



Job Description (schedule one A)

School Wide Music Co-ordinator

Key Relationships With:

*Itinerant music staff, Teachers, Students, Parents, Principal,
School community, School Finance Officer*

Responsible to:

Principal

Status:

1MU

Purpose:

To facilitate the effective integration of music outside of the classroom in the school and school community.

Responsibilities:***Itinerant Music***

- *Timetabling students into music lessons*
- *Communication and liaison with itinerant music tutors*
- *Itinerant tutor appraisal*
- *Monitoring the progress of students in itinerant lessons*
- *Communication with parents regarding itinerant lessons*
- *Overseeing the itinerant music budget*
- *Communication of timetable with students, office staff, teachers and parents*

Maintenance of music and technical equipment in the school

- *This includes the maintenance and up keep of musical equipment in the music suite and the school gym*
- *Supervision and recording of musical equipment that is used outside of the school by trusted and trained members of our school community.*

Student Training

- *Training and timetabling for running school PA and data projector at assemblies*

Preparing Music

- *Providing music and musicians to support school community events when possible*

Date _____

Signed _____

Signed Principal _____