensure music facilities and associated spaces are kept secure and all equipment and resources are safely stored when not in use.

- Support the set-up and pack-up of equipment for music classes, VET classes, ensembles, assemblies, liturgies and College and external music events.
- Assist with technical requirements for music activities and events, including audio equipment, recordings, live streaming and video editing, as required.
- Assist in organising music events and performances and support ensembles and liturgical music activities, as required.
- Support the Music Department in the administration, supervision, organisation and attendance at performances, events and excursions.
- Actively participate in school activities, events, meetings, required training and professional reviews.
- Undertake other duties, as required by the Principal (or delegate).

PERSON SPECIFICATIONS

- Commit to upholding and actively contributing to the Catholic ethos of the school.
- Demonstrate a broad knowledge base of technical skills and experience working in a music, performance or comparable environment, including knowledge of musical instruments, audio and associated equipment and the ability to support others in their safe and effective use.
- An active interest and considerable knowledge of music, instruments, equipment and performance activities suitable for a learning environment with students.
- Demonstrated knowledge and experience to safely and responsibly work in a music environment and correctly use, maintain and store musical instruments, audio, recording and associated equipment, and support others to do the same.
- High level of competency in computing skills and knowledge, able to effectively utilise Microsoft Office products, maintain online and hardcopy records and produce reports, as required.
- Interact professionally and work collaboratively and cooperatively with school staff as a positive team member and liaise effectively with other members of the school community, contractors, and visitors.
- High level of interpersonal and communication skills and ability to take initiative and give and take direction effectively and take responsibility for own outcomes in relation to specified quality and WHS standards.
- Work with little direct supervision and demonstrate the ability to plan, analyse and evaluate information from a variety of sources, and apply solutions to a range of problems.
- Good organisational skills demonstrating flexibility, prioritisation of tasks and ability to respond calmly to challenging situations.

SPECIFIC REQUIREMENTS

- A Certificate IV in Music (or equivalent) and/or relevant demonstrated knowledge and experience in a comparable role.
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid Qualification as directed by the school.

- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
    - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
    - Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
    - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

WORK HEALTH AND SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

- Ensure compliance with WHS policies, practices. and priorities, within area of responsibility.
- Maintain Library/Resource Centre and facilities to meet all WHS obligations and requirements.
- Ensure adequate protective clothing and equipment is available and properly utilised when undertaking tasks requiring it.

As a Worker while at work you must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

(Reference: Division 4, Section 28 – SA WHS Act 2012)

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.